



Agenda

Executive Committee

Wednesday, December 5, 2018 – 5:45 p.m.

Small Conference Room, CCRPC Offices

110 West Canal Street, Suite 202, Winooski, VT

1. Changes to the Agenda, Members' Items
2. Approval of November 7, 2018 Executive Committee Minutes* (Action)
3. Act 250 & Sec 248 Applications*
 - a. Underhill Green Lantern Solar, Preferred Site Request (Action)
 - b. Bullrock Solar, 150kW Solar on at 650 Spear Street, South Burlington (#18-3925-AN) (Action)
 - c. Bullrock Solar, 80kW Solar at 705 Spear Street, South Burlington (#18-3927-AN) (Action)
4. Vermont Climate Pledge* (Action)
5. Personnel Policy Update – Health Savings Account* (Action)
6. Legislative Breakfast presentation review (Discussion)
7. Chair/Executive Director Report (Discussion)
 - a. Business Office Associate update
8. Other Business (Discussion)
9. Executive Session – none anticipated (Action)
10. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. January 2, 2019; 5:45 p.m.

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

5 DATE: Wednesday, November 7, 2018
6 TIME: 5:45 p.m.
7 PLACE: CCRPC offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404
8 PRESENT: Chris Roy, Chair Mike O'Brien, Vice-Chair
9 Barbara Elliott, At-Large Catherine McMains, At-Large
10 And Montroll, Immediate Past Chair
11 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
12 Eleni Churchill, Transportation Program Manager
13 Forest Cohen, Senior Business Manager
14 Bernie Ferenc, Transportation Business Manager
15 Others: Fred Duplessis, Sullivan Powers & Co.
16

17 The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy.
18

19 1. Changes to the Agenda, Members' Items. Chris Roy moved the FY18 Audit presentation in front of
20 Item 2, so Fred wouldn't have to stay as long.
21

22 4. FY18 Draft Audit Report. Forest introduced Fred Duplessis, Managing Partner at Sullivan Powers &
23 Company, who oversaw our audit. Mr. Duplessis did a quick walk through with members. They are
24 ready to issue a final audit. This is an audit of not only our financial statements, but conformance with
25 government accounting and audit of uniform guidance for single audit because we spent more than
26 \$750,000 in federal funds. When issued they will send this to the Federal Clearinghouse and it will
27 become a public document. He reviewed Management Discussion and Analysis, and the various exhibits
28 and schedules. He briefly discussed the pension liability regarding VMERS and noted that Vermont bond
29 rating has been downgraded because of the state pension obligations. In Schedule 3 – Schedule of
30 Operations, Budget and actual shows that we had budgeted for a deficit of \$98,135, but ended with a
31 deficit of only \$20,257. He then reviewed the next schedules that review our indirect rate calculations,
32 which show that we are getting closer to what our actual rate should be. This is a clean audit with no
33 material weaknesses or significant deficiencies; and CCRPC qualifies as a low risk auditee. They do have
34 a couple of recommendations which deal with having someone verify billing rates on timesheets,
35 especially for interns, to be sure they agree with what is billed to VTrans. Members congratulated staff
36 on getting a clean audit and noted it gives everyone confidence in our organization. MIKE O'BRIEN
37 MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO GO INTO EXECUTIVE SESSION AT 6:00 P.M.
38 WITHOUT STAFF TO DISCUSS THE AUDIT REPORT WITH MR. DUPLESSIS. MOTION CARRIED
39 UNANIMOUSLY. MIKE O'BRIEN MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO COME OUT OF
40 EXECUTIVE SESSION AT 6:05 P.M. MOTION CARRIED UNANIMOUSLY. Mr. Duplessis will attend the
41 November 28th meeting to present the audit to the full board.
42

43 2. Approval of October 3, 2018 Executive Committee Meeting Minutes. ANDY MONTROLL MADE A
44 MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE MINUTES OF OCTOBER 3, 2018 WITH
45 CORRECTIONS. Catherine and Barbara noted 3 grammatical corrections on page 3. MOTION CARRIED
46 TO APPROVE THE MINUTES AS CORRECTED.
47
48

- 1 3. Act 250 & Section 248 Applications.
- 2 a. Black Rock Construction, Northridge Development: Williston #4C1315. Chris Roy recused
- 3 himself from this discussion. Regina noted that this is for 26 lots, construction of 39 residential
- 4 units consisting of a mix of single-family homes, carriage houses, duplexes and triplexes, and
- 5 construction of supporting roadway and utility infrastructure. This will be completed in phases
- 6 and is located off of Metcalf Drive in Williston. The Williston DRB has approved Phase I. Staff is
- 7 recommending that the Executive Committee approve the draft letter as the project is in
- 8 conformance with the ECOS Plan. The hearing is tomorrow morning so we have to get this out
- 9 tonight. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO
- 10 APPROVE THE LETTER TO THE DISTRICT #4 COORDINATOR. MOTION CARRIED UNANIMOUSLY.
- 11
- 12 5. Personnel Policy Update – Business Office Associate. Forest noted that this a brand new position and
- 13 we’re recommending a I and II level be added on the salary ranges. It combines duties from the Finance
- 14 Assistant and Bernie and Forest’s positions. Charlie noted that we advertised for this position last week
- 15 in Seven Days and on Indeed.com. We’ve received about 25 applications so far, with 10-15 that may be
- 16 considered for interviews. ANDY MONTROLL MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO
- 17 APPROVE THE JOB DESCRIPTION AND SALARY RANGES FOR THE NEW BUSINESS OFFICE ASSOCIATE
- 18 POSITION IN THE PERSONNEL POLICY. MOTION CARRIED UNANIMOUSLY.
- 19
- 20 6. Executive Director’s Report.
- 21 a. UPWP Guidance update. Charlie noted that last year we received a request for a sizable
- 22 (\$160,000) data collection task from Colchester. The UPWP committee had concerns, but approved
- 23 it and asked staff to come up with some guidance for applications for the next UPWP to try to avoid
- 24 an onslaught of similar requests and a drain on our PL funds. Charlie said we’ve included an
- 25 approximate amount of funding available (\$800,000) for local projects and ask that if a municipality
- 26 has multiple projects that it prioritize them. In previous years we asked applicants to show
- 27 consistency with the eight strategies in the ECOS plan. This year we feel it is more pertinent to be
- 28 consistent with the ten action areas to focus on over the next five years. On page 4 we added a new
- 29 category – Major Data Collection/Asset Management for any data collection request where
- 30 consultant/contractor assistance is needed, and a 20% non-federal cash match is required. We
- 31 considered having a dollar cap on this category, but the TAC didn’t agree and felt a 20% match was
- 32 okay with no dollar limit. On page 5 Charlie will update the estimated amount available and we
- 33 added a sentence about partial funding. Discussion ensued about partial vs. phased funding. It will
- 34 have to be decided on a case by case basis. Andy noted it was good to see the ECOS plan being
- 35 referenced as the Burlington City Council had asked how we keep a plan relevant rather than have it
- 36 sit on the shelf.
- 37 b. Legislative Breakfast Topics. Charlie reviewed the topics we discussed in 2017. Some are still
- 38 pertinent this year such as water quality funding, transportation investment (including I-89 Needs
- 39 study starting this fiscal year), VTtrans update of their prioritization process. We will update the
- 40 slides from last year showing economic impact Chittenden County has on the state and that we
- 41 need investments. Chris Roy noted that they’ll be looking at the report from the Act 250
- 42 Commission and we need to let them know where there are a lot of developed areas and that Act
- 43 250 should focus on areas NOT in already developed areas. Charlie noted another conversation he’s
- 44 heard is about the state funding for RPCs and Vermont Housing and Conservation Board. Charlie
- 45 had seen numbers going back to 2001 when the RPCs got 100% of the property transfer tax formula
- 46 the legislature put in statute. Right now we are being funded with about 55% of the formula. In the
- 47 meantime, RPCs are being asked to do more and more but not given additional funding to do the
- 48 extra work. It was suggested that Charlie prepare a list of all the things we’re being asked to do and

1 whether funding accompanies the requirement. We will finalize the topics/presentation to the
2 Legislative Breakfast at the December 5th Executive Committee meeting and discuss them at the
3 November 28th Board meeting.

4
5 7. Review Agenda for November 28, 2018 Board Meeting. Charlie reminded everyone that we are
6 meeting on the 4th Wednesday in November because of the Thanksgiving holiday. Members reviewed
7 the draft agenda and made changes. Since the VTrans Project Selection & Prioritization Process will not
8 be ready by then, it was decided to have staff give an introduction to the Board about the I-89 2050
9 Study, since it will cover the entire portion of I-89 within Chittenden County.

10
11 8. Other Business: Charlie asked members what other topics/organizations they think the board may
12 want to hear about in the upcoming months. Suggestions included:

- 13 a. Vermont Air Guard come in to talk about the F-35's which are expected in December 2019.
- 14 b. Airport to brief us on noise study and master plan update.
- 15 c. GMT to talk about the latest transit plan.
- 16 d. Potential of passenger rail coming up the western corridor, Budd Rail Diesel Cars, Middlebury
17 tunnel, etc.

18
19 9. Executive Session. None needed.

20
21 10. Adjournment. ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO
22 ADJOURN THE MEETING AT 6:55 P.M. MOTION CARRIED UNANIMOUSLY.

23
24 Respectfully submitted,
25 Bernadette Ferenc

December 6, 2018

Judith Whitney, Clerk of the Commission
Vermont Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

Re: Underhill GLC Solar, LLC Preferred Site Letter of Support - Chittenden County Regional Planning Commission – DRAFT

Dear Ms. Whitney,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of a plan by the Green Lantern Group to develop a 150kW solar array to be located at 97 Beartown Road in Underhill, VT. This parcel is owned by the Town of Underhill and is certified as a categorical disposal facility. The developer and Town wish to designate this site as a “preferred site,” as described in PUC Rule 5.100.

The 2018 ECOS Plan and CCRPC’s “Guidelines and Standards for Reviewing Act 250 and Section 248 Applications” provide guidance for the siting of renewable energy facilities and the designation of preferred sites. Based on the draft site plan, CCRPC has identified no specific issues or concerns on this site. Slopes of over 20% (a local constraint) are present on part of the site, but the draft site plan indicates that these slopes will be avoided. **CCRPC will review the final site plan when it is available to ensure that it continues to avoid known constraints and minimize impacts to possible constraints.**

Additionally, the site meets several of the 2018 ECOS Plan’s suitability standards, which define characteristics of sites where CCRPC encourages renewable energy generation facilities. The suitability standards met by this project are:

1. Locate renewable energy generation in areas designated by a municipality: The Underhill Selectboard and Planning Commission have both signed on to a letter designated this site as a preferred site.
2. Locate solar generation (including but not limited to net metering) on previously impacted areas: The project is proposed on a categorical disposal facility certified by the State of Vermont.
3. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is located outside of both of Underhill’s designated village centers.

Finally, this project advances the 2018 ECOS Plan’s goal of increasing renewable energy generation in Chittenden County. **The CCRPC supports the identification of this site as a preferred site for net metering.**

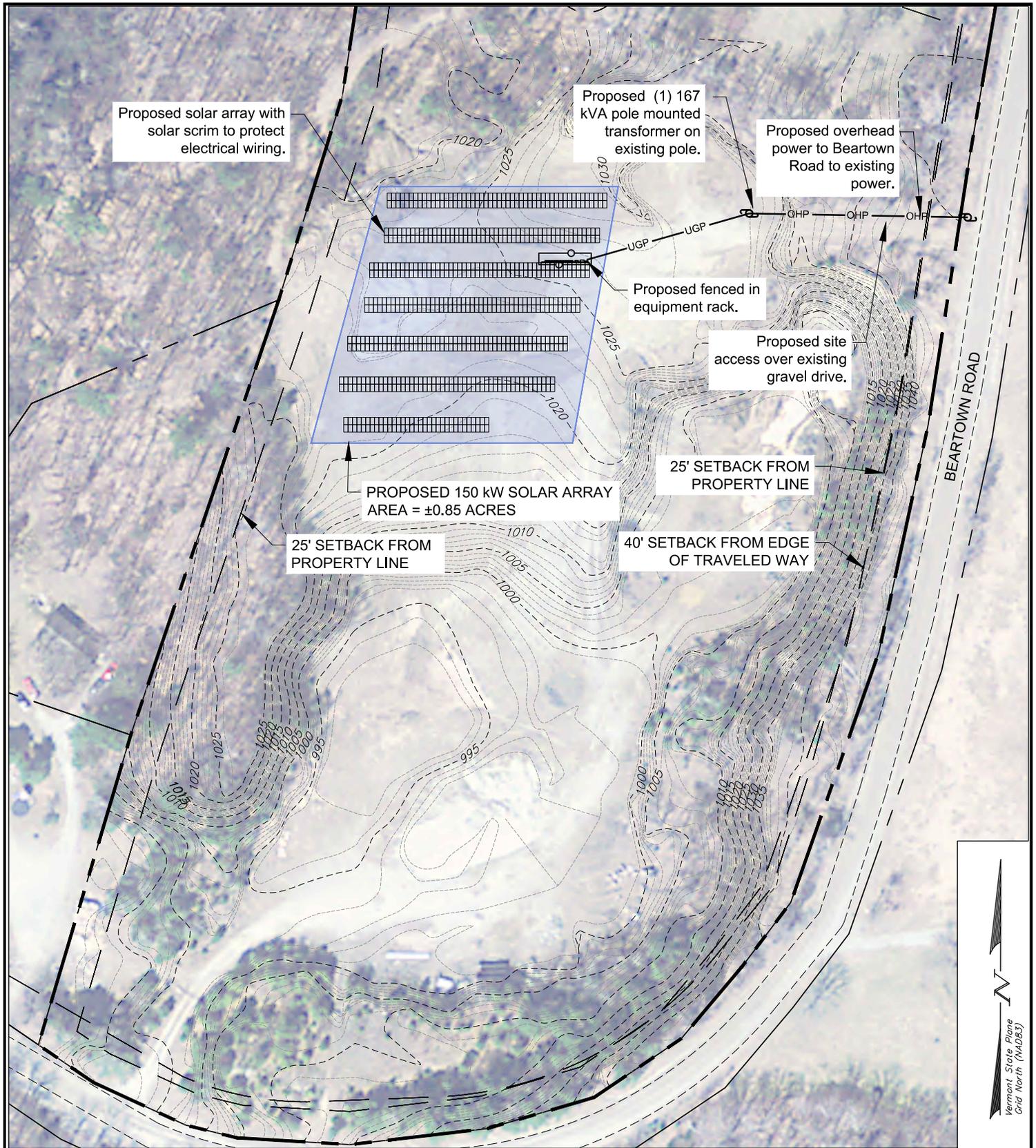
This review is based on a draft site plan. CCRPC will review and comment on materials submitted during the CPG review process as they become available.

Thank you for your time and attention.

Sincerely,

Charlie Baker
Executive Director

DRAFT



Krebs & Lansing Consulting
 Engineers, Inc.
 164 Main Street, Suite 201
 Colchester, VT 05446
 T: (802) 878-0375
 F: (802) 878-9618
 email@krebssandlansing.com

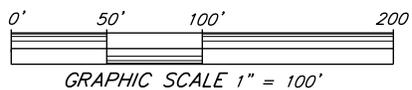
SOLAR ARRAY SKETCH

Underhill
 GLC Solar
 Beartown Road
 Underhill, Vermont

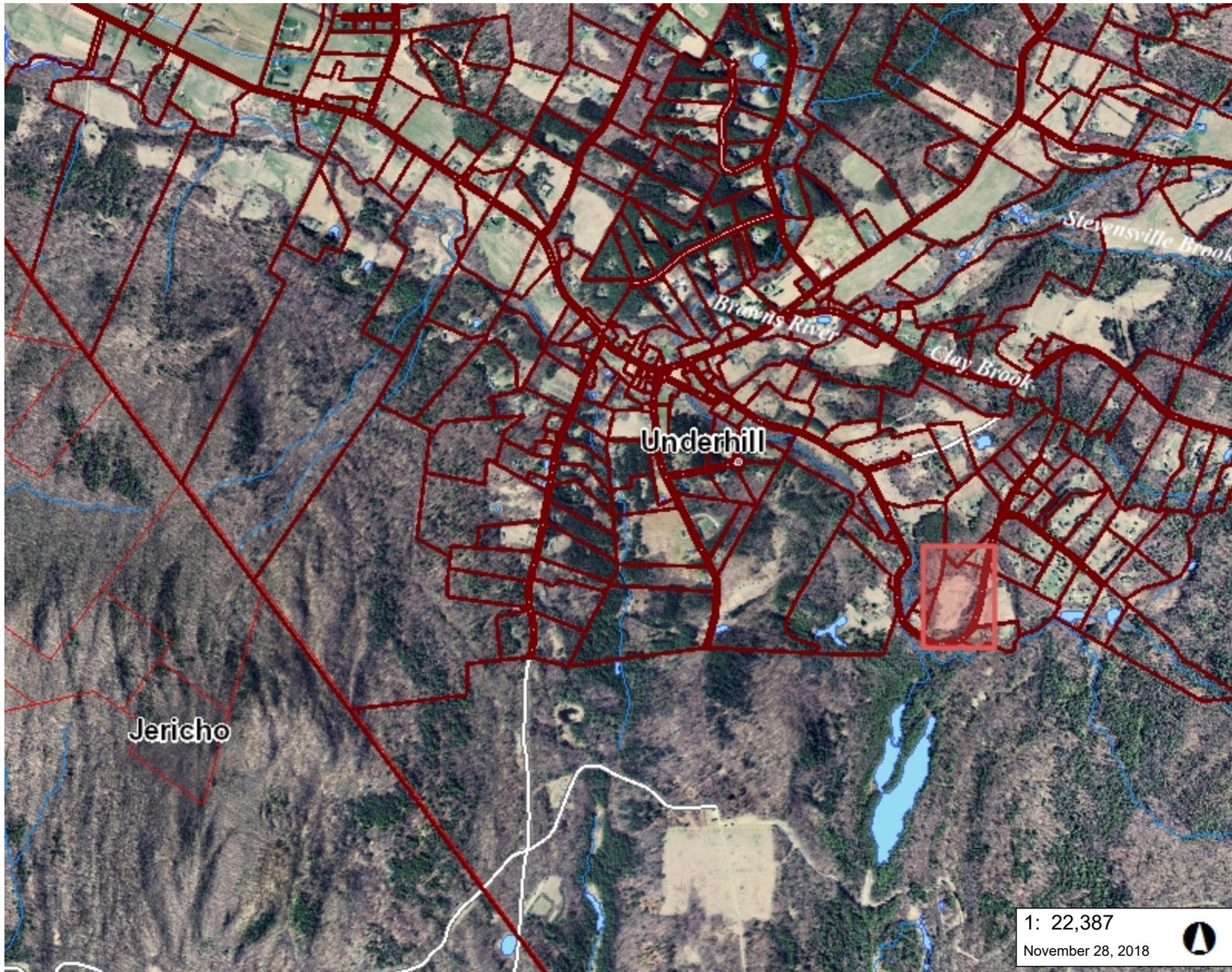
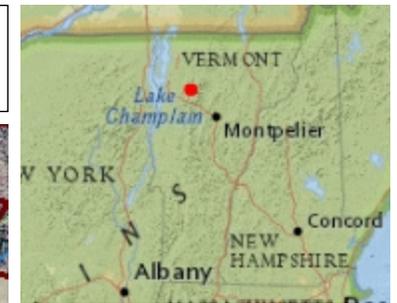


GreenLantern
 SOLAR

P.O. Box 658
 Waterbury, VT 05676
 www.greenlanterncapital.com



Drawn by: SDG
 Date: November 15, 2018
 Project #: 18290
 Scale: 1" = 100'



LEGEND

- Parcels (Standardized)
- Railroads
- Roads**
 - Interstate
 - Principal Arterial
 - Minor Arterial
 - Major Collector
 - Minor Collector
 - Local
 - Not part of function Classification S
- Waterbody
- Stream
- Parcels (Non-Standardized)
- Town Boundary

1: 22,387
November 28, 2018

1,137.0 0 568.00 1,137.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 1866 Ft. 1cm = 224 Meters

© Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

NOTES

Map created using ANR's Natural Resources Atlas

December 5, 2018

Joslyn Wilschek
Wilschek Iarrapino Law Office, PLLC
3 Elm Street, Suite 200
Montpelier VT 05602

RE: Advance Notice of Petition for Bullrock Solar, LLC's Proposed 150 kW Project in South Burlington, VT – 650 Spear Street (Case #18-3925-AN) – DRAFT

Dear Ms. Wilschek:

Chittenden County Regional Planning Commission has received the 45-day notice of a Section 248 Petition to be filed with the Vermont Public Utility Commission for a 150kW solar project at 650 Spear Street in South Burlington, VT. We have reviewed this project in light of CCRPC's 2018 Chittenden County ECOS Plan, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018. **ADD SOUTH BURLINGTON COMMENTS HERE.**

ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the 2018 ECOS Plan: "Move Chittenden County's energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State's Comprehensive Energy Plan goals."

Strategy 2, Action 4b of the ECOS Plan states "CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan's goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment." Development of this solar facility helps implement this action. The Plan's suitability policies help determine whether projects are cost effective, and the Plan's constraint policies help determine whether projects respect the natural environment.

Suitability Policies

The 2018 ECOS Plan recommends the location of renewable energy generation facilities in appropriate locations, as defined by the policies in Strategy 2, Action 4b. The project as proposed meets the following suitability policies:

- The project is located in an area proximate to existing distribution and transmission infrastructure with adequate grid capacity.
- The project is located on a previously developed site (a concrete pad formerly used for composting), and is therefore a preferred site as defined in the Vermont Public Utility Commission's Net Metering Rule (Rule 5.100).
- The project is located in one of Chittenden County's areas planned for growth (Metro Planning Area).
- The project is outside of any state designated centers or historic districts.

CCRPC finds that the location of this project meets the suitability policies of the 2018 ECOS Plan.

Constraints

The 2018 ECOS Plan states that development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field verified (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e).

Based on the site plan included in the advance notice, CCRPC has reviewed the constraints that exist on the site of the proposed project. While there are primary agricultural soils, wetland and associated buffers, areas of riparian connectivity and slopes over 20% on this site

Based on our review of this project's location using the ANR Natural Resources Atlas and ANR BioFinder, it appears that there are primary agricultural soils, wetland and associated buffers, areas of riparian connectivity and slopes over 20% on this site. However, this project will be completely located on an existing concrete pad and will not have an additional impact on any resources. **Therefore, CCRPC has determined that this project avoids known constraints and minimizes impact to possible constraints and is not requesting further information or action related to these constraints at this time.**

These comments are based on information currently available; we may have additional comments as the process continues. We understand that the project may change between the advance notice and the final application. CCRPC will review the project location again after the final application is submitted to confirm our initial findings above.

Please feel free to contact me with any questions.

Sincerely,

Charlie Baker
Executive Director

cc: CCRPC Board
Paul Conner, Director of Planning & Zoning, City of South Burlington

Applicant: Bullrock Solar, LLC

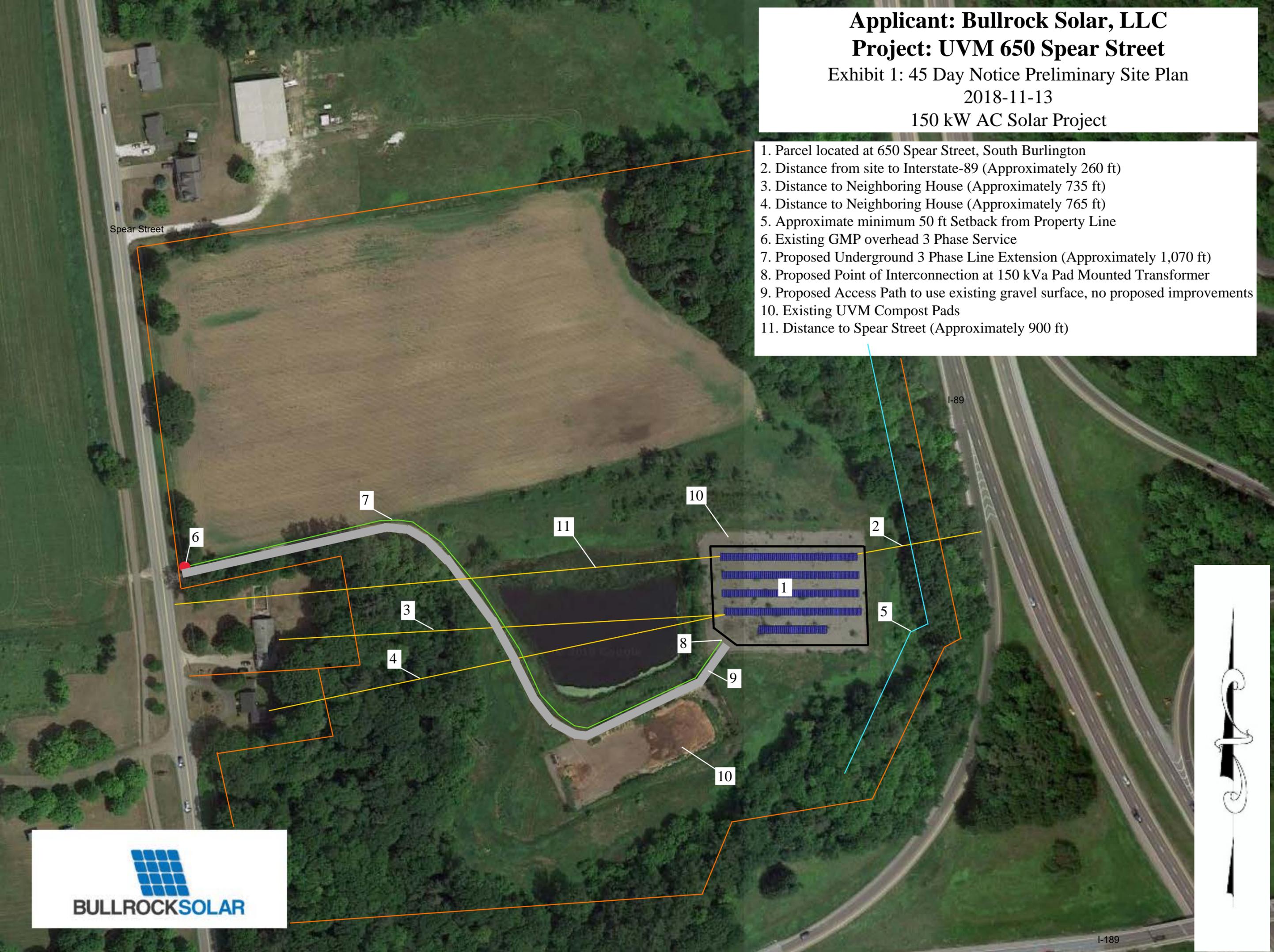
Project: UVM 650 Spear Street

Exhibit 1: 45 Day Notice Preliminary Site Plan

2018-11-13

150 kW AC Solar Project

1. Parcel located at 650 Spear Street, South Burlington
2. Distance from site to Interstate-89 (Approximately 260 ft)
3. Distance to Neighboring House (Approximately 735 ft)
4. Distance to Neighboring House (Approximately 765 ft)
5. Approximate minimum 50 ft Setback from Property Line
6. Existing GMP overhead 3 Phase Service
7. Proposed Underground 3 Phase Line Extension (Approximately 1,070 ft)
8. Proposed Point of Interconnection at 150 kVa Pad Mounted Transformer
9. Proposed Access Path to use existing gravel surface, no proposed improvements
10. Existing UVM Compost Pads
11. Distance to Spear Street (Approximately 900 ft)



December 5, 2018

Joslyn Wilschek
Wilschek Iarrapino Law Office, PLLC
3 Elm Street, Suite 200
Montpelier VT 05602

RE: Advance Notice of Petition for Bullrock Solar, LLC's Proposed 80 kW Project in South Burlington, VT
– 705 Spear Street (Case #18-3927-AN) – DRAFT

Dear Ms. Wilschek:

Chittenden County Regional Planning Commission has received the 45-day notice of a Section 248 Petition to be filed with the Vermont Public Utility Commission for a 80kW solar project at 705 Spear Street in South Burlington, VT. We have reviewed this project in light of CCRPC's 2018 Chittenden County ECOS Plan, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018. **ADD SOUTH BURLINGTON COMMENTS HERE.**

ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the 2018 ECOS Plan: "Move Chittenden County's energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State's Comprehensive Energy Plan goals."

Strategy 2, Action 4b of the ECOS Plan states "CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan's goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment." Development of this solar facility helps implement this action. The Plan's suitability policies help determine whether projects are cost effective, and the Plan's constraint policies help determine whether projects respect the natural environment.

Suitability Policies

The 2018 ECOS Plan recommends the location of renewable energy generation facilities in appropriate locations, as defined by the polices in Strategy 2, Action 4b. The project as proposed meets the following suitability policies:

- The project is located in an area proximate to existing distribution and transmission infrastructure with adequate grid capacity.
- The project is located directly adjacent to an existing structure and an existing solar array and will provide more than 50% of energy produced to the structure. It is therefore a preferred site as defined in the Vermont Public Utility Commission's Net Metering Rule (Rule 5.100).
- The project is located in one of Chittenden County's areas planned for growth (Metro Planning Area).
- The project is outside of any state designated centers or historic districts.

CCRPC finds that the location of this project meets the suitability policies of the 2018 ECOS Plan.

Constraints

The 2018 ECOS Plan states that development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field verified (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e).

Based on our review of this project's location using the ANR Natural Resources Atlas and ANR BioFinder, it appears that there are wetlands and associated buffers on the parcel, but not impacted by this project. We mention the presence of these nearby constraints simply for your information, given that our review is based on data that have not been verified by on-the-ground studies. **CCRPC is not requesting further information or action related to these constraints.**

However, our review indicates that some constraints may be impacted by the project.

- Agricultural Soils: Based on the agricultural soils layer shown on the ANR Natural Resources Atlas, it appears that statewide agricultural soils will be impacted by this project. CCRPC will defer to the Vermont Agency of Agriculture, Food and Markets in determining the impact of development on agricultural soils. **CCRPC is not requesting further information or action related to this constraint at this time.**

These comments are based on information currently available; we may have additional comments as the process continues. We understand that the project may change between the advance notice and the final application. CCRPC will review the project location again after the final application is submitted to confirm our initial findings above.

Please feel free to contact me with any questions.

Sincerely,

Charlie Baker
Executive Director

cc: CCRPC Board
Paul Conner, Director of Planning & Zoning, City of South Burlington

Applicant: Bullrock Solar, LLC

Project: UVM 705 Spear Street

Exhibit 1: 45 Day Notice Preliminary Site Plan

2018-11-13

80 kW AC Solar Project

1. Parcel located at 705 Spear Street, South Burlington
2. Distance from site to RT-189 (Approximately 240 ft)
3. Distance to Neighboring House (Approximately 530 ft)
4. Distance to Neighboring House (Approximately 565 ft)
5. Approximate minimum 50 ft Setback from Property Line
6. Existing GMP pad mount transformer
7. Proposed Underground 3 Phase Line Extension
8. Proposed Point of Interconnection
9. Proposed Access Path/Laydown Area to be restored to existing conditions
10. Existing UVM Forestry Building
11. Existing Dual Axis Tracker Project
12. Distance to Spear Street (Approximately 780 ft)
13. Approximate location of parcel boundary lines





CCRPC Executive Directors

December 5, 2019

Agenda Item 4: Action Item

Vermont Climate Pledge Coalition

Background:

Chris Shaw, South Burlington Representative, in reviewing the Draft ECOS Plan asked the CCRPC to consider joining the [Vermont Climate Pledge Coalition](#). The Vermont Climate Pledge Coalition is a state-wide coalition of businesses, non-profits, municipalities, and educational institutions dedicated to the Paris Climate Agreement and Vermont's goal of 90% renewable energy by 2050.

At the March 2018 meeting, the Board asked the Energy Sub-Committee to make a recommendation on whether CCRPC should join the Climate Pledge. The Energy Sub-Committee is a sub-committee of the Long-Range Planning Committee and was charged with guiding the update of the ECOS Plan energy sections. At their May 2018 meeting, the Energy Sub-Committee made a recommendation for CCRPC to join the Vermont Climate Pledge Coalition. The recommendation was made with the understanding that CCRPC would join the coalition with a focus on office activities and building improvements which reduce energy use and minimize climate impacts. For example, CCRPC can track existing and ongoing accomplishments such as encouraging transportation alternatives for employees and installing EV charging; as well as investigate additional actions. See the attached tables for a full list of ongoing, and proposed actions. CCRPC's membership is NOT intended to be a pledge on behalf of its member municipalities.

To become a member of the coalition, CCRPC needs to make a motion to join to be noted in the official minutes of the board, register an account on the Community Energy Dashboard, and fill out a form indicating name, address, number of employees, and identify actions to complete or have completed.

Staff

Recommendation:

Staff recommends that CCRPC join the Vermont Climate Pledge Coalition to demonstrate its commitment to the Paris Climate Agreement and Vermont's goal of 90% renewable energy by 2050 through actions undertaken by CCRPC as an organizational entity to reduce energy and greenhouse gas emissions.

Staff Contact:

Melanie Needle, Senior Planner, mneedle@ccrpcvt.org

CCRPC Actions to Advance the VT Climate Pledge

Completed & Ongoing Actions for which CCRPC can get 'credit' for advancing the VT Climate Pledge
Replace business vehicles electric or plug-in hybrid vehicles.
Provide incentives for employees to bus, carpool, EVs, bike, walk by offering reduced cost bus passes and memberships to greenrides bike share and Carshare VT.
Installed EV charging stations.
Created a parking space for EVs.
Provided facilities for changing/showering onsite
Provided employee incentives for biking/walking through our CATMA membership.
Composting of paper towels.
Include a telecommuting option in the personnel policy.
Actions for Consideration
Pass a resolution committing to the goals of the Climate Pledge Coalition. See attached South Burlington's Resolution as an example.
Replace refrigerator, microwave, and toaster with ENERGY Star models when they need to be replaced.
Develop and implement a plan to regularly turn off equipment during non-operational hours.
Implement a plan for food waste composting and reduce paper towel use.
Name a staff member responsible for energy efficiency and sustainability.
Work with Redstone, the building owner, on several actions that may include but not be limited to: implementing a total energy sustainability plan, become a net zero organization, upgrade and optimize HVAC equipment when they need to be replaced, optimize lighting, increase insulation and install other retrofits, and install hand dryers in the bathroom.

RESOLUTION

CITY COUNCIL RESOLUTION ON CLIMATE CHANGE

WHEREAS, human greenhouse gas (GHG) emissions are increasing global temperatures at an unprecedented rate, and continued GHG emissions will result in further destabilizing local and global climate systems; and,

WHEREAS, detrimental changes to the climate systems upon which all living creatures depend and upon which human societies depend will cause catastrophic impacts for the people of South Burlington, Vermont; the United States; and countries around the globe; and,

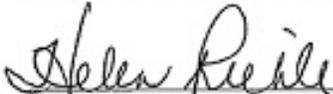
WHEREAS, the United States has withdrawn from the United Nations Climate Change Conference's Paris Agreement, an international agreement to begin to deal with our collective GHG emissions; and a variety of states, municipalities, organizations, and businesses are stepping in to show the world that people in the United States ARE committed to tackling the looming climate crisis.

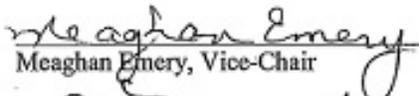
NOW, THEREFORE, the City Council hereby :

1. Joins the State of Vermont and other communities and businesses in the Vermont Climate Pledge Coalition, and in so doing, pledges to meet or exceed the obligations for the United States in the Paris Agreement; and,
2. Directs the City Manager to work with the appropriate committees and the public to undertake the creation of a South Burlington Climate Action Plan that a) includes specific goals b) identifies sectors of South Burlington (municipal, institutional, commercial, residential) that contribute to GHG emissions, and c) develops strategies that could effectively address these emissions.

APPROVED this 7th day of August, 2017.

SOUTH BURLINGTON CITY COUNCIL


Helen Riehle, Chair


Meaghan Emery, Vice-Chair


Tim Barritt, Clerk


Pat Nowak


Tom Chittenden



CCRPC Executive Committee

December 5, 2018

Agenda Item 5: Personnel Policy Update – Health Savings Account

Proposed Health Savings Account Contribution Change

Background: The CCRPC had been allowed to stay on a “grand-fathered” health insurance plan with MVP since the Affordable Care Act went into effect, until this year. MVP discontinued that plan for 2019, and we had to choose a different offering. We were able to choose a plan with very similar coverage, however both the deductibles and the premiums increased. CCRPC and staff will have to absorb the premium increases. Fortunately, increased premiums can be anticipated and were budgeted for.

When the CCRPC switched from health plans with co-pays to a high-deductible plan to deal with radically rising premiums, a Health Savings Account (HSA) contribution was incorporated into the benefits package. The HSA contribution is designed to cover, as much as possible, the deductibles that staff would otherwise have to pay out of pocket before health insurance benefits would begin. The annual deductibles on the grand-fathered plan were \$2,500 for single coverage and \$5,000 for couples and families. The deductibles are \$2,700 and \$5,400 respectively for the new health insurance plan in 2019.

Current HSA Costs @ \$2,500/\$5,000

Single	\$12,500
2 Person & Family	\$40,000
	<u>\$52,500</u>

HSA Costs @ \$2,700/\$5,400

Single	\$13,500
2 Person & Family	\$43,200
	<u>\$56,700</u>

Increase @ Current Census \$4,200

Employee Benefits - Audited	Budget	Actual	Variance
FY15	\$ 487,601	\$ 448,733	\$ 38,868
FY16	\$ 493,046	\$ 481,265	\$ 11,781
FY17	\$ 541,710	\$ 536,356	\$ 5,354
FY18	\$ 523,417	\$ 511,724	\$ 11,693

Projected FY19 Employee Benefits with new HSA Contribution Level	Budget	Projected	Variance
	\$ 518,342	\$ 513,375	\$ 4,967

Staff

Recommendation:

Staff recommends that the annual CCRPC HSA contribution be increased to \$2,700 for staff with Single CCRPC health insurance coverage and \$5,400 for staff with 2-Person, Parent and Children, or Family CCRPC health insurance coverage, effective January 1, 2019.

Staff Contacts:

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Figure 1: Benefit Summary and Eligibility by Employee Type¹

Updated:
12/29/2018

Benefit	Regular Full-Time		Regular Part-Time		Probationary	Temporary
	At Least 30 Hours per Week	At Least 24 Hours but Less than 30 Hours per Week	Less than 24 Hours per Week	Regardless of Full-Time or Part-Time	Regardless of Full-Time or Part-Time	
Health Insurance % of premium paid by RPC	85%	75% ⁵		85% or 75%		
Health Insurance Opt-out Compensation ³	35% of cost reduction to RPC					
Disability Insurance % of premium paid by RPC	100%	100%		100%		
Health Savings Accounts Amount or % \ contributed by RPC	\$5,400-2+ \$2,750-1	75%		\$5,400-2+ \$2,750-1 or 75%		
Life Insurance \$50,000 % of premium paid by RPC	100%	100%		100%		
Dental Insurance % of premium paid by RPC	100%	75% ⁵	⁴	100% or 75%		
Retirement Plan % of annual compensation contributed by RPC	10%	10%		10%		
IRS Deferred Compensation	Offered	Offered		Offered		
Wellness program	\$300	\$300				
Dependent Care Accounts	Offered	Offered		Offered		
Flexible Work Schedule/ Telecommuting/TDM ²	Offered	Offered	Offered	Offered	Offered	

1-All benefits and contribution levels subject to adjustment based on Commission's budget

2-Flexible Work Schedule/Telecommuting subject to Executive Director approval. Half price bus passes are not available to Temporary Employees.

3-Health Insurance Opt-out Compensation may be reviewed annually and is subject to change.

4-Regular Part-time employees working at least 17 ½ hours a week are eligible to enroll in the Group Dental Plan. Enrolled employees working less than 24 hours a week will pay the full cost of the dental insurance premium.

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