REGULAR MEETING AGENDA
Wednesday, November 20, 2019 - 6:00 p.m.
CCRPC Offices; 110 W. Canal Street, Suite 202
Winooski, VT 05404

TRAINING – Plans, TIP, UPWP 5:15 – 6:00 p.m. (Light dinner will be available)

CONSENT AGENDA –
   C.1 TIP Amendments*

DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda (Action; 2 minutes)
2. Public Comment Period on Items NOT on the Agenda (Discussion; TBD)
3. Approve Minutes of October 16, 2019 Meeting* (Action; 2 minutes)
4. Action on Consent Agenda* (MPO Action; 2 minutes)
5. FY19 Audit* - presentation by Fred Duplessis, Sullivan Powers (Action; 20 minutes)
6. VTrans Presentation (Williston Park & Ride) and Warn a Public Hearing for Major TIP Amendments* (MPO Action; 15 minutes)
7. VTrans Draft Public Transit Policy Plan (Discussion; 30 minutes)
8. Town of Charlotte Determination of Energy Compliance* (Municipal Action; 10 minutes)
9. Chair/Executive Director Report (Discussion; 30 minutes)
   a. Legislative Breakfast agenda (potential topics: Act 250, Housing, Wastewater, Transportation Climate Initiative and RPC projects (I-89 Study, Community Justice Centers))
10. Committee/Liaison Activities & Reports * (Information, 2 minutes)
    a. Executive Committee (draft minutes November 11, 2019)*
    i. Act 250 Sec 248 letters*
   b. Transportation Advisory Committee (draft minutes, November 5, 2019)*
   c. Clean Water Advisory Committee (draft minutes for November 5, 2019 to be added to packet)
11. Members’ Items, Other Business (Information, 5 minutes)
12. Adjourn

*Attachments

The November 20th Chittenden County RPC streams LIVE on YouTube at https://www.youtube.com/Channel17TownMeetingTV. The meeting will air Sunday November 24, 2019 at 1 p.m. and Saturday November 30, 2019 at 1 p.m. and is available on the web at https://www.cctv.org/watch-tv/series/chittenden-county-regional-planning-commission.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. *21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.
Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Transportation Advisory Committee - Tuesday, December 3, 2019; 9:00 a.m.
- Clean Water Advisory Committee - Tuesday, December 3, 2019; 11:00 a.m.
- CWAC MS4 Subcommittee - Tuesday, December 3, 215019; 12:15 a.m.
- Executive Committee – December 4, 2019; 5:45 p.m.
- Legislative Breakfast, Tuesday, December 10, 2019, 7:30-9:00 a.m. Delta Hotel
- Planning Advisory Committee - Wednesday, December 11, 2019; 2:30 p.m.
- CCRPC Board Meeting - Wednesday, **January 15, 2020; 6:00 p.m.**

Tentative future Board agenda items:

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<th>Date</th>
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<td>December 10, 2019</td>
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<td><em>Delta Hotel</em></td>
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1. Call to order; changes to the agenda. The meeting was called to order at 6:01 p.m. by the Chair, Michael O’Brien. There were no changes to the agenda.

2. Public Comment Period on Items NOT on the Agenda. There were no comments.

3. Action on Consent Agenda.
There were three FY19 VTrans Bicycle and Pedestrian Program Awards:
- Dorset Street Shared Use Path, South Burlington; add $75K (Fed) FY20, $125K (Fed) FY21, $231,600 (Fed) FY22, and $230K (Fed) FY23.
- Main Street Revitalization Project improvements, Winooski; add $300K (Fed) FY20 and $100K (Fed) FY21.
- Towers Road Sidewalk improvements, Essex; add $91,600 (Fed) FY20.

JEFF CARR MADE A MOTION, SECONDED BY CHRIS ROY TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

4. Approve Minutes of September 18, 2019 board meeting. JEFF CARR MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES OF SEPTEMBER 18, 2019 WITH EDITS. There were no edits. MOTION CARRIED UNANIMOUSLY.

5. Huntington Town Plan Approval, Confirmation of Planning Process, and Determination of Energy Compliance. Regina Mahony provided an overview of the Huntington planning process. Regina stated
the Town of Huntington has requested CCRPC, 1) approve the 2019 Huntington Town Plan, 2) confirm its planning process, and 3) grant a determination of energy compliance to the 2019 Huntington Town Plan. Both the Planning Advisory Committee and CCRPC staff recommends approval, confirmation of the planning process, and granting an affirmative determination of energy compliance. CATHERINE MCMAINS MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE 2019 HUNTINGTON TOWN PLAN, CONFIRM THE HUNTINGTON PLANNING PROCESS, AND GRANT AFFIRMATIVE DETERMINATION OF ENERGY COMPLIANCE FOR THE 2019 HUNTINGTON TOWN PLAN. MOTION CARRIED UNANIMOUSLY.

Barbara Elliott thanked CCRPC for the support.

6. Circ Alternatives Status Report. Michele Boomhower, Director of Policy, Planning and Intermodal Development at VTrans, introduced herself along with the following VTrans staff: Jesse Devlin, Program Manager for Highway Safety and Design, Sue Scribner, Municipal Assistance Bureau Director, and Joe Segale, Policy, Planning and Research Director. Jesse Devlin provided a table, Circ Alternatives Anticipated Implementation Plan FY20-FY30 [The table is available as a separate link associated with these minutes on the CCRPC website.] The Circ Alternatives Anticipated Implementation Plan FY20-FY30 groups the projects into three phases and provides a status update, estimated schedule, and completion overview of each project. Jesse explained how the projects were derived out of the Circumferential Alternatives process and intended to improve mobility in areas of the Chittenden County region that would not be receiving the Circumferential Highway project when it was pulled from the TIP and Capital Program. Michele, Jesse, and Sue summarized each project within the three phases on the spreadsheet to provide insight and perspective. Members discussed the slow pace, uncompleted project, the lengthy timeframe for projects and stalling projects. They questioned why some projects were on an extended hold when others were able to move through to completion.

Chris Roy introduced himself and stated, as a representative for the Town of Williston, former Selectboard member, and former member of the Circ Alternatives Task Force, he is very interested to know if there is a way to re-label lower priority Phase 3 projects to a higher priority project? In particular, Chris is interested in the schedule for the I-89, Exit 12 Interchange area. He expressed great concern over the safety component in this area and asked what can be done to make this a priority. There is a visible need for a safe pedestrian walkway. Additionally, the completion of a park and ride across from Hurricane Lane will create an increase in pedestrians needing to walk under the bridge. He would like to know how Williston can ensure this project is moved into a critical stage. Chris acknowledged VTrans staff for making the effort to share information with RPC’s and expressed great appreciation for transparency. Jesse Devlin addressed Chris and said he understood the concerns and explained that project (like many) has an issue with right of way and utilities relocation. He also explained many projects are eligible for Bike/Ped grant programs.

Michele stated, to add perspective, this is not an isolated issue, it is what is happening with projects on a state-wide basis. VTrans had a bubble of projects lined up in the queue moving forward, but at a very slow pace, some over 20 years in the making. Michele stated things are looking better as there is a Federal Transportation Reauthorization draft bill on the horizon, that has the potential to bring approximately 40 million dollars to the State of Vermont.

Jeff Carr warned, if (Chittenden County) doesn’t get what it needs, in terms of projects moving forward and money to fund projects, it costs the state resources, since economies in other regions are not necessarily generating the tax and fee resources to fund projects. Jeff also said, if we do not adequately contribute to the areas that fiscally fuel other areas, we end up with fewer total resources to compete for. He feels we need to ensure proper consideration is given in the competition for VAOT project
resources to both populated and dense areas of the state, considering that the (Chittenden County) economy provides resources to benefit projects in all areas of Vermont. Jeff stated he is not talking about a blatant “homer strategy” for Chittenden County, he simply wants to ensure proper consideration to our projects, since our region has a strong functioning economy that provides additional resources and supports project activity throughout Vermont.

Michele said VTrans is looking for ways to be creative in order to complete more work. Sue Scribner spoke of several Phase 3 projects, explaining candidate projects are identified in the Capital Program for the legislature but do not yet have funding. VTrans recognizes the need for completion, but there are no resources currently allocated, nor are there any in the foreseeable future. Michele addressed the collaborative work with GMT, specifically commuter services. Charlie asked is there an ongoing commitment to the Milton commuter route. Michele explained yes, if services are happening successfully, they will continue to be funded. Routes will not be cancelled without making sure accommodations and adjustments are made to provide a fair chance for success.

Member discussion ensued regarding project prioritization and funding. Michele stated Joe Segale’s VPSP2 Project Prioritization presentation would provide information on the process. Joe Segale introduced himself and began his presentation. He explained VTrans spent 6-12 months meeting with stakeholders to understand what is important. They developed a scoring method based on Criteria Scores in the following categories: Safety, Asset Condition, Mobility/Connectivity, Community, Economic Access, Environment, Resiliency and Health Access. [The VPSP2 presentation is available as a separate link associated with these minutes on the CCRPC website.]

Members discussed the scoring and acknowledged transportation needs are not all the same. Michele explained VTrans is working to understand the differences between regions and prioritization. Charlie extended thanks to the VTrans staff for the effort to be transparent and believes it will help the overall process. He expressed appreciation for the presentations and explanation of how projects are selected and scored, and the fact VTrans is open to taking new ideas to accommodate requests and considerations.

7. FY21 Municipal Dues Charlie referenced the FY21 Municipal Dues Memo included in the packet and explained that the corresponding Table 1 presents FY21 dues at a 0% increase. Charlie explained that we increased the dues by 2.3% for FY20. The dues do not need to be increased for FY21. Members discussed if the 0% increase in dues would prompt higher, unreasonable increases in the future and if it was more responsible to make small, incremental increases each year. Charlie stated he will be mindful not to request increases without proper justification or adequate warning. JEFF CARR MADE A MOTION, SECONDED BY ANDY MONTROLL TO KEEP THE DUES LEVEL FOR FY21 AS RECOMMENDED BY THE EXECUTIVE COMMITTEE AND STAFF. MOTION CARRIED UNANIMOUSLY.

8. Chair/Executive Director Report.
   a. Community Justice Summit. Charlie noted there are 5 Community Justice Centers in Chittenden County, and Town Managers and the Vermont Dept of Corrections were looking for someone to host neutral facilitation. Charlie stated we will be hosting the summit on October 30, 2019 at the Expo in Essex Junction.
   b. Regional Dispatch Charlie noted that the Chittenden County Public Safety Authority is working with a consultant on the scope and scale of the operation; developing and gaining municipal approval of the budget, a determination of technology and communication
infrastructure needs. Information for the municipal budget cycle will be available around December 1, 2019.

c. **CATMA** Charlie stated CATMA is going through a strategic business planning exercise and expressed desire to strengthen its relationship with the CCRPC. They are potentially interested in utilizing some business office services and possibly co-locating with us. Charlie noted that he has also encouraged them to look at other options and organizations that might be a better long-term partner.

d. **Legislative Breakfast topics** Charlie asked members to contact him through e-mail or in person with any topics they wish for him to bring to the upcoming Legislative meeting. This will be a bigger discussion topic at our next meeting.

9. **Committee/Liaison Activities & Reports.** Minutes for various meetings were included in the packet (Transportation Advisory Committee, Planning Advisory Committee, Clean Water Advisory Committee, and Executive Committee).

10. **Members’ Items, Other business.** There was none.

11. **Executive Session.** JEFF CARR MADE A MOTION, SECONDED BY JACKI MURPHY, TO GO INTO EXECUTIVE SESSION AT 7:50 P.M. TO DISCUSS PENDING OR PROBABLE CIVIL LITIGATION TO WHICH CCRPC MAY BE A PARTY, WITH THE EXECUTIVE DIRECTOR (Charlie Baker) AND THE TRANSPORTATION PLANNING MANAGER (Eleni Churchill). Due to a conflict of interest, Chris Roy excused himself and left the meeting at 7:51 P.M. THE MOTION TO GO INTO EXECUTIVE SESSION CARRIED UNANIMOUSLY.

JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO EXIT EXECUTIVE SESSION AT 8:00 P.M. There was no action.

12. **Adjourn.** JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO ADJOURN THE MEETING AT 8:00 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Amy Irvin Witham
Chittenden County Regional Planning Commission  
November 20, 2019  
Agenda Item C.1: Consent Item  

**FY2020 Transportation Improvement Program Amendment**

**Issues**  
Make the following change to the FY20 TIP.

**I-89 Supplemental Signage, Exits 12 - 17** (Project HP147, Amendment FY20-07)

- **Description of the Change**: Add a new project to the TIP in FY20 to add supplemental signage at all I-89 exits in Chittenden County identifying the mile marker number. Add $22,000 in FY20. This project is not subject to CCRPC fiscal constraint limit because it is an interstate project.

- **Reason for the Change**: In 2009 the Federal Highway Administration implemented a requirement for interstate exits to be numbered according to the mile marker rather than sequentially. Below is an depiction of what the new signs will look like.

![Supplemental Signage Example](image)

**TAC Recommendation:**  
Recommend that the Board approve the proposed TIP amendment.

**Staff Recommendation:**  
 Recommend that the TAC approve the proposed TIP amendment.

**For more information, contact:**  
Christine Forde  
cforde@ccrpckt.org or 846-4490 ext. *13
FY2019 and FY2020 Transportation Improvement Program (TIP) Amendments

Issues
A Major Amendment is needed to advance the Williston Park & Ride Project. Major amendments required a public hearing. Details of the proposed amendments are provided below.

Williston Park & Ride (Project IN004A, Amendment FY20-05)
- Description of Change – Advance $2,300,000 in federal funds from FY19 to FY20 and add $175,000 for preliminary engineering, $372,000 for right of way and $1,675,000 for construction. The new total project cost is $7,100,000. This is a 57% increase which is a Major Amendment according to CCRPC’s TIP Amendment Policy. This change will apply to the FY20 year of the FY19-22 TIP, which is still in effect, and the FY20 year of the FY20-23 TIP which has not yet been approved by FHWA.
- Reason for Change – The proposed access drive to the Park & Ride lot has been relocated to consolidate driveways with a new Vermont State Police building to be constructed south of the Park & Ride lot location. Relocating the access drive requires a number of changes including relocating turn lanes, updated stormwater permits, a water/wastewater permit, and an amended Act 250 and a DRB permit. VTrans representatives will attend the Board meeting to provide more specific information.

Champlain Parkway, Burlington (Project HC001A, Amendment FY20-06)
- Description of Change – Move $3,000,000 in federal funds from FY20 to FY23.
- Reason for Change – The TIP is a fiscally constrained document. Champlain Parkway has over $13,000,000 in federal funds in FY20 and the current spending profile for the project indicates that the project will not spend that much. $10,222,501 remains in FY20 which will be adequate to cover project expenses.

TAC Recommendation: Recommend that the Board warn and hold a Public Hearing on January 15, 2020 at 6:00pm on these TIP Amendments and approve the amendments.

Staff Recommendation: Recommend that the Board warn and hold a Public Hearing on January 15, 2020 at 6:00pm on these TIP Amendments and approve the amendments.

For more information, contact: Christine Forde cforde@ccrpcvt.org or 846-4490 ext. *13
Chittenden County Regional Planning Commission
November 20, 2019

Agenda Item 8: Amendments to the 2018 Charlotte Town Plan – Determination of Energy Compliance

Issues: The Town of Charlotte has requested that the Chittenden County Regional Planning Commission grant a determination of energy compliance to the amended 2018 Charlotte Town Plan. The plan was adopted by the voters of the Town of Charlotte on November 5, 2019.

As described in the attached proposed resolution, the PAC has held the required hearing, reviewed the Plan in light of this request, and recommends that the Board grant a determination of energy compliance at this time. For your information, the annotated staff report to the Planning Advisory Committee regarding the determination of energy compliance is attached.

VAPDA is keeping track of municipalities that receive a determination of energy compliance at this website: vapda.org/vermont-enhanced-town-energy-plans/

Please note that decisions regarding determination of energy compliance shall be made by majority vote of the commissioners representing municipalities, in accordance with the bylaws of the CCRPC and Title 24 V.S.A.§ 4350(f).

Planning Advisory Committee Recommendation:
The Planning Advisory Committee recommends that the CCRPC Board grant an affirmative determination of energy compliance to the amended 2018 Charlotte Town Plan.

Staff Recommendation:
Staff recommends that the CCRPC Board grant an affirmative determination of energy compliance to the amended 2018 Charlotte Town Plan.

Staff Contact:
Contact Regina Mahony or Melanie Needle with any questions: rmahony@ccrpcvt.org, 846-4490 ext. *28 or mneedle@ccrpcvt.org, 846-4490 ext. *27.
At the PAC’s November 7, 2018 meeting a motion was made which finds that the 2018 Charlotte Town Plan does meet the requirements of the enhanced energy planning standards set forth in 24 V.S.A. §4352. Then the Charlotte Planning Commission submitted the proposed Town Plan Amendment to the Selectboard on December 7, 2018. The Selectboard opened its first public hearing on February 25, 2019 and continued the hearing on March 25, April 22, and June 10, 2019. The Selectboard opened and closed its second public hearing on August 12, 2019, and subsequently voted to put the amendment to a Town-wide vote on November 5, 2019. The latest version of the Town Plan can be found here.

Due to the fact that the Town Plan has been under review for a number of months since the PAC made a resolution to recommend CCRPC board adoption, CCRPC staff conducted another formal review to ensure that the plan remains in compliance with the statutory requirements of 24 V.S.A. §4352 and Vermont Department of Public Service’s Energy Planning Standards for Municipal Plans. CCRPC staff found that no substantial changes have been made. As such, staff recommends that the resolution made on November 7, 2018 should remain as passed. This memo explains includes a summary of changes that have been made between the PAC’s last review and the final document, as well as CCRPC’s initial energy review.

I have reviewed the amendments to the 2018 plan to determine whether:

1. The Comprehensive Plan includes an energy element that has the same components as described in 24 V.S.A. §4348a(a)(3) for a regional plan and is confirmed under the requirements of 24 V.S.A. §4350.

2. The Comprehensive Plan is consistent with following State goals:
   a. Vermont’s greenhouse gas reduction goals under 10 V.S.A. § 578(a);
   b. Vermont’s 25 by 25 goal for renewable energy under 10 V.S.A. § 580;
   c. Vermont’s building efficiency goals under 10 V.S.A. § 581;
   d. State energy policy under 30 V.S.A. § 202a and the recommendations for regional and municipal energy planning pertaining to the efficient use of energy and the siting and development of renewable energy resources contained in the State energy plans adopted pursuant to 30 V.S.A. §§ 202 and 202b (State energy plans); and
   e. The distributed renewable generation and energy transformation categories of resources to meet the requirements of the Renewable Energy Standard under 30 V.S.A. §§ 8004 and 8005.

3. The Comprehensive Plan meets the standards for issuing a determination of energy compliance included in the State energy plans as developed by the Vermont Department of Public Service.

Changes made since the November Review

The changes have largely been to further explain data already included in the plan. Please see following changes described below. CCRPC staff would like to bring attention to the fourth bullet as an
information item to the PAC. Charlotte is the first town in our region to develop a map which is intended to identify where the Town is encourages renewable energy generation.

- The 2018 PC draft reported the number of generation systems in Charlotte, and new tables have been added during the SB process to also report that generation with breakdowns by system size and by ownership type.
- The generation targets for 2025-2050 were lowered slightly to reflect that more generation recently came online in Charlotte.
- Several examples of how the generation targets could be met were added to the plan to give readers a better sense of the necessary scale of change.
- The addition of “potential town preferred sites” on Map 19. This map shows areas in town without any known or possible constraints. This change was made to reflect the fact that the generation potential maps (Maps 15 and 16) use a data source that is not always reliable. The map states that “the Town has not reviewed preferred sites at a site-specific level and may not support the designation of all preferred sites depicted. There may also be potential for designating preferred sites not symbolized on this map if those sites are consistent with the land use policies of the town plan.”

**Staff Review Findings and Comments**

Consistency with the requirements above is evaluated through the Vermont Department of Public Service’s Vermont Department of Public Service’s Energy Planning Standards for Municipal Plans, which is attached to this document and briefly summarized below.
As drafted, the 2018 Charlotte Town plan with draft energy amendments does meet the requirements.

Additional Comments/Questions:
While these changes are not required for an affirmative determination of energy compliance, the changes discussed below would improve the plan’s efficacy.

1. Page 1-54, item 2 second bullet contains a typo where a $ was used instead of a %. Have not been addressed, not necessary for determination.
2. Page 1-54, item 2 third bullet, the “town” should be replaced with “state” to accurately reflect the wording of the state’s goal. Have not been addressed, not necessary for determination.
3. Energy strategy number 4 only refers to the Vermont Residential Building Energy Standard. Consider also including the Vermont Commercial Building Energy Standard to make it clear that there are also standards for commercial uses. Have not been addressed, not necessary for determination.
4. In regard to policy 15 on page 1-59, the town does not have the authority to set expectations on applications for renewable energy generation.

5. If possible, remove draft in references to the ECOS Plan.

6. Table A5 on page 2-66, there is a typo in the amount of solar energy generation reported. It should say 4,967 MWh not 4,097 MWh. This is now table 33. There are math errors in the total number of sites and nameplate capacity reported. Change not necessary for determination.

Proposed Motion & Next Steps:
PROPOSED MOTION: The PAC finds that the 2018 Charlotte Town Plan with the draft energy amendments, as submitted, does meet the requirements of the enhanced energy planning standards set forth in 24 V.S.A. §4352.

Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan amendment. If staff determines that substantive changes have been made, the materials will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan should be forwarded to the CCRPC Board for an affirmative determination of energy compliance.
Chittenden County Regional Planning Commission (CCRPC)
Resolution
Determination of Energy Compliance for the 2019 Amendments to the 2018 Charlotte Town Plan

WHEREAS, Title 24, V.S.A. §4352 in part states that a municipality that wishes to seek a Determination of Energy Compliance may submit its plan to the Regional Planning Commission, if the regional plan has an affirmative determination of energy compliance; that each review shall include a public hearing; and that the Commission shall issue an affirmative determination of energy compliance if the plan:

1. is consistent with the regional plan;
2. includes an energy element;
3. is consistent with Vermont’s energy goals and policies; and
4. meets the standards for issuing a determination of energy compliance included in the State energy plans, as described by the Vermont Department of Public Service in their Energy Planning Standards for Municipal Plans;

WHEREAS, the CCRPC’s 2018 Chittenden County Regional Plan, entitled the ECOS Plan, adopted June 20, 2018, received an affirmative determination of energy compliance on August 9, 2018;

WHEREAS, the CCRPC at its September 19, 2018 meeting approved the CCRPC Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determination of Energy Compliance dealing with local plans and CCRPC action;

WHEREAS, The Town of Charlotte, Vermont is a member municipality of this Commission;

WHEREAS, The Town of Charlotte, Vermont requested CCRPC grant a determination of energy compliance to the 2019 Amendments to the 2018 Charlotte Town Plan on November 1, 2018;

WHEREAS, the Planning Advisory Committee warned a public hearing on October 22, 2018 and held a public hearing on November 7, 2018 to review the 2019 Amendments to the 2018 Charlotte Town Plan for granting a determination of energy compliance, at the CCRPC offices, located at 110 W. Canal Street, Suite 202, Winooski, Vermont;

WHEREAS, the CCRPC at its March 21, 2018 meeting approved the 2018 Charlotte Town Plan and confirmed the Town of Charlotte’s planning process, and the 2019 amendments to the plan do not nullify that approval and confirmation;

WHEREAS, the Planning Advisory Committee reviewed the records and recommended that the Commission grant an affirmative determination of energy compliance to the 2019 Amendments to the 2018 Charlotte Town Plan as meeting the requirements of Title 24, V.S.A. §4352 and the Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determinations of Energy Compliance, as described in CCRPC’s staff review and the minutes of the Planning Advisory Committee, dated November 7, 2018 and October 9, 2019; and

 WHEREAS, the voters of the Town of Charlotte adopted the 2019 Amendments to the 2018 Charlotte Town Plan on November 5, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with Title 24, V.S.A. §4352 and the Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans and Granting Determinations of Energy Compliance, CCRPC grants an affirmative determination of energy compliance to the 2019 Amendments to the 2018 Charlotte Town Plan.

Dated at Winooski, this 20th day of November, 2019.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

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Michael O’Brien, Chair
The meeting was called to order at 5:30 p.m. by the Chair, Mike O’Brien.

1. Changes to the Agenda, Members’ Items. There were no changes to the agenda.

2. Approval of October 2, 2019 Executive Committee Minutes. CHRIS SHAW MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY. Catherine McMains requested the following technical edits:

   • page 1, line 31, add the word “also” […] allow RPC’s more flexibility to also […]
   • page 3, line 3, update the month from November to October

3. FY19 Draft Audit Report: Fred Duplessis, CPA, with Sullivan, Powers & Co. Certified Public Accountants, introduced himself (via phone conference call). He stated his team recently completed the audit of FY19 CCRPC financial statements. All of the findings are documented in the Draft Independent Audit Report [the report is included with the original Executive Committee packet, which is available for viewing on the CCRPC website]. Fred explained the audit conducted followed the generally accepted accounting principles in accordance with auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Fred reviewed the sections in order of the report. Fred stated a previous recommendation, that the CCRPC have electronic spreadsheets reviewed for accuracy by a second person, has been implemented. CCRPC is a member of Vermont Municipal Employees’ Retirement System, commonly referred to as VMERS. VMERS offers a pension plan, which some CCRPC staff participate in. Generally accepted accounting principles (rules) dictate that the CCRPC’s portion of the pension plan liability be listed on our balance sheet. This can result in a large expense on our financial statements that management has no control over. He also added VMERS is a relatively healthy program, currently at 82% funded and as little as 5 years ago was 98% funded. VMERS is broken out in the report on page 11, Exhibit II. With this, CCRPC shows an operating loss of only $52,700, which is approximately $50K better than was budgeted. Members discussed the overall financial stability of CCRPC. Fred stated the audit as a whole is quite favorable and there are no findings of control weaknesses. CCRPC does a great job of having systems in
place and keeping up with the federal requirements to manage federal funds. The CCRPC continues to qualify as a Low Risk Auditee, which is an important designation to federal funders. Charlie stated Fred will be presenting the information at the upcoming November 20, Board Meeting. CHRIS SHAW MADE A MOTION, SECONDED BY CATHERINE MCMAIN TO RECOMMEND BOARD APPROVAL FOR THE AUDIT REPORT. MOTION CARRIED UNANIMOUSLY.

Chris Roy joined the meeting in person at 5:49PM and discontinued the phone conference call.

4. Draft Compensation Study. Charlie introduced Maribeth Spellman and Karin Tierney from Hickok & Boardman. CCRPC engaged Hickok & Boardman HR Intelligence to conduct a compensation market study. Karin Tierney explained the approach of the study is from a total rewards philosophy to build employee engagement, which makes up the components of a larger package that serves to attract, retain and engage highly skilled talent across the organization. Karin explained they reviewed the CCRPCC's handbook with the current job descriptions and compensation levels for positions studied. Mike expressed a need to make sure they look at our member municipalities because we answer to them. Karin stated, in addition to areas in the Northeast, they pulled comparable information from the Vermont League of Cities and Towns and the towns of Essex and South Burlington. She feels confident in the data presented as the various data sets pulled were in alignment, and therefore validate each other. Maribeth stated, to the credit of our organization, we are looking to attract applicants from across the country. Maribeth discussed our benefits, which can be generally characterized as better than average compared to Vermont overall. Our medical and dental plans are slightly richer than the Vermont averages. The CCRPC benefits package includes a standard package of medical, dental, life, long and short-term disability insurance. Additional benefits include a retirement plan through the Vermont Municipal Employees Retirement System, a wellness program, tuition reimbursement, flexible work schedules and telecommuting, and subsidized public transportation. Charlie explained the report will be presented to staff next week.

Mike interrupted the H&R study presentation at 6:15PM and requested to have the ACT 250 & Sec 248 Applications letter review take place, because a vote is necessary, and he needs to leave. [please refer to information listed under item 5. ACT 250/SEC 248 Applications regarding 15 Leo Drive, Essex VT, Application #4C0781-5A.]

5. ACT 250 & SEC 248 Applications.
   a. 15 Leo Drive, Essex; Application #4C0781-5A. The project is described as the subdivision of Lot #3 at 15 Leo Drive in Essex, VT. This is located within the Enterprise Planning area, as defined in the Chittenden County Regional Plan, entitled the 2018 Chittenden County ECOS Plan. The CCRPC finds the project to be consistent with the planning area. Because the scope of the hearing is limited to Criterion 9(B), only limited information was made available. CCRPC will defer comments on other issues, including Criterion 9(L) and traffic impacts, until more information is available. CHRIS ROY MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE LETTER TO RACHEL LOMANOCO. MOTION CARRIED UNANIMOUSLY

Mike O’Brien asked Catherine McMain preside over the meeting. Mike excused himself at 6:25PM. Compensation Study discussion resumed.

Item 4. Draft Compensation Study [continued]: Members discussed the highlights of the study. Charlie explained we conduct compensation studies every 5 years. He also noted we do not give out cost of living adjustments, and the typical raise is
between 2% and 3%. Karen said overall, the study demonstrates CCRPC as a fiscally responsible organization and keeping in mind there is great importance in the overall compensation package offered. CCRPC’s wage structure is competitive within the labor market. Similarly, CCRPC offers a comprehensive benefits package. Ensuring job descriptions, salary, and benefits are reviewed regularly and have valid benchmarking methodologies will ensure competitiveness for CCRPC as an employer of choice. Hickok & Boardman recommends that CCRPC do a better job of communicating the strength of their benefits package and their overall compensation philosophy. They also recommended moving most of the current salary ranges to right, which means increasing the mid-point. Charlie reviewed draft proposed salary ranges based on the market data developed by the consultants. The Hickok & Boardman Report and Benchmarking reports are documented in the Draft Independent Audit Report [The report and benchmarking slides were included in the original Executive Committee packet, which is available for viewing on the CCRPC website. Additionally, separate links associated with the report and power-point slides can be accessed with the minutes on the CCRPC website].

6. Chair/Executive Director Report:
   a. Legislative Breakfast topics
      Charlie referred members to the power point presentation attachment of last year’s topics, the 2018 Municipal Legislative Breakfast Policy List. Charlie discussed topics with members, including Economy, Workforce, Mental Health and Substance Abuse, Smart Growth, Water Quality funding, Regional Planning funding, and ACT 250. Charlie stated the administration has a housing bill they are interested in pursuing; it will look at regulation of ADU and minimum zoning requirements. Also, Transportation Climate initiatives are being discussed. Charlie said the Amtrak storage in Burlington, VT will be a topic as well. Eleni mentioned it is also important to mention the I89 Study. Members agreed with all points.

7. Review Agenda for November 20, 2019 Board Meeting. The Board Agenda for November was included in the packet. Members reviewed the proposed agenda. Charlie reminded everyone this is the last meeting until January. Eleni stated there will be a TIP amendment added to the agenda as well as Public Transit Policy Plan information to be shared.

8. Other Business. There was no other business.

9. Executive Session. There was none.

10. Adjournment. CATHERINE MCMAINS CALLED TO ADJOURN THE MEETING AT 6:45 P.M. There was no vote.

Respectfully submitted,
Amy Irvin Witham
October 25, 2019

Rachel Lomonaco  
Act 250 Coordinator  
111 West Street  
Essex Junction, VT  05452

RE: 15 Leo Drive; Essex; Application #4C0781-5A

Dear Ms. Lomonaco:

The Chittenden County Regional Planning Commission’s Staff and Executive Committee have reviewed this Act 250 application for a project described as the subdivision of Lot #3 at 15 Leo Drive in Essex, VT into seven new lots for future industrial use, with no construction proposed at this time. We understand that the District Commission intends to narrow the scope of the hearing to 9B (primary agricultural soils) unless the scope is expanded at the hearing. We understand that this project has not yet sought local approval from the Town of Essex. We offer the following comments:

The project is located within the Enterprise Planning Area as defined in the Chittenden County Regional Plan, entitled the 2018 Chittenden County ECOS Plan. We find this project to be consistent with the Planning Area for the following reasons:

1. The Enterprise Planning Area is identified in the Plan as an area where local zoning authorizes a future concentration of employment uses that attract workers from the County and multi-county region. Development in these Planning Areas should have adequate wastewater capacity and access to transit or be near these services. Typically, this area encompasses major employers or a cluster of single employers and has current or planned transit service.
2. The Enterprise Planning Area is an area planned for growth, and therefore this project helps implement Strategy #2 of the Plan which calls for 80% of new development in the areas planned for growth.

Therefore, we find this project to generally be in conformance with the Planning Areas of the 2018 Chittenden County Regional Plan, based on the limited information currently available.

Because the scope of this hearing is limited to Criterion 9(B), only limited information was made available in advance of this hearing. CCRPC is not providing comment on agricultural soils. CCRPC will defer comments on other issues, including Criterion 9(L) and traffic impacts, until more information is available.
Due to the detailed level of development review in most Chittenden County municipalities and the environmental permit reviews at the Department of Environmental Conservation, CCRPC will give specific attention in its Act 250 reviews to the type of use and the Planning Areas section of the 2018 Chittenden County ECOS Plan. While there are many other topics covered in the 2018 Chittenden County ECOS Plan, there has been significant analysis at the Regional level regarding transportation impacts. The CCRPC will also focus its attention on transportation, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the 2018 Chittenden County ECOS Plan.

These comments are based on information currently available; we may have additional comments as the process continues. Please feel free to contact me should you have any questions.

Sincerely,

Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service
Justin Rabidoux called the meeting to order at 9:00AM, calling for a round of introductions.

1. **Consent Agenda:** ANDREA MORGANTE MADE A MOTION APPROVING THE CONSENT AGENDA DOCUMENTING TWO TIP AMENDMENTS. THE MOTION WAS SECONDED BY DENNIS LUTZ AND PASSED UNANIMOUSLY.

2. **Approval of Minutes**
   ANDREA MORGANTE MADE A MOTION, SECONDED BY BOB HENNEBERGER, TO APPROVE THE MINUTES OF Sept 3, 2019. THE MOTION PASSED UNANIMOUSLY.

3. **Public Comments:** None.

4. **VTrans TCI**
   Dan Dutcher, VTrans Environmental Policy Manager, introduced the Transportation and Climate Initiative (TCI), with the leadership team of Peter Walke (ANR), Michele Boomhower (VTrans), and Riley Allen (DPS), and with support staff from across state departments. To set the stage for TCI, Dan showed slides with emission percentages by sectors with transportation contributing more GHG in VT than the US, and subsequent slides showing the scale of change needed to reach all sector GHG goals.
   TCI is transportation focused. There are a number of programs and initiatives already in progress including VW settlement funds, EV charging infrastructure, Tier III funds, Public Utility Commission EV proceedings, complete streets/rail/transit/walk-bike and more.

TCI was formed in 2010 and is facilitated by Georgetown Climate Center. The purpose of the initiative is to work with stakeholders to develop a cap-and-invest framework for transportation fuels. What is cap-and-invest? Reginal Greenhouse Gas Initiative (RGGI) is a similar model. The framework sets annual declining caps on emissions, auctions allowances (permits) equal to the cap, and invests proceeds in emissions-reduction actions to lower the cost of compliance. The cap would be handled on a regional
basis and the allowances would be auctioned on a regional basis, but the revenues would be handled by each state and each state would determine how the revenues would be invested. It has not yet been determined how the revenue would be apportioned to each state – one consideration is to base it on existing emissions. Potential investments of revenue would be subject to legislative approval. Point of regulation is potentially with state fuel suppliers (those that cross VT state line with intent to sell).


Question about the auction process, who participates, can others join auction. Comment about rural transportation and school transportation, using school buses as part of rural transit option. Dan notes that modeling will include school and rural transit. Look to children to pressure adults to change rather than convincing adults to change. Dennis commented about how the actual cap could have a negative impact on the economy. The initial cap will be based on modeling and fuel availability from recent years. Adjustments could be made to reflect needs, economic impacts, etc. Investments made could help bring other vehicle types into more efficient technology. Is there a potential for higher e-bike incentives?

5. VTrans On-Line Data Management System
Maureen Carr of VTrans Traffic Research Unit gave an overview and demonstration of their traffic data management system. This is a Web-based system shared by VTrans and CCRPC. The data is accessed through Vtrans.vermont.gov, then search for “traffic data,” click the first result that comes up. The resulting page has AADT reports, link to traffic data, and other resources. Maureen then showed the data portal and described how to navigate map and data displayed. She then logged into the site which displays more information. Raw data is exportable through the “report center” feature. Some of the counts are able to track the type of vehicle (motorcycle, vehicle, truck, tractor-trailer, etc.). Counts occur on state and federal aid routes, CCRPC counts, local road count program.

Crash data is available in a different place on VTrans website.

CCRPC conducts manual counts at intersections during peak hours (7-9 am, 4-6 pm) and captures cars, trucks/buses, and bicyclists. VTrans is moving away from manual counts and using more 48-hour video counts to help satisfy FHWA requirements. CCRPC also uses video counts to capture data outside of peak hour manual counts.

6. Status of Projects and Subcommittee Reports (Information Item): Justin noted that the project list on the back of the agenda identifies new projects begun in FY20 and some older ones dropped off.

7. CCRPC September Board Meetings Report
Christine noted the airport presentation, GMT presentation and energy plan items as part of the Board meeting.

8. Chairman’s/Members’ Items: Justin described South Burlington’s project to create a bike path and sidewalk on south side of Williston Road. Meetings with land owners including discussion about potential conflicts with commercial drives. Justin is asking for guidance on design from TAC members and CCRPC. Reducing number of curb cuts and consolidating drives is of interest along corridor. Dennis suggests also looking at what’s on either end of corridor for walkers/bikers, such as Dorset St and Hinesburg Rd.

AMY BELL MADE A MOTION TO ADJOURN, SECOND BY JON RAUSHER, APPROVED UNANIMOUSLY.

The meeting adjourned at 10:20 AM.

Respectfully submitted, Bryan Davis
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
CLEAN WATER ADVISORY COMMITTEE – DRAFT MINUTES

DATE: Tuesday, November 5, 2019
SCHEDULED TIME: 11 a.m. to 12:30 p.m.
PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:
http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/

Committee Members in Attendance

<table>
<thead>
<tr>
<th>Bolton: Joss Besse</th>
<th>Hinesburg:</th>
<th>St. George:</th>
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<tr>
<td>Buels Gore:</td>
<td>Huntington: Darlene Palola</td>
<td>Underhill: Brian Bigelow</td>
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<tr>
<td>Charlotte:</td>
<td>Milton: Dave Allerton, Ashley Toof</td>
<td>Williston: Christine Dougherty</td>
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<td>Colchester: Karen Adams</td>
<td>Richmond: Josh Arneson</td>
<td>Winooski: Ryan Lambert</td>
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<td>Essex: Annie Costandi</td>
<td>Shelburne: Chris Robinson</td>
<td>VAOT:</td>
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<td>Essex Junction: Chelsea Mandigo</td>
<td>South Burlington: Tom DiPietro;</td>
<td>VANR:</td>
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<td>Burlington Airport: Polly Harris (Stantece)</td>
<td>University of VT: Michael Richards</td>
<td>CCRPC Board: Don Meals</td>
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<tr>
<td>Friends of the Winooski River:</td>
<td>Lewis Creek Assoc: Kate Kelly, Andrea Morgante</td>
<td>Winooski NRCD:</td>
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Other Attendees: DEC: Karen Bates; Blue® Stormwater, Sarah Coleman

CCRPC Staff: Dan Albrecht, Chris Dubin, Charlie Baker

1. **Call to Order.** The meeting was called to order by Annie Costandi at 11:00 a.m. Introductions were made.

2. **Changes to the Agenda and public comments on items not on the agenda** None.

3. **Review and action on draft minutes of October 1, 2019**

   After a brief recap by Dan Albrecht, Tom DiPietro made a motion, seconded by Chelsea Mandigo to approve the minutes as drafted. **MOTION PASSED** with abstentions by various members who were not present at 10/1/19 meeting. Andrea Morgante asked and staff agreed to have draft minutes for prior meeting posted under the current meeting date.

4. **Act 176 & State development of RFP for Clean Water Service Providers**

   Dan walked through documents prepared by DEC ---with Charlie highlighting key aspects--- describing elements of Act 176 and the current process DEC is using to develop a formal RFP to designate Clean Water Service Providers for each of the DEC-designated basins in Vermont. The two of them are part of an advisory group created by DEC to inform the RFP development process. Key points to note are:

   - DEC will issue an RFP in early 2020 to solicit proposals from entities to act as Clean Water Service Providers and a provider would then be designated for each Basin by late 2020;
   - phosphorus reduction ‘non-regulatory’ targets will be assigned to each CWSP to achieve for their responsible basin. These targets are set based upon the estimated needed reductions from various sectors that would not be addressed through regulatory programs (e.g. agriculture, MS4, MRGP, TS4, pending General Permit 3-9050 For Operational Stormwater Discharges, wastewater, etc). Generally speaking, DEC’s current estimate is that 20% of the needed reductions overall for each basin would have to come from the non-regulatory sector such as natural resources restoration, wetlands, etc.
   - DEC would then disperse funds, via “Water Quality Restoration Formula Grants” based upon the targeted load reduction factoring an average cost per project per pound of phosphorus removed.
   - CWSPs would be responsible for developing projects in consultation with a Basin Water Quality Councils consisting of (at a minimum) persons representing municipalities (two persons), regional planning commissions (two), natural resource conservation districts (two), local watershed protection
organizations (two) and local or state land conservation organization (one). The Councils would prioritize projects.

- After identification and prioritization, the CWSP would then develop and implement the non-regulatory projects to meet the target. CWSPs would develop partnerships and subcontract/subgrant work. CWSPs would have the overall responsibility to assure that projects are operated and maintained as required.
- In response to questions from members, Charlie noted that it is possible that CCRPC, if the Board so authorized, would submit a proposal to be a CWSP. There are portions of three basins that are within Chittenden County: the Lamoille River, the Winooski River and the Northern Lake Champlain Direct-to-Lake drainages. Dan added that in some respects the CCRPC is well-suited to be a CWSP given its administrative and managerial capabilities and day-to-day familiarity with subgrants/subcontracting.
- Starting in November 2021 there is the potential for reformulated grant programs (Municipal Stormwater Implementation and Developed Lands Implementation) to assist municipalities and private landowners, respectively. However, these grants would only be available if DEC determines that the applicable CWSP is making satisfactory progress.
- Currently, grant funds for phosphorus-reduction projects are available through Clean Water Block Grants, DEC Grants-in-Aid and VTRANS (Better Roads, Transportation Alternatives, and Municipal Highway and Stormwater Mitigation Program grants).

5. Updates

Chris Dubin demonstrated CCRPC’s on-line Road Erosion Inventory Segment Compliance dashboard (see: http://map.ccrpct.org/reidashboard). Key points he made included:

- Overall, our towns are making good progress towards achieving the interim targets (i.e. bringing non-compliant road segments up to standards) set forth in the Municipal Roads General Permit. These include the target of 15% of the non-compliant segments brought to standard by January 2023 and the other “Very High Priority” target that all segments on slopes greater than 10% that “Do Not Meet” standards be made compliant by January 2026.
- The inventories were done in 2016 and 2017. In 2018 and 2019, we focused on gathering info from towns on what road work was done in each summer/fall and then CCRPC updated the dataset accordingly to indicate if a non-compliant segment was brought up to standard.
- Town staff should take a deep dive into the dashboard and in particular look at each segment that is labelled as Does Not Meet or Partially Does Not Meet and let Chris know if the Town actually did restore it up to standard.
- The CCRPC will assist Towns with completion of the formal Road Erosion Implementation Table. At the request of Karen Adams, Chris will be in contact with MS4 communities as they have an earlier deadline of April 1, 2020.

Dan Albrecht provided information on the pending General Permit 3-9050 For Operational Stormwater Discharges. Key points he made included:

- He distributed copies of comments made by the Lamoille County Planning Commission which were quite extensive. Members may wish to see if these comments resonate with their own concerns.
- He reported that he attended the public meeting on October 31st. Many attendees expressed concerns about the cost of compliance. Dan recommended that, similar to the MRGP, DEC determines which parcels should be addressed first and which parcels, if they have minimal runoff, could be brought up to standard on a later schedule.
- Lastly, Dan noted that the deadline for comments has been extended to November 25th.

6. 2020 Update to Basin 5 (Direct-to-Lake) Tactical Basin Plan

Karen Bates of DEC briefed the committee members on the development of the update to the Plan scheduled to be completed by late summer 2020. Right now, DEC is in the data-gathering and input-gathering phase prior to her finalizing a “partner-review” draft by late January for RPCs, Natural Resource Conservation Districts and other groups to look over.
Karen noted that at this time the proposed broad objectives are:
Implement Agricultural BMPs  Manage Stormwater  Protect and remEDIATE river corridors
RemEDIATE logging roads and landings  Restore wetlands  Protect and remEDIATE lake shorelands
Reduce and manage the spread of Aquatic Invasive Species
Increase knowledge of water quality conditions in the Basin  Address Toxics
Identify streams for reclassification

Karen noted the following waterbodies in Chittenden County from north-to-south with resource concerns
Allen Brook  Smith Hollow  Crooked Creek  Monument Brook  Pond Brook
Indian Brook  Englesby Brook  Bartlett Brook  Potash Brook  Munroe Brook
McCabe’s Brook  Laplate River  Lake Iroquois  Holmes Creek  Kimball Brook  Thorp Brook

The stressors vary for each waterbody but include urban development, chlorides, pathogens, geomorphic
instability, agricultural runoff, temperatures, aquatic nuisance species (ANS), shoreline encroachment, road
runoff.

The strategies endorsed to combat these stressors include winter road management, stormwater management,
education/outreach on septic management, manure management, wetland restoration, support for MS4
permittees, education/outreach on driveway construction, ANS management, agricultural BMPs, river corridor
protection.

The timeline for completion of the formal update is as follows:
October – December 2019  community meetings input
September – December  DEC meets with partners
September – December  Agriculture meetings
January – February 2020  Working draft distributed to partners and reviewed by same
March  Agency Review
April-May  EPA review and RPC Board review
June  Revisions
July  Final draft posted for 30-day public comment and public meetings
August  Complete responsiveness summary and signature by ANR Secretary

7. **Items for December 3rd meeting agenda.**  To be determined through staff consultation with the co-
chairs.

8. **Adjournment.**  The meeting adjourned at 12:37 p.m.

Respectfully submitted, Dan Albrecht