

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

5 DATE: Wednesday, December 5, 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 Catherine McMains, At-Large Barbara Elliott, At-Large via phone
10 John Zicconi, Secretary-Treasurer (5:55)
11 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Mgr.
12 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Sr. Business Manager
13 Bernadette Ferenc, Trans. Business Mgr.
14

15 The meeting was called to order at 5:45 p.m. by the chair, Chris Roy. Barbara Elliot joined the meeting
16 by telephone.
17

18 1. Changes to the Agenda; Members' items: Charlie noted an additional proposed change to the
19 Personnel Policy under Item 5.
20

21 2. Approval of November 7, 2018 Executive Committee Minutes. BARBARA ELLIOTT MADE A MOTION,
22 SECONDED BY CATHERINE McMAINS, TO APPROVE THE MINUTES WITH CHANGES, IF ANY. MOTION
23 CARRIED UNANIMOUSLY TO APPROVE THE MINUTES AS WRITTEN.
24

25 3. Act 250 & Section 248 Applications.

26 a. Underhill Green Lantern Group Solar, preferred site request. This is a request to designate a site
27 on Beartown Road in Underhill as a "preferred site" to enable them to develop a 150kW solar
28 array on a parcel owned by the Town of Underhill and is certified as a categorical disposal
29 facility. CCRPC will review the final site plan when it is available to ensure that it continues to
30 avoid known constraints and minimize impacts to possible constraints. CCRPC supports the
31 identification of this site as a preferred site for net metering. BARBARA ELLIOTT MADE A
32 MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE LETTER TO THE VERMONT PUBLIC
33 UTILITY COMMISSION. MOTION CARRIED UNANIMOUSLY.

34 b. Bullrock Solar, 150kW solar array at 650 Spear Street, So. Burlington, #18-325-AN. This is the
35 45-day notice of a Section 248 petition to be filed with Vermont PUC for a 150kW solar project
36 at 650 Spear Street in South Burlington. Regina asked members to hold action on this project
37 until we hear from South Burlington about how they feel about it. There is a question about the
38 city requiring vegetation underneath. Emily informed the City that there is a concrete pad
39 underneath that had been a composting area. We can hold action until the end of December as
40 we're still waiting for South Burlington on this. Mike O'Brien wondered if we need to wait since
41 we don't normally comment on those more detailed types of issues. Do we care about the
42 concrete pad? He suggested that we address language on South Burlington's requirement.
43 Regina said we can certainly make it clear that the City is looking at it because there is a
44 concrete pad in place, so no vegetation can grow; and that we reserve the right to address this.
45 John Zicconi said since we don't normally deal with ag or wetlands, why don't we just say ANR
46 will deal with it. Brief discussion. It was agreed to add a sentence noting that South Burlington
47 may have comments about the concrete pad. We reserve the right to provide further
48 comments after the City has commented. Chris Roy noted it's just a way to flag things. This is a

1 pre-filing letter anyway so they can address a solution in the application. MIKE O'BRIEN MADE A
2 MOTION, SECONDED BY CATHERINE McMAINS, TO APPROVE THE LETTER TO WILSCHEK
3 IARRAPINO LAW OFFICE AS REVISED. MOTION CARRIED UNANIMOUSLY.

- 4 c. Bullrock Solar, 80kW Solar at 705 Spear Street, South Burlington #18-3927-AN. Regina noted
5 that this is the 45-day notice of a Section 248 petition to be filed with the Vermont PUC for an
6 80kW solar project at 705 Spear Street in South Burlington. The So. Burlington Planning
7 Commission is ok with this one. They do not object to the location, but may provide comments
8 on the design to put pollinating plants under the solar panels. There are some ag soils here and
9 the state will address that. We are not requesting further information or action related to ag
10 soils or wetlands. JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE
11 THE LETTER TO WILSCHEK IARRAPION LAW OFFICES. MOTION CARRIED UNANIMOUSLY.

12
13 4. Vermont Climate Pledge. Charlie noted that the Energy Sub-committee reviewed this in the spring
14 and recommends CCRPC joining as an organizational entity rather than on behalf of all of our member
15 municipalities. Members reviewed what we're already doing and potential action for consideration.
16 Charlie said to become a member of the coalition, CCRPC needs to make a motion to join to be noted in
17 the official minutes of the board, register an account on the Community Energy Dashboard, and fill out a
18 form indicating name, address, number of employees, and identify actions to complete or have
19 completed. It was noted that this pledge is consistent with actions we already are taking or will take in
20 our office space as an employer.

21
22 BARBARA ELLIOT MADE A MOTION, SECONDED BY CATHERINE McMAINS, THAT SINCE THE CLIMATE
23 PLEDGE RECOMMENDED BY THE ENERGY SUBCOMMITTEE IS JUST REFLECTING
24 OPERATIONAL/EMPLOYER ACTIONS AND DOES NOT INVOLVE ANY POLICY POSITION, CCRPC JOIN THE
25 VERMONT CLIMATE PLEDGE COALITION TO DEMONSTRATE ITS COMMITMENT TO THE PARIS CLIMATE
26 AGREEMENT AND VERMONT'S GOAL OF 90% RENEWABLE ENERGY BY 2050 THROUGH ACTIONS
27 UNDERTAKEN BY CCRPC AS AN ORGANIZATIONAL ENTITY TO REDUCE ENERGY AND GREENHOUSE GAS
28 EMISSIONS AND NOTE THAT THE EXECUTIVE COMMITTEE HAS THE AUTHORITY TO APPROVE THIS ON
29 BEHALF OF THE BOARD AS IT ONLY PERTAINS TO CCRPC'S INTERNAL OPERATING PROCEDURES.
30 MOTION CARRIED UNANIMOUSLY.

31
32 5. Personnel Policy Updates.

- 33 a. Health Savings Account Contribution Change. Charlie noted that we had been grandfathered
34 into an MVP high-deductible health insurance plan and now they have discontinued that plan.
35 We shopped around and found a similar plan that has a slightly higher deductible, so we are
36 proposing to add \$200 for individual plans and \$400 for two-person or family plans to the health
37 savings account (HSA) benefit. The total annual expense would increase by about \$4,200 and
38 this is under our budget. JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO
39 APPROVE THE INCREASE IN HSA CONTRIBUTION. MOTION CARRIED UNANIMOUSLY.
- 40 b. PTO Carry Over and Family Leave Policy Updates. Charlie noted that CCRPC currently has a
41 policy that allows staff who have been with us for 10 years or less to carry over 15 days of
42 accrued paid time off (PTO) into the next calendar year. Employees with 11 years or more of
43 service may carry over 20 days of accrued PTO. The reason is designed to reduce liability as well
44 as to incentivize staff to take regular vacation. We recently received a request from an
45 employee to take family leave for 8 weeks next summer. The first part of the proposed change
46 is to provide the Executive Director discretion to allow an extra week off for planned family
47 leave. With that change it made us look at the Family Leave Policy as well. Our policy had read
48 not to exceed 6 weeks. We contacted VLCT. This restriction is not consistent with Vermont law.

1 We are proposing to eliminate that phrase from the policy so that employees may use earned
2 PTO. JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE
3 PTO CARRY OVER AND FAMILY LEAVE POLICY UPDATES. MOTION CARRIED UNANIMOUSLY.
4

5 6. Legislative Breakfast presentation review. Members reviewed the powerpoint slides and made
6 suggestions for changes. Barbara Elliott suggested that we add an explanation of what acronyms mean.
7 Discussion continued. Charlie reviewed the investment in RPCs ACCD funding which has not changed in
8 5 years. Charlie asked members to let him know of any other ideas they have, prior to the breakfast.
9 (Forest left the meeting.)
10

11 7. Chair/Executive Director Report.

- 12 a. Business Office Associate Update. We have held second interviews with three candidates and
13 have narrowed it down to one, so we should have someone on board by the next meeting.
14 b. Staff change. Charlie noted that Lee Krohn has accepted a job offer to become Shelburne's
15 Town Manager. We're working with staff to shift some responsibilities. Marshall has been
16 doing LEPC for six months and doesn't want to continue, but Christine is interested.
17

18 8. Other Business. It was noted that Barbara will not be available to attend the January 2nd Executive
19 Committee meeting and wondered if we could change the date. All other members are available on
20 January 2nd, so the meeting will not change.
21

22 9. Executive Session. There was none needed.
23

24 10. Adjournment. MIKE O'BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN THE
25 MEETING AT 6:40 P.M. MOTION CARRIED UNANIMOUSLY.
26

27 Respectfully submitted,
28

29 Bernadette Ferenc