

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

5 DATE: Wednesday, July 17, 2019  
6 TIME: 5:00 p.m.  
7 PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404  
8 PRESENT: Mike O'Brien, Chair (5:38pm)  
9 Catherine McMains, Vice Chair Barbara Elliott, At Large <5000  
10 John Zicconi, Secretary-Treasurer Chris Shaw, At Large >5000  
11 Chris Roy, Immediate Past Chair  
12 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transportation Program Mgr.  
13 Forest Cohen, Senior Business Mgr. Emily Nosse-Leirer, Senior Planner  
14 Amy Irvin Witham, Business Office Associate  
15

16 The meeting was called to order at 5:06 p.m. by the Vice Chair, Catherine McMains.  
17

18 1. Changes to the Agenda, Members' Items. Emily Nosse-Leirer noted she had an additional Act 250 &  
19 Section 248 Application letter (received 7/17/19) for inclusion. It was agreed that this would be added  
20 as agenda item 3.f.  
21

22 2. Approval of June 5, 2019 Executive Committee Minutes. Barbara noted technical corrections,  
23 including a misspelled name and change in tense. CHRIS SHAW MADE A MOTION, SECONDED BY  
24 BARBARA ELLIOTT, TO APPROVE THE MINUTES WITH EDITS OF JUNE 5, 2019. MOTION CARRIED  
25 UNANIMOUSLY.  
26

27 3. Act 250 & Sec. 248 Applications:

28 a. 3-11 ½ George Street, LLC; Burlington; #4C1082-1. Emily noted this project is located within the  
29 Center Planning Area, ECOS plan. The project is consistent with the planning areas. The area is  
30 identified in the plan as an area of growth. It is served by municipal water and sewer and proposed in  
31 a Designated Downtown. The density and uses are consistent with local regulations and were  
32 approved by the Burlington Development Review Board. The project is in conformance with the  
33 Planning Areas of the 2018 Chittenden County Regional Plan. The project complies with Criterion  
34 9(L). JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE  
35 LETTER TO THE DISTRICT #4 COORDINATOR, RACHEL LOMONACO. MOTION CARRIED  
36 UNANIMOUSLY.  
37

38 b. ER Jericho Landfill Solar, LLC 1.6MW; Jericho; #19-1774-PET Emily noted this is for a 1.6MW Solar  
39 Array located at 508 Browns Trace Road in Jericho. The project location meets the suitability policies  
40 of the 2018 ECOS plan. CCRPC is highly supportive of projects sited on previously developed sites like  
41 this parcel, which is a former landfill. The location does not negatively impact constrained conserved  
42 lands. Based on the current information, it appears that this project avoids known constraints and  
43 minimizes impact to possible constraints. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS  
44 SHAW, TO APPROVE THE LETTER TO WILSCHEK IARRAPINO LAW OFFICE, PLLC. MOTION CARRIED  
45 UNANIMOUSLY.  
46

47 c. Bullrock Solar, 80kW Solar at 705 Spear Street, South Burlington; #18-3927-AN Emily noted that  
48 this for a 150kW solar project at 650 Spear Street in South Burlington. The project meets the intent of

1 the Energy Goal of the 2018 ECOS plan. The location meets the suitability policies of the 2018 ECOS  
2 Plan. Based on the current information in the site plan included in the advance notice, CCRPC has  
3 reviewed the constraints that exist on the site the proposed project. There are no constraints that  
4 exist on the site of the proposed project. John Zicconi asked for and received clarification of the  
5 exact location of the project. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO  
6 APPROVE THE LETTER TO WILSCHEK IARRAPINO LAW OFFICE, PLLC. MOTION CARRIED  
7 UNANIMOUSLY.

8  
9 d. Bullrock Solar, 80kW Solar at 705 Spear Street, South Burlington; #18-3927-AN. Emily noted that  
10 the project is for an 80kW solar project at 705 Spear Street in South Burlington. The project meets  
11 the intent of the Energy Goal #17 of the 2018 ECOS Plan and the location meets the suitability  
12 policies of the 2018 ECOS Plan. CCRPC previously noted ANR showed potential wetlands and buffers  
13 on the project. The Natural Resources Assessment by VHB submitted with the application indicates  
14 the project avoids all wetlands and wetland buffers. CCRPC will continue to defer to the Vermont  
15 Agency of Agriculture, Food and Markets in determining appropriate mitigation. CCRPC is not  
16 requesting further information or action related to any restraints, currently. BARBARA ELLIOTT  
17 MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE LETTER TO WILSCHEK  
18 IARRAPINO LAW OFFICE, PLLC. MOTION CARRIED UNANIMOUSLY.

19  
20 e. ER Shelburne Museum Solar, 500 kW; Shelburne; #19-2792-NMP. Emily provided copies of the  
21 letter. She noted that the project is for a 500kW solar project at 6000 Shelburne Road in Shelburne.  
22 The project meets the intent of the Energy Goal #17 of the 2018 ECOS Plan and the location meets  
23 the suitability policies of the 2018 ECOS Plan. Some constraints may be impacted by the project. It  
24 appears that statewide agricultural soils will be impacted by the project. CCRPC will continue to  
25 defer to the Vermont Agency of Agriculture, Food and Markets in determining the impact of  
26 development on agricultural soils. John asked if there were plans to sell electricity back to electric  
27 company. Emily stated, no. However, there is a requirement the project will provide 50% of the  
28 energy produced to the Shelburne Museum. Emily noted that the Town of Shelburne has not  
29 reviewed the project yet and she will delay submitting these comments until they have done so  
30 to ensure consistency. CCRPC is not requesting further information or action related to any restraints,  
31 currently. JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE LETTER TO  
32 ENCORE RENEWABLE ENERGY. MOTION CARRIED UNANIMOUSLY

33  
34 f. Aegis Renewable Energy's Proposed 500kW Solar Array, Colchester; #19-2770-NMP. As previously  
35 referenced in the change to the agenda, Emily provided copies of a late letter submission for a  
36 500kW Solar Array located 1100 feet west of 3943 Roosevelt Highway in Colchester (also known as O  
37 Creek Farm Road). Emily noted the project meets the intent of the Energy Goal #17 of the 2018 ECOS  
38 Plan and the location meets the suitability policies of the 2018 ECOS Plan. Some constraints may be  
39 impacted by the project. It appears that statewide agricultural soils will be impacted by the project.  
40 CCRPC will continue to defer to the Vermont Agency of Agriculture, Food and Markets in determining  
41 the impact of development on agricultural soils. BARBARA ELLIOTT MADE A MOTION, SECONDED BY  
42 CHRIS SHAW TO APPROVE THE LETTER TO AEGIS RENEWABLE ENERGY, INC. MOTION CARRIED  
43 UNANIMOUSLY.

44  
45 4. FY20-23 TIP. Charlie stated the FY20-23 TIP has been warned for public hearing and requested the  
46 Executive Committee to recommend Board Approval. Chris Roy mentioned his concerns with Circ  
47 Alternative projects remaining in a perpetual state of slow to no progress. Charlie said VTRANS would  
48 be best resource to address these concerns and he would ask them to come present the status at the

1 September or October Board meeting. Discussion between members ensued regarding the pace and  
2 hierarchy of projects. Chris Shaw questioned the noise compatibility plan and voiced concerns on the  
3 potential loss of housing. Charlie mentioned there may be plans in place to mitigate through a home  
4 buyout program for concerned residents (homes could potentially be purchased from interested owners  
5 and resold). Brief discussion between members ensued regarding the preservation of neighborhood  
6 homes. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO, TO RECOMMEND BOARD  
7 APPROVAL. MOTION CARRIED UNANIMOUSLY.

8  
9 5. Bank signatures/resolutions for FY20. Forest explained the change in officers necessitates an  
10 adjustment to our authorized bank signers for our bank accounts. Catherine McMains will be an  
11 authorized signer as the Vice Chair. Chris Roy would come off the list as he is now Past Chair. Signers on  
12 the account are the Executive Director and officers. BARBARA ELLIOTT MADE A MOTION, SECONDED BY  
13 JOHN ZICCONI TO AUTHORIZE UPDATES OF OUR AUTHORIZED BANK ACCOUNT SIGNERS. MOTION  
14 CARRIED UNANIMOUSLY.

15 6. Personnel Policy Updates – (Sexual Harassment Policy, Leave for Crime Victims, Professional  
16 Development Policy, Material Spreadsheet Review Procedure). Forest provided a memo with various  
17 updates to be included in the personnel policy. He explained that we hired an attorney (Alexandra  
18 Clauss, with the law firm Primmer, Piper, Eggleston, and Cramer) to provide oversight on the Sexual  
19 Harassment policy as well as a training session for staff. The updated policy keeps us in compliance with  
20 VT law, includes clear guidelines for staff, and lists Charlie, Forest, Eleni and Regina as the primary  
21 resources to report issues. Forest noted the addition of the Leave for Crime Victims, which is now  
22 required by State law. Forest used the VLCT policy as a model for ours. He reviewed our Professional  
23 Development Policy and explained language was added to clearly define and clarify expectations for  
24 employees using the benefit as well as the reimbursement amounts. A section was added for significant  
25 professional development programs which fall in between traditional conference-type trainings and  
26 tuition reimbursement. John expressed concern that he didn't feel it appropriate to have employees  
27 reimburse CCRPC for significant professional development programs if they left within 12 months.  
28 Several grammatical edits were suggested and agreed upon. BARBARA ELLIOTT MADE A MOTION,  
29 SECONDED BY CHRIS SHAW TO AUTHORIZE THE POLICY UPDATES. MOTION CARRIED 5-1 WITH JOHN  
30 ZICCONI VOTING NO.

31  
32 7. FY2020 Regional Board Members and Committee Appointments. Charlie reviewed and discussed the  
33 FY2020 Regional Board Members and Committee Appointments as per the bylaws. Barbara questioned  
34 what role Executive Committee played and asked if we were approving the appointments. Charlie  
35 explained there is no action, it is on the agenda for discussion and a potential recommendation to the  
36 Board. Mike asked members to encourage people who are not already serving on a committee to do so.  
37 Member discussion on ways to generate interest ensued. NO ACTION TAKEN/NO ACTION NEEDED.

38  
39 8. Chair/Executive Director Report: a. Potential Policy Participation Topics. Charlie noted that, based on  
40 previous discussions, the staff wants to ensure the Board has an awareness of planning and policy issues  
41 that the staff may engage in. He and Regina Mahoney worked on a document Draft of Potential Policy  
42 Participation Topics. Currently, the draft holds 18 items with staff comments reflecting the level the  
43 degree of engagement they recommend. Staff will defer to the Board for decisions on which items to  
44 actively engage in. Members discussed the importance and validity of the endeavor. John stated the  
45 descriptions of the issues and formatting was extremely helpful. All members were appreciative of the  
46 work and in agreement with what was presented.

47

1 9. CCRPC July Meeting Agenda review. The Board agenda was in the packet, but not reviewed as the  
2 meeting immediately follows the Executive Committee meeting.

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4 10. Other Business Members asked if there were any updates on GMT, other than the General Manger  
5 being on Administrative leave there were no updates. Charlie had no additional updates other than  
6 noting that Jon Moore would be at the Board Meeting.

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8 11. Executive Session. There was none needed.

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10 Adjournment. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS ROY, TO ADJOURN THE  
11 EXECUTIVE COMMITTEE MEETING AT 5:56 PM. MOTION CARRIED UNANIMOUSLY.

12  
13 Respectfully submitted,  
14 Amy Irvin Witham

DRAFT