

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

5 DATE: Wednesday, April 3, 2019  
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 John Zicconi, Secretary-Treasurer Barbara Elliott, At-Large  
10 Catherine McMains, At-Large Andy Montroll, Immediate Past-Chair  
11 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager  
12 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Manager  
13 Bernadette Ferenc, Trans. Bus. Mgr. Amy Irvin Witham, Business Office Associate  
14

15 The meeting was called to order at 5:47 p.m. by the Chair, Chris Roy.  
16

17 1. Changes to the Agenda/Members' Items. There were none.  
18

19 2. Approval of March 20, 2019 Executive Committee Meeting Minutes. CATHERINE MCMAINS MADE A  
20 MOTION, SECONDED BY BARBARA ELLIOTT, TO APPROVE THE MINUTES. MOTION CARRIED WITH JOHN  
21 ZICCONI ABSTAINING.  
22

23 3. Act 250 & Section 248 Applications.

24 a. Snyder Shelburne Properties, LLC (Fairway at Spear); Shelburne; #4C1318. Regina noted that is  
25 is a project located near the golf course and has been in the works for a while. It is in the  
26 Suburban planning area and meets criterion 9(L). BARBARA ELLIOTT MADE A MOTION,  
27 SECONDED BY ANDY MONTROLL TO APPROVE THE LETTER TO THE ACT 250 DISTRICT #4  
28 COORDINATOR. MOTION CARRIED UNANIMOUSLY.

29 b. O'Brien Brothers Northside Neighborhood - Colchester #4C1319. This project is off Route 7  
30 north of Exit 17. It's a conceptual plan and they are just asking for review under Criterion 9(B),  
31 Ag soils. Our letter notes it's in the Metro planning area, but we reserve further comment until  
32 it comes for a full review. (Mike O'Brien noted that he is not related to them.) BARBARA ELLIOTT  
33 MADE A MOTION, SECONDED BY ANDY MONTROLL TO APPROVE THE LETTER TO THE ACT 250  
34 DISTRICT #4 COORDINATOR. MOTION CARRIED UNANIMOUSLY.

35 c. Section 248 Advance Notice; Jericho Landfill Solar, 1.65 MW; Jericho. Catherine McMains  
36 recused herself from discussion/action on this project. Regina noted that we saw this  
37 application about a year ago. CCRPC highly supports projects on previously developed sites like  
38 this parcel, which is a former landfill. JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY  
39 MONTROLL, TO APPROVE THE LETTER TO ENCORE RENEWABLE ENERGY. MOTION CARRIED,  
40 WITH CATHERINE ABSTAINING.  
41

42 4. Charge to Board Development Committee to develop slate of officers for FY20. Charlie noted that  
43 the bylaws require that the Board Development Committee report on a slate of officers a month before  
44 the June Annual Meeting. After reviewing the bylaws, it was noted that members can serve in any one  
45 office for up to four years, but they are elected annually. Andy Montroll, as chair of the Board  
46 Development Committee, asked Executive Committee members to let him know if they wish to continue  
47 in their current positions. John Zicconi and Barbara Elliott would like to continue. Chris Roy is stepping  
48 down as chair and will become immediate past chair.

- 1 5. FY20 UPWP and Budget – recommend board warn public hearing for May. Members received a draft  
2 UPWP in the meeting packet, which includes the UVM project for commuter bus ridership pilot  
3 program. There have been some minor changes since that draft - we added the deliverables required  
4 by the Transportation Planning Initiative (TPI) which is a program VTrans has with each of the 11  
5 RPCs, and an additional \$10,000 Carryover for CarShare. When asked, it was noted that the \$10,000  
6 for UVM was taken from the Technical Assistance task, so the consultant budget didn't change.  
7 Charlie said we are asking the Executive Committee to recommend the board warn the public hearing  
8 for the May meeting and that we allow the staff to make additional administrative changes for the  
9 final draft. We are still waiting for deliverables on our ACCD funded projects. MIKE O'BRIEN MADE A  
10 MOTION, SECONDED BY BARBARA ELLIOTT, TO RECOMMEND THE BOARD WARN A PUBLIC HEARING  
11 FOR THE UPWP AND BUDGET FOR OUR MAY MEETING, AND INCLUDE ANY MINOR CHANGES STAFF  
12 DEEMS NECESSARY. Charlie then reviewed the budget. On the income side there is just one yellow  
13 item for the Bolton CDBG grant which is pending. We should hear by the end of April. Staff has  
14 worked the budget to get to a \$29 positive balance. There is still a question on the depreciation line  
15 as we still negotiating our lease and are asking for some renovations, and this would necessitate  
16 furniture purchases. When asked how we were able to get to a \$29 surplus vs. last year's projected  
17 \$100,000 deficit, Charlie said we used an 80 % indirect rate, which VTrans just approved. There will a  
18 savings in salaries with Bernie's retirement, Lee's position and Peter only working one quarter of  
19 FY20, however, this also results in an overall decrease in billable hours. When asked the lease term,  
20 Charlie noted it had been every five years, but with the renovations Redstone is asking for 7 or more.  
21 They have agreed to reducing annual rent increase of 3% to 2%. Brief discussion about the benefits  
22 of not relocating the offices. VOTE: MOTION CARRIED UNANIMOUSLY.  
23
- 24 6. Draft S.96 Recommendations. S.96 proposes to redesign the way in which funding is determined and  
25 distributed for clean water projects that are not subject to a permit. Charlie noted that S.96 was voted  
26 out of the Senate yesterday, and while they didn't fund it, they moved responsibilities to clean water  
27 service providers in each watershed. Today, Charlie talked with a member of the House Natural  
28 Resources Committee to see when they might take it up. Then Ways and Means will look at it for the  
29 funding aspect. In the meeting packet was a first draft of recommendations for changes/clarifications to  
30 various sections of the bill. Charlie reviewed the additional suggestions made by the CWAC at  
31 yesterday's meeting. Members supported some of the CWAC suggestions, but not others. In particular,  
32 we do not want to seek enforcement authority. One big concern is that clean water service providers  
33 will be responsible for operation and maintenance. Since the service providers will funnel funding to the  
34 owners of a project, the owners should operate and maintain a project. Keep ANR as party to these  
35 agreements because they have enforcement authority to take action. Lengthy discussion ensued.  
36 BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO FORWARD THESE  
37 RECOMMENDATIONS INCLUDING EDITS TO THE BOARD. MOTION CARRIED UNANIMOUSLY. (John  
38 Zicconi left the meeting.)  
39
- 40 7. Chair's/Executive Director's Update. Charlie said the only other legislative update is Act 250. He  
41 believes the House Natural Resources Committee will hold the proposal this session and work on it over  
42 the winter for action early in the 2020 legislative session. Andy noted it's hard to review something that  
43 is still a concept without an actual bill.  
44
- 45 8. Review agenda for April 17, 2019 Board Meeting. Barbara Elliott suggested that we add Road Erosion  
46 Inventory update to the agenda, since it appears to be light. Members agreed.  
47
- 48 9. Other business. There was no other business.

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2 10. Executive Session. ANDY MONTROLL MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO GO  
3 INTO EXECUTIVE SESSION AT 6:40 P.M. TO DISCUSS PERSONNEL ISSUES WITH THE EXECUTIVE DIRECTOR  
4 PRESENT. MOTION CARRIED UNANIMOUSLY. ANDY MONTROLL MADE A MOTION, SECONDED BY  
5 BARBARA ELLIOTT, TO LEAVE EXECUTIVE SESSION AT 7:20 P.M. MOTION CARRIED UNANIMOUSLY.  
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7 11. Adjournment. MIKE O'BRIEN MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO ADJOURN AT  
8 7:20 P.M. MOTION CARRIED UNANIMOUSLY.  
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12  
13 Respectfully submitted,  
14 Bernadette Ferenc

DRAFT