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

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

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

3. Act 250 & Sec. 248 Applications:
   a. 3-11 ½ George Street, LLC; Burlington; #4C1082-1. Emily noted this project is located within the Center Planning Area, ECOS plan. The project is consistent with the planning areas. The area is identified in the plan as an area of growth. It is served by municipal water and sewer and proposed in a Designated Downtown. The density and uses are consistent with local regulations and were approved by the Burlington Development Review Board. The project is in conformance with the Planning Areas of the 2018 Chittenden County Regional Plan. The project complies with Criterion 9(L). JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE LETTER TO THE DISTRICT #4 COORDINATOR, RACHEL LOMONACO. MOTION CARRIED UNANIMOUSLY.

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

   c. Bullrock Solar, 80kW Solar at 705 Spear Street, South Burlington; #18-3927-AN Emily noted that this for a 150kW solar project at 650 Spear Street in South Burlington. The project meets the intent of
the Energy Goal of the 2018 ECOS plan. The location meets the suitability policies of the 2018 ECOS Plan. Based on the current information in the site plan included in the advance notice, CCRPC has reviewed the constraints that exist on the site the proposed project. There are no constraints that exist on the site of the proposed project. John Zicconi asked for and received clarification of the exact location of the project. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO APPROVE THE LETTER TO WILSCHEK IARRAPINO LAW OFFICE, PLLC. MOTION CARRIED UNANIMOUSLY.

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

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

f. Aegis Renewable Energy’s Proposed 500kW Solar Array, Colchester; #19-2770-NMP. As previously referenced in the change to the agenda, Emily provided copies of a late letter submission for a 500kW Solar Array located 1100 feet west of 3943 Roosevelt Highway in Colchester (also known as 0 Creek Farm Road). Emily noted the project meets the intent of the Energy Goal #17 of the 2018 ECOS Plan and the location meets the suitability policies of the 2018 ECOS Plan. Some constraints may be impacted by the project. It appears that statewide agricultural soils will be impacted by the project. CCRPC will continue to defer to the Vermont Agency of Agriculture, Food and Markets in determining the impact of development on agricultural soils. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE LETTER TO AEGIS RENEWABLE ENERGY, INC. MOTION CARRIED UNANIMOUSLY.

4. FY20-23 TIP. Charlie stated the FY20-23 TIP has been warned for public hearing and requested the Executive Committee to recommend Board Approval. Chris Roy mentioned his concerns with Circ Alternative projects remaining in a perpetual state of slow to no progress. Charlie said VTRANS would be the best resource to address these concerns and he would ask them to come present the status at the
September or October Board meeting. Discussion between members ensued regarding the pace and hierarchy of projects. Chris Shaw questioned the noise compatibility plan and voiced concerns on the potential loss of housing. Charlie mentioned there may be plans in place to mitigate through a home buyout program for concerned residents (homes could potentially be purchased from interested owners and resold). Brief discussion between members ensued regarding the preservation of neighborhood homes. **JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO, TO RECOMMEND BOARD APPROVAL. MOTION CARRIED UNANIMOUSLY.**

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

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

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

8. **Chair/Executive Director Report: a. Potential Policy Participation Topics.** Charlie noted that, based on previous discussions, the staff wants to ensure the Board has an awareness of planning and policy issues that the staff may engage in. He and Regina Mahoney worked on a document Draft of Potential Policy Participation Topics. Currently, the draft holds 18 items with staff comments reflecting the level the degree of engagement they recommend. Staff will defer to the Board for decisions on which items to actively engage in. Members discussed the importance and validity of the endeavor. John stated the descriptions of the issues and formatting was extremely helpful. All members were appreciative of the work and in agreement with what was presented.
9. **CCRPC July Meeting Agenda review.** The Board agenda was in the packet, but not reviewed as the meeting immediately follows the Executive Committee meeting.

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

11. **Executive Session.** There was none needed.

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

Respectfully submitted,

Amy Irvin Witham