

REGULAR MEETING AGENDA

Wednesday, May 20, 2020 - **6:00 p.m.**



Remote Access Meeting Only

Please join the meeting by clicking <https://global.gotomeeting.com/join/417514701>.

For those who would prefer to join by phone or those without a microphone on your computer, please dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.)

Call: +1 (571) 317-3122

Access Code: 417-514-701

- One-touch: <tel:+15713173122,417514701#>

When participating remotely, please wait until you are recognized by the Chair before you speak. For each agenda item, the Chair will make sure to ask if anyone participating remotely would like to speak.

- a. Use the "chat" feature, raise your hand if on video, or ask the Chair to request to speak. To ensure everyone is heard, only one person should speak at a time.*
- b. When recognized by the Chair, introduce yourself each time.*
- c. Speak up so everyone in person and on the phone can hear clearly.*
- d. When participating remotely, take steps to avoid background noise, and make sure your microphone/phone is muted when you are not speaking.*

CONSENT AGENDA –

C.1 Minor TIP Amendment – SFY2020 Transportation Alternatives Grants*

DELIBERATIVE AGENDA

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Action on Consent Agenda (MPO Action, if needed; 1 minute)
4. Approve Minutes of March 18, 2020 Meeting* (Action; 1 minute)
5. FY21 UPWP and Budget*
 - a. Public Hearing (Action; 10 minutes)
 - b. Deliberation and Action (Action; 10 minutes)
6. Report of Board Development Committee re. slate of officers for FY21* (Discussion; 5 minutes)
7. Clean Water Service Provider Draft Proposal (new deadline is 5/29/20)* (Action; 15 minutes)
8. Draft Basin 5 – Direct to Lake Tactical Basin Plan - Draft Comment Letter* (Discussion/Possible Action; 10 minutes)
9. Chair/Executive Director Report (Discussion; 20 minutes)
 - a. Annual meeting – election in June, no gathering
 - b. Legislative Update
 - c. COVID-19 Impacts on CCRPC Operations
 - d. COVID-19 Response and Recovery (<https://www.ccrpcvt.org/covid-19/>)
10. Committee/Liaison Activities & Reports * (Information, 2 minutes)
 - a. Executive Committee (minutes April 1, 2020 and draft minutes May 6, 2020)*

*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.*

- i. Act 250 Sec 248 letters
 - b. Transportation Advisory Committee (draft minutes May 5, 2020)*
 - c. Clean Water Advisory Committee (minutes April 7, 2020 and draft minutes May 5, 2020)*
 - d. Clean Water Advisory Committee – MS4 Subcommittee (minutes April 7, 2020 and draft minutes May 5, 2020)*
 - e. Planning Advisory Committee (draft minutes April 8, 2020)*
11. Future Agenda Topics (Discussion; 10 minutes)
 12. Members' Items, Other Business (Information, 5 minutes)
 13. Adjourn

The May 20, 2020 Chittenden County RPC streams LIVE on YouTube at https://www.youtube.com/playlist?list=PLJlLFn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp. The meeting will air Sunday, May 24, 2020 at 1 p.m. and is available on the web at <https://www.cctv.org/watch-tv/series/chittenden-county-regional-planning-commission>.

Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Executive Committee – Wednesday, June 3, 2020, 5:45pm
- Transportation Advisory Committee – Tuesday, June 2, 2020, 9am
- Clean Water Advisory Committee - Tuesday, June 2, 2020, ~11am
- CWAC MS4 Subcommittee - Tuesday, June 2, 2020, ~12:30pm
- Planning Advisory Committee – Wednesday, June 10, 2020, 2:30pm
- CCRPC Annual Board Meeting - Wednesday, June 17, 2020 6:00pm

Tentative future Board agenda items:

June 17, 2020 Annual Meeting	Election of Officers and Executive Committee Members Warn FY21-23 TIP Hearing
July 15, 2020	FY21-23 TIP Hearing with fiscal constraint discussion Basin 5 – Direct to Lake Tactical Basin Plan Conformance
August	NO MEETING
September 16, 2020	



Chittenden County Regional Planning Commission

May 20, 2020

Agenda Item C.1: Consent Item

FY2020 Transportation Improvement Program (TIP) Amendments

Issues

Add the following SFY2020 Transportation Alternatives Grant awards to the TIP.

Schifilliti Park Shared Use Path, Burlington (Project BP110, Amendment FY20-11)

- › Burlington was awarded a 2020 Transportation Alternatives Grant of \$285,728 (federal funds) to construct a path between James Avenue and Gosse Court through Schifilliti Park in Burlington. Add \$35,000 for PE in FY20.

Lee River Road Sidewalk, Jericho (Project BP100, Amendment FY20-12)

- › Lee River Road Sidewalk, Jericho was awarded an additional \$100,000 (federal funds) in 2020 Transportation Alternative Grant funds to construct an 1,000 foot sidewalk on Lee River Road. The project was previously awarded a 2017 Transportation Alternatives grant \$220,587 (federal funds) and this grant will supplement those funds.

Kimball/Marshall Avenue Bicycle & Pedestrian Facilities over Muddy Brook, South Burlington (Project BP111, Amendment FY20-13)

- › South Burlington was awarded a 2020 Transportation Alternatives Grant of \$300,000 (federal funds) to construct a 10-foot wide shared use path to be included in the Muddy Brook Culvert Replacement project.

Additional Information

For your information please find attached a list of FY20 TIP Amendments to date and the status of CCRPC's fiscal constraint limit. Note that Interstate projects and grants are not subject to CCRPC's fiscal constraint.

Staff/TAC Recommendation:

Recommend that the Board approve the proposed TIP amendments.

For more information, contact:

Christine Forde
cforde@ccrpcvt.org or 846-4490 ext. *13

Status of CCRPC Fiscal Constraint
FY20-23 TIP

Amendment Number	CCRPC Identifier	Project Name	FY20 Federal Funds		FY21 Federal Funds		FY22 Federal Funds		FY23 Federal Funds	
			Constrained	Non-Constrained	Constrained	Non-Constrained	Constrained	Non-Constrained	Constrained	Non-Constrained
FY20-01	BP069B	VT15 Multiuse Path - St Mikes Crosswalk, Colchester-Essex	\$115,202							
	OT001	Regional Safety	-\$115,202							
FY20-02	BP108	Dorset Street Path, South Burlington		\$75,000		\$125,000		\$231,600		\$230,000
FY20-03	BP109	Main Street Sidewalk and Bicycle Improvements, Winooski		\$300,000		\$100,000				
FY20-04	BP086	Towers Road Sidewalk, Essex		\$91,600						
FY20-05	IN004A	Williston Park and Ride	\$2,222,000							
FY20-06	HC001A	Champlain Parkway, Burlington	-\$3,000,000							
FY20-07	HP147	I-89 Supplemental Signage, Exits 12-17		\$22,000						
FY20-08	BP077	VT15/Underhill Flats Sidewalk, Underhill		\$288,000						
FY20-09	HP137	US7 Signal Upgrades - AID	\$778,000	\$996,000	\$2,161,000					
	OT001	Regional Safety			-\$161,000					
FY20-10	HP136	VT15 Paving, Underhill-Westford			-\$2,026,177					
FY20-11	BP110	Schifilliti Park Shared Use Path, Burlington		\$35,000						
FY20-12	BP100	Lee River Road Sidewalk, Jericho		TBD						
FY20-13	BP111	Kimball/Marshall Avenue Bicycle & Pedestrian Facilities Over Muddy Brook,		TBD						
		Status of Fiscal Constraint	\$0	\$1,807,600	-\$26,177	\$225,000	\$0	\$231,600	\$0	\$230,000

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, March 18, 2020
TIME: 6:00 p.m.
PLACE: CCRPC and REMOTE ATTENDANCE VIA TEAMS VIDEO

PRESENT:	Bolton:	Absent	Buel's Gore:	Garret Mott
	Burlington:	Andy Montroll	Burlington:	Jenna Pugliese (Alt)
	Charlotte:	Jim Donovan	Colchester:	Jacki Murphy
	Essex:	Jeff Car	Essex Junction:	Dan Kerin
	Hinesburg:	Michael Bissonette	Huntington:	Barbara Elliott
	Jericho:	Catherine McMains	Milton:	Tony Micklus
	Richmond:	Absent	St. George:	Absent
	Shelburne:	Absent	So. Burlington:	Chris Shaw
	Underhill:	Absent	Westford:	Allison Hope
	Williston:	Chris Roy	Winooski:	Michael O'Brien
	Cons/Env.:	Don Meals	VTrans:	Amy Bell
	Bus/Ind:	Absent	GMT :	Absent
	Agriculture:	Absent	Socio/Econ/Housing:	Absent

Others: Matthew Langham, VTrans

Aidan White, CCTV

Staff:	Charles Baker, Executive Director	Regina Mahony, Planning Prgm Mgr.
	Eleni Churchill, Trans. Prgm Mgr.	Christine Forde, Senior Planner
	Jason Charest, Senior Planner	Marshall Distel, Senior Planner
	Taylor Newton, Senior Planner	Dan Albrecht, Senior Planner
	Amy Irvin Witham, Business Office Associate	Emma Vaughn, Communications Mgr.
	Bryan Davis, Senior Planner	

In compliance with State of Vermont open meeting law, Charlie Baker and Regina Mahony were physically present in the CCRPC Board Room for the Remote Teams Video stream.

1. Call to order; Roll Call Attendance; Changes to the agenda. The meeting was called to order at 6:05p.m. by the Chair, Michael O'Brien.
 - a. COVID-19 RESPONSE Charlie explained the current measures being taken by our organization in response to COVID-19. We, alongside our towns, are working together to drastically minimize in-person meetings. We have posted a link to our website "COVID-19 Daily Municipal Updates" providing the latest information and details of our municipal governments' responses to COVID-19.
2. Public Comment Period on Items NOT on the Agenda. There were none.
3. Action on Consent Agenda. There were none.

4. Approve Minutes of February 19, 2020 board meeting. JEFF CARR MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO APPROVE THE FEBRUARY 19, 2020 CCRPC BOARD MEETING MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- Edits: Update acronyms to the full word; Pages 2 and 3
- Edit: Clarify discussion was on Act 250; Page 4, item 8a

5. US7 Signal upgrades, Shelburne – South Burlington, Major TIP Amendment

Mike reminded Board members that at the February Board meeting they were given a comprehensive VTrans presentation on the US7 Signal upgrades.

- a. Public Hearing. DAN KERIN MADE A MOTION, SECONDED BY CHRIS SHAW, TO OPEN THE PUBLIC HEARING AT 6:13 P.M. MOTION CARRIED UNANIMOUSLY.

Christine Forde referred members to the memo included with the packet and explained the reason for the change; VTrans and CCRPC were awarded an Accelerated Innovation Deployment (AID) Grant to update 16 traffic signals on RT7, Shelburne Road. The project was added to the TIP in FY18 with funding amounts to be determined following the completion of scoping. The project will be funded with AID grant funds and federal formula funds. The current TIP does not have funds programmed for this project, so the change is defined as a major TIP amendment. The TAC/Staff recommendation is to approve the proposed major TIP Amendment for US7 Signal upgrades, spanning Shelburne to South Burlington. Jeff Carr asked if there are fiscal restraint dollars left? Christine Forde explained she has a table that details the information, and yes, this will take up the fiscal restraint. However, Christine added, we are working on the new TIP as of July, and there will be an updated constraint limit. Christine stated she will provide the table to all board members.

Public Hearing. JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN TO CLOSE THE PUBLIC HEARING AT 6:17 P.M. MOTION CARRIED UNANIMOUSLY.

Approve Major TIP Amendments for the US7 SIGNAL UPGRADES

JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN TO APPROVE THE TIP AMENDMENT AS PRESENTED. MPO VOTE:

Bolton:	Absent	Burlington:	Yes (4)	Charlotte:	Yes
Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
Hinesburg:	Absent	Huntington:	Yes	Jericho:	Yes
Milton:	Yes	Richmond:	Absent	St. George:	Absent
Shelburne:	Absent	So. Burlington:	Yes (2)	Underhill:	Absent
Westford:	Yes	Williston:	Yes	Winooski:	Yes
VTrans:	Yes				

MOTION CARRIED WITH 18 OF 24 VOTES: AND 12 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

6. FY22 VTrans Capital Program Prioritization

Christine referred members to the following documents included with the agenda, Memo - 2022 Transportation Project Prioritization and Town Highway Bridge Pre-Candidate Prioritization, CCRPC Prioritized Project Lists -2022, CCRPC Scoring Sheet and the Supplemental Project Information sheet. Christine proceeded with a video screen presentation for members. She explained each year the Vt. Legislature requires that projects in the Transportation Capital Program be prioritized. VTrans

developed a numerical grading system to assign a priority ranking to all paving, roadway, safety and traffic operations, state bridge, interstate bridge, and town highway bridge projects. CCRPC developed a methodology for regional priority scores, based on planning factors MPO's are required to consider in their planning process. The methodology scores projects in each of the following categories: Economic Vitality, Safety and Security, Accessibility, Mobility and Connectivity, Environment, Energy and Quality of Life, Preservation of Existing System, and Efficient System Management. All transportation projects funded by VTrans, with state or federal funds, must be included in the Transportation Capital Program. This program is developed by VTrans and approved by the Vt Legislature. Chittenden County projects funded with Federal transportation funds must also be included in the Transportation Improvement Program (TIP). However, inclusion in the TIP does not replace the Capital Program; Chittenden County projects funded with federal transportation funds must be included in the Capital Program and the TIP. CCRPC Staff recommends the Board approve the 2022 Regional Project Scores and Town Highway Bridge Pre-Candidate Regional Project Scores, with changes, if any.

Jeff Carr stated that the project scoring is a very complicated process and he thanked staff for the challenging work being done.

JEFF CARR MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO APPROVE THE 2022 REGIONAL PROJECT SCORES AND TOWN HIGHWAY BRIDGE PRE-CANDIDATE REGIONAL PROJECT SCORES, WITH CHANGES IF ANY, AND FORWARD TO VTRANS. MPO VOTE:

Bolton:	Absent	Burlington:	Yes (4)	Charlotte:	Yes
Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
Hinesburg:	Absent	Huntington:	Yes	Jericho:	Yes
Milton:	Yes	Richmond:	Absent	St. George:	Absent
Shelburne:	Absent	So. Burlington:	Yes (2)	Underhill:	Absent
Westford:	Yes	Williston:	Yes	Winooski:	Yes
VTrans:	Yes				

MOTION CARRIED WITH 18 OF 24 VOTES: AND 12 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

7. Clean Water Service Provider Draft Proposal Update Charlie said conversations with partners is continuing. There are concerns regarding how the relationship with the Department of Environmental Conservation (DEC) is going to work. The partners within the Basin 5, Northern Lake Champlain Direct to Lake, are supportive of CCRPC becoming the Clean Water Service Provider for the area. However, currently, Charlie is not sure that the DEC expectations are clearly partnership oriented. Mike asked if the deadline for the application to become a servicer had been pushed out? Charlie explained, no, the deadline is still early May. Charlie said he thought this would be an action item for the April Board Meeting, however, due to current state of affairs with COVID-19, we may ask the Board to defer votes to the Executive Committee. Garrett Mott stated that he agreed, it is concerning if this is coming across as more regulatory. Member discussion ensued. Charlie asked if the board members felt this issue could be pushed to the Executive Committee. Garrett Mott suggested, with the Virtual Meetings, that an open meeting could be scheduled when the Board meeting would normally be held to discuss. Mike reminded members if this is an item that needs a vote, we need a quorum. Jeff said he is comfortable with Garrett's suggestion to hold an open meeting to discuss and get a sense of board members feelings on the subject. Garrett said he would also like the board members to be kept informed. Charlie agreed, open communication through e-

mail and remote meetings are fine. Dan Albrecht said he is working on the draft proposal now, and it will be ready to be looked at and discussed at the April Executive Committee and CWAC meetings. Jeff said if everyone is kept up to date through informal meetings, workshops, and e-mail, it seems fine. Members agreed.

JEFF CARR MADE A MOTION, SECONDED BY GARRETT MOTT, THAT THE CCRPC BOARD GIVE AUTHORITY TO THE CCRPC EXECUTIVE COMMITTEE TO VOTE ON THE CLEAN WATER SERVICE PROVIDER, TO KEEP BOARD MEMBERS UP TO DATE THROUGH WORKSHOP VIDEO CONFERENCE MEETINGS WHERE PARTICIPANTS CAN IDENTIFY AND HIGHLIGHT ANY AREAS OF CONCERN, IDENTIFY SENSIBLE SOLUTIONS, AND CONTINUE TO PURSUE THE POSSIBLE APPLICATION TO BECOME A CLEAN WATER SERVICE PROVIDER. MOTION CARRIED UNANIMOUSLY.

8. Legislative Update and Input – H.926, Act 250*, S.237 Housing Bill, H688 Global Warming Solutions Act, TCI Charlie said all substantive bills are being deferred to respond to COVID-19. Votes will be on the money bills and any discretionary funding will be reserved to deal with costs associated with COVID-19. There has been discussion about addressing public meeting requirements. Currently, there must be at least one person present in the meeting space to allow anyone from the public who wants to attend. However, this may be suspended during the State of Emergency due to COVID-19. Garrett Mott asked if this is still a State Law. Charlie explained, yes, it is a requirement, and the reason he and Regina were currently in the CCRPC Board Room.

9. Chair/Executive Director Report.

- FY21 UPWP Development Charlie said the FY21-UPWP is still under development. The last draft will be sent out at the end of this week. Next Thursday is the last meeting for the UPWP committee, virtual meetings will be set up for everyone. It is important to have the budget and work program completed and approved for next year.
- Delegate Authority to the Executive Committee to warn Public Hearing on FY21 UPWP & Budget for May 20th, Board meeting at 6:00pm.

JEFF CARR MADE A MOTION, SECONDED BY GARRETT MOTT, THAT THE CCRPC BOARD GIVE AUTHORITY TO THE CCRPC EXECUTIVE COMMITTEE TO WARN A PUBLIC HEARING ON FY21 UPWP & BUDGET FOR THE MAY 20, BOARD MEETING. MOTION CARRIED UNANIMOUSLY.

- ECOS Annual Report. Charlie noted that the annual report is available, there is a link posted on the CCRPC website and in the Board Agenda packet. Charlie encouraged members to review and follow up with any questions they may have on the report.

10. Committee/Liaison Activities & Reports. Minutes for various meeting were included in the packet (Executive Committee, TAC, PAC, Brownfields, and CWAC).

11. Future Agenda Topics

Charlie explained, due to the current concerns with COVID-19, topic and items of discussion are shifting. We will revisit potential future items again, at a later meeting. Jeff said he is hopeful, even if we cannot have a traditional annual meeting in June, that staff give serious consideration to postpone the event to a later date, rather than cancelling. Charlie explained, currently, we have not cancelled. We are waiting to see what is happening in June.

Barbara Elliott stated would like to share a positive item; she thanked staff for putting together the remote, virtual meeting and reminded everyone that less vehicle miles were traveled. Members discussed the positive aspects and the challenges with virtual meetings. Members suggested looking into another platform. Several members recommended the 'GoToMeeting' platform for ease of use and being more user-friendly to all platforms. Members agreed, if there is a better meeting platform, it should be considered. Charlie said there will not be a full board meeting in April, but we will plan on holding another remote, virtual meeting in May and remote meetings will be discussed by the Executive Committee.

12. Members' Items, Other business. There was no other business.

13. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE MEETING AT 6:59 P.M.

Respectfully submitted,
Amy Irvin Witham

CCRPC Board Meeting

May 20, 2019

Agenda Item 5: Action Item

FY20 Unified Planning Work Program & Budget

Background:

Each year the CCRPC undertakes the development and implementation of a Unified Planning Work Program (UPWP). The Board of Directors of the CCRPC has established a Committee process for the development of the UPWP. The following FY21 UPWP Committee members were appointed by the Chair:

Board: Catherine McMains, Chair; John Zicconi, Michael Bissonette, Jacqueline Murphy, and Sharon Murray

PAC: Eric Vorwald

TAC: Barbara Elliott, Justin Rabidoux

CWAC: Annie Costandi, Karen Adams

VTrans: Amy Bell

Ex-Officio: Chris Jolly, FHWA; Chris Damiani, GMT

The UPWP Committee met on January 23rd, February 19th, and March 26th to discuss and evaluate all project applications from Chittenden County municipalities, and partner organizations.

At their April 1st meeting, the Executive Committee voted to warn the FY21 UPWP & Budget Public Hearing for Wednesday, May 20th, 2020 at 6:00 p.m. The public hearing draft documents were posted on the CCRPC web site (<https://www.ccrpcvt.org/event/public-hearing-fy21-annual-work-plan-upwp/>) and sent to all municipalities with a public hearing notice advertised in the Burlington Free Press. As expected, small adjustments are needed to accurately reflect carryover consultant dollars, staff hours, and state agency grant agreement scope tasks as noted in the staff recommendation below.

Recommendations:

UPWP Committee: The UPWP Committee recommended the FY21 UPWP to the CCRPC Board at their March 26th meeting.

Transportation Advisory Committee: The TAC recommended the FY21 UPWP to the CCRPC Board at their May 5th meeting.

Executive and Finance Committees: The Executive and Finance Committees recommended the FY21 UPWP and Budget to the CCRPC Board at their May 6th joint meeting.

CCRPC Staff: Staff recommends approval with the following amendments:

- Update page 3 to correct names and organizations
- Delete Task 2.3.6.15: Paving Analysis for Raceway & Packard Rd (Jericho)
- Delete Task 3.2.3.21: MRGP Improvement Plan (Jericho)
- Add \$32,202 PL Funds to Task 2.3.13.4: Chittenden County I-89 2050 Study
- Add \$3,000 VTrans SPR Funds to Task 7.1.3: VT Culverts
- Update task deliverables for the FY21 ACCD grant still in development

For more info contact: Charlie Baker, cbaker@ccrpcvt.org or Marshall Distel, mdistel@ccrpcvt.org



CCRPC Board Meeting

May 20, 2020

Agenda Item 6: Information Item

Report on Nominations for FY21

From: Chris Roy, Board Development Committee Chair

The Board Development Committee will meet before the Board meeting and may recommend the following the slate of officers for FY2020.

- Mike O'Brien, Chair
- Catherine McMains, Vice-Chair
- John Zicconi, Secretary/Treasurer
- Chris Shaw, At-large for Towns over 5,000
- **TBD**, At-large for Towns under 5,000
- Andy Montroll, Immediate Past Chair

The Election of Officers will occur at the CCRPC Board's Annual Meeting on June 17, 2020. The bylaw provisions regarding election of Officers and the Executive Committee are as follows (please note that Article VII, Section C. specifies the inclusion of the Immediate Past Chair as a member of the Executive Committee):

ARTICLE VII. OFFICERS & EXECUTIVE COMMITTEE

A. Election of Officers and Executive Committee

The Chittenden County Regional Planning Commission shall annually elect three officers, a Chair, Vice-Chair, and Secretary/ Treasurer. In addition, the Chittenden County Regional Planning Commission shall annually elect two municipal Board members to the Executive Committee. One municipal Board member of the Executive Committee shall represent a community of 5000+ population; the other, a community of less than 5000 population, based on information from the latest census or population estimate completed by the US Census Bureau.

The Board Development Committee shall render its report of nominations to fill ensuing vacancies prior to the June meeting. The Board Development Committee may nominate one or more candidates for each office. Candidates may also be nominated from the floor.

The officers of the Chittenden County Regional Planning Commission shall be elected by a two-thirds majority of the Board members present and voting pursuant to 24 V.S.A. § 4343(b). The results of the voting shall be announced at the June meeting of each year. In the event a majority for any office is not reached, the top two vote getters will have a run-off election and the Chittenden County Regional Planning Commission will continue to vote until a majority is reached.

Chittenden County Regional Planning Commission
May 20, 2020

Agenda Item 7: Final action: Submission of proposal to Vermont DEC for designation as Clean Water Services Provider (CWSP) for Northern Lake Champlain Direct Drainage Basin

Issues: The Vermont Department of Environmental Conservation (DEC) is moving to implement the Clean Water Service Delivery Act of 2019 (Act 76). The DEC published a formal RFP seeking Clean Water Service Providers for seven of the State's 15 watershed basins. In close collaboration with their related Basin Water Quality Councils (BWQCs), CWSP's will administer formula-based State grants they receive for the purpose of identifying, constructing, and maintaining non-regulatory water quality projects necessary to achieve the Lake Champlain and Lake Memphremagog phosphorus TMDLs.

Staff has worked intensively from late February through mid-May in developing the attached proposal for designation as the CWSP for the Northern Lake Champlain Direct Drainages Basin (aka Basin 5). The draft proposal has been developed and discussed at multiple meetings with all applicable partners (municipalities, natural resource conservation districts, watershed groups, land conservation organizations and regional planning commissions) invited as follows:

- February 18th, partners meeting
- March 18th, CCRC Board
- April 7th, Clean Water Advisory Committee
- April 15th, CCRC Board
- April 23rd, partners meeting
- May 5th, Clean Water Advisory Committee
- May 6th, Executive Committee

CCRPC staff also communicated directly with staff of the various partners outside of these meetings to receive comments and suggested edits to the proposal. As noted earlier, there is ongoing rulemaking and guidance which will set the final parameters for CWSP operations. The decision to submit a proposal does not force us to enter into an agreement with DEC. Any decision to enter into an agreement with DEC would occur at the end of 2020 or early in 2021.

The Board is asked to review the attached final draft Scope of Work and decide whether to authorize the submission of a formal proposal.

Staff Recommendation: Authorize submission of the proposal.

Clean Water Advisory Committee (CWAC) Recommendation: Reviewed with no additional comments. No formal action requested or taken.

Executive Committee Recommendation: Authorize submission of the proposal.

Staff Contact: Contact Charlie Baker or Dan Albrecht with any questions:
cbaker@ccrpvt.org, 735-3500 or dalbrecht@ccrpvt.org, 324-4642

RFP: **Selection of Clean Water Service Provider for Seven Vermont Watershed Basins, Per Act 76 of 2019**

Proposal by: **Chittenden County Regional Planning Commission**
110 West Canal Street, Suite 202, Winooski, VT 05404
May 11, 2020 draft

SCOPE OF WORK

(c) (1) A detailed scope of work, no more than 10 pages in length, describing how the deliverables will be met. The plan shall include at a minimum:

A proposal for how the entity will implement the items listed in the Scope of Work section, above, including how the applicant will oversee identification, prioritization, development, construction, verification, inspection, operation, and maintenance of clean water projects.

The CCRPC is seeking to serve as the Clean Water Service Provider (CWSP) for the Northern Lake Champlain Direct Drainages Basin (herein after “Basin 5”). The Chittenden County Regional Planning Commission (CCRPC) will comply with the forthcoming final rules and guidance, as a condition of grants issued under Act 76.

Our Vision:

Our Vision is to couple CCRPC’s well-honed skills in group facilitation, grant administration, and program management to support the on-the-ground expertise of partner organizations and municipalities in developing and implementing non-regulatory water pollution control projects. We will be assisted by the Northwest Regional Planning Commission (NRPC) with establishing relationships outside our RPC region. In coordination with the Vermont Department of Environmental Conservation (DEC), the Northern Lake Champlain Direct Drainages Basin Water Quality Council and assisted by numerous partner organizations and municipalities, the CCRPC will implement a systematic and open process to bring cost-effective projects from concept through development to installation to annual ongoing operation and maintenance.

Project Identification and Prioritization:

Start-up activities:

Upon designation by the State of Vermont and issuance of a contract or grant agreement, the CCRPC will first set up a dedicated webpage at www.ccrpcvt.org to host all relevant content related to acting as the Clean Water Service Provider for Basin 5. Secondly, the CCRPC, with the assistance of NRPC, will organize three separate informational meetings, one each in Chittenden, Franklin and Grand Isle counties so that the CCRPC, can meet with water quality partners and the public so that everyone is brought up to speed about the anticipated and planned

operations of the CCRPC as the CWSP for Basin 5. Finally, the CCRPC will formally begin tracking CWSP-related expenses and activities so as to be able to meet any financial or programmatic requirements established by the DEC.

Formation of Basin Water Quality Council:

Upon designation as a CWSP, our first step will be to form the Basin Water Quality Council (BWQC) for Basin 5. This BWQC will be made up of nine members and formed in accordance with applicable statute, rules and guidance. The CCRPC, with the assistance of NRPC, will invite three different groups to select their Council member consistent with Act 76, as follows:

- to select a total of two (2) persons representing Natural Resource Conservation Districts (NRCDS) from the following: Franklin County, Grand Isle County and Winooski NRCDS and Vermont Association of Conservation Districts;
- to select a total of two (2) persons representing RPCs from the following: Addison County, Chittenden County and Northwest Regional Planning Commissions (RPC); and
- to select a total of two (2) persons representing local watershed protection organizations from the following Addison County River Watch Collaborative, Friends of Northern Lake Champlain, Lake Champlain Committee, Lake Champlain International, Lake Iroquois Association, Lewis Creek Association, St. Albans Area Watershed Association, Watersheds United Vermont (WUV), and any other similar organizations that may self-identify or be identified by Watersheds United Vermont.

The CCRPC, with the assistance of NRPC, will also make a request to two other groups to make a recommendation to CCRPC as to whom their Council member should be, as follows:

- to recommend to CCRPC one (1) representative from the local and state land conservation organizations such as: Charlotte Land Trust, Hinesburg Land Trust, Richmond Land Trust, South Hero Land Trust, South Burlington Land Trust and; statewide land conservation organizations such as Lake Champlain Land Trust, New England Forestry Foundation, Northeast Wilderness Trust, The Nature Conservancy of Vermont, Trust for Public Lands, Vermont Housing & Conservation Board, Vermont Land Trust and the Vermont River Conservancy and any other similar organizations that may be identified.
- to recommend to CCRPC two (2) municipal representatives from the municipalities in Basin 5. We propose that CCRPC and NRPC use their existing clean water advisory committees to each select their municipal representative. There may be one of these representing MS-4 communities and one representing the other municipalities as to be determined by the municipalities.

The CCRPC will provide staff support to the BWQC and help them in establishing Council Rules of Procedure such as member terms and their responsibilities including, but not limited to, project identification and prioritization. These rules, including conflict of interest provisions, will be consistent with the rules and guidance now under development. We hope that the DEC will provide adequate funding to support robust Council member participation either through the basin planning grants or as part of this formula grant. Based upon conversations with our partners, we expect that the level of participation may be about 20 to 40 hours per year.

Inventory of possible projects and project tracking:

In order to be able to assist the BWQC with project identification and project prioritization, upon commencement of an agreement with the Vermont DEC, the CCRPC, with the assistance of NRPC, will first meet with the Vermont DEC Watershed Planner for Basin 5, Karen Bates, to collect information on previously identified non-regulatory projects in the Basin. The primary source for these projects will be the DEC Watershed Projects Database, <https://anrweb.vt.gov/DEC/cleanWaterDashboard/WPDSearch.aspx>.

We will then review the initial list of projects with BWQC members and all other partners in the basin to identify additional projects that are not yet in the database or that will need project identification/development funding to be further scoped for consideration. These project ideas might include, for example, stream reaches that may never have been formally assessed for fluvial erosion hazards or for floodplain restoration opportunities. Often project ideas are received organically through phone calls, emails, field work, stakeholder, outreach and these projects at any given point in time may not be in the state database. It will also be important to solicit the input of municipal conservation commissions. The CCRPC will make sure to add these “new” projects during the identification phase and on an ongoing basis.

We will likely separate the potential project list into two broad categories, consistent with the rules and guidance to be issued by DEC: first, problems/projects that need further Identification & Development and second, those projects ready for Final Design & Implementation. We anticipate asking the BWQC to allocate a sufficient percentage of available project funding towards the Identification & Development phase.

One option which offers good potential for displaying the project priorities will be the utilization of an ArcGIS Dashboard if it is not possible to use the DEC database for this purpose. CCRPC already uses this option to assist its municipalities with identification and tracking of each town’s progress in meeting the requirements of the Municipal Roads General Permit, see: <http://map.ccrpcvt.org/reidashboard>. The CCRPC and NRPC therefore will work together to develop a single online Basin 5 Non-Regulatory Project Dashboard to easily identify eligible projects and share with the BWQC and partners for prioritization. Data on projects will be imported into this dashboard from the watershed project database and/or Clean Water Project Explorer as well as entered into the dashboard directly by CCRPC, NRPC and partners. This ArcGIS online dashboard will be used to display information on project status, eligibility determinations, projected phosphorus reduction, cost (both project and Operations and Maintenance), and feasibility factors (landowner willingness, etc.). Additionally, any projects that are currently in the watershed database that are deemed “ineligible” by the DEC will be recorded as such and an explanation included in order to track that information. Through regular communication with DEC, we will work to ensure that our Basin 5 Non-Regulatory Project Dashboard and the DEC Watershed Projects Database are mutually updated on an ongoing basis. Finally, it is our intent that the database be fully accessible to Council members and partners/subgrantees recruited as described below.

The CCRPC will ensure that applicable data from the ArcGIS Dashboard will be easily extracted and translated to any DEC-developed IT solution for tracking and reporting. The Dashboard as

proposed is not intended to be duplicative of the WPD or the Clean Water Project Explorer; this tool would provide similar transparency in conveying information and tracking indicators on eligible non-regulatory projects for the purposes of project identification, prioritization and progress reporting.

Prioritization of Projects:

As prescribed in Act 76, the responsibility for prioritization of projects rests with the BWQC. After the BWQC is formally convened, the CCRPC will act in an administrative and technical support capacity to assist the BWQC with developing the best mechanisms to present and analyze the potential projects to make for the most efficient process for the BWQC to prioritize investments in Basin 5 to meet the assigned phosphorus reduction target.

This prioritization process will also be informed by and consistent with the 2020 update to the Basin 5 Tactical Basin Plan which should be completed this summer. The BWQC and CCRPC will also use DEC's Clean Water Project Explorer <https://anrweb.vt.gov/DEC/cleanWaterDashboard/ProjectExplorer.aspx> as well as DEC's Clean Water Roadmap: <https://anrweb.vt.gov/DEC/CWR/CWR-tool> to inform this process.

We expect that, consistent with draft guidance under development by DEC, potential projects for Implementation will first receive a technical score established by DEC to evaluate pollution reduction and related water quality benefits vs. costs (e.g. \$ per lbs. phosphorus reduced). Secondly, the project will then receive a co-benefit score established by the Council. CCRPC will develop a first draft of this co-benefit scoring methodology with the other CWSPs which will identify potential co-benefits (e.g., readiness, matching funds, hazard mitigation, habitat, socio-economic, educational benefit, etc.) and their proposed weighting. The BWQC will then determine the final version of the co-benefit scoring process.

Given the importance of this step, we intend to invite all partners in the basin to participate in this discussion and provide input to the BWQC as they make decisions first about the final co-benefits methodology and secondly as they "score" individual projects on an ongoing basis.

It is expected that the investment of CWSP funds for Identification & Development of projects will go through a similar process but that it will be based more on prioritizing the problems as identified in the Tactical Basin Plan rather than a discrete project solution at this stage. It may be that investments in partner organizations & municipalities for Identification & Development work are made in more of a funding program style rather than per project. For an example, a subgrant to investigate floodplain restoration project opportunities in a given sub-watershed.

Subgrantee Selection and Payment: Development of formal partnerships with water quality partners:

We anticipate that the vast majority of funding flowing through the CCRPC would be invested in partners to identify, develop, design, build, operate, and maintain the prioritized projects. Therefore, CCRPC proposes to, and needs to, enlist many partners in the basin to help us carry out these tasks. Consistent with rules and guidance developed by DEC, and in consultation with

the BWQC, we anticipate the use of a request for qualifications (RFQ) process to solicit, identify and develop formal relationships (aka master agreements) with needed sub-grantees such as watershed associations, watershed groups, natural resource conservation districts, land trusts, land managers, municipalities and conservation organizations along with needed professionals and businesses. We have already identified many of those (see list of BWQC invitees above) but we also need to find out if there are emergent groups or individuals that might be able to assist as well. We will also use the RFQ process to identify and develop agreements with entities with technical and scientific expertise in water quality project design, operations and maintenance as well as entities with experience in construction of water quality projects to assist project partners.

The CCRPC already has several RFQ templates in place which it uses every few years to select firms for, for example, in the fields of Transportation Planning, Public Participation, Water Quality Project Design & Construction Management, Land Use Planning, and Brownfields Site Assessment. Note that the intent of this RFQ process is not to select just a few partners. Rather, the purpose is to be inclusive and welcoming and to find out the different capabilities of organizations, municipalities and businesses in each of the various key tasks required of the CWSP. Respondents to the RFQ shall be asked to provide information on the following criteria: personnel, relevant experience, billing rates, etc. Establishing a pre-qualified list will allow for rapid deployment of funds to bring pollution control projects from concept to completion and facilitate efficient payment to project partners. A comprehensive master agreement would be made between the CCRPC and each selected partner organization, municipality or business after which simple short task orders would then be issued as projects are given authorization. The CCRPC will ensure that DEC contracting requirements are passed through to all sub-grantees and sub-contractors.

The RFQ will solicit organizations, municipalities, firms and individuals with expertise in one or more of the following:

- Project Identification and Development
- Project Design & Permitting
- Implementation:
- Verification and Inspection
- Operations & Maintenance

CCRPC anticipates that the BWQC will both authorize a package of projects for construction for each construction season and authorize projects on an ongoing basis for development and/or design. Once projects have been determined to be ready for either final development, design work, permitting, construction, inspection & verification or operations & maintenance, task orders would then be issued by CCRPC to the partners that originally proposed the project. All necessary funds would be awarded to the same partner to manage the development, design or construction project and oversee and pay any needed subcontractors such as engineers and construction firms as well as cover the costs of any administrative tasks such as accounting, financial reporting, progress reporting, documentation, etc. A process (including criteria) will be developed with, and approved by, the BWQC so that minor changes in scope or cost of these task orders may be handled administratively by the CCRPC. In general, CCRPC will provide direct oversight of the task orders it issues for work throughout the Basin. However, should the

workload prove too great or it makes for a smoother relationship, the CCRPC may subgrant funds to NRPC to oversee a project with a partner on a case-by-case basis.

Identification & Development: Partners will be sought to help identify projects that are not yet known, or not yet ready to move forward. This developmental/scoping work will include work with landowners, development of project alternatives, identification of possible constraints and permitting issues, and development of conceptual solutions. The criteria for reviewing these projects include problem identification, expected pollution reduction, and other criteria that may be developed by the BWQC and/or DEC.

Design & Permitting: Respondents will have direct experience with development of conceptual or final designs, final cost estimate and bid documents, completion of applications for required permits and/or easements, access agreements. It is anticipated that the BWQC would review and select professionals for this work based upon qualifications no more than once per year and maybe for two- or three-year terms. Entities selected for this work could either: 1) be under subcontract with a partner organization or municipality who would oversee their work and also be responsible for overall management of a project or 2) be under contract with the CCRPC and be available to provide ad hoc consulting assistance to partners for smaller projects.

Implementation: Respondents will have direct experience with actual physical implementation of projects or with the management of construction firms performing same. Respondents will have experience with the completion of progress and financial reporting and maintaining adequate records of same. Each project funded by the CCRPC as CWSP would be managed by a partner organization or municipality who is responsible for overall successful implementation of the project. If cash flow requirements and challenges make this desirable, the construction firms assisting a project partner/implementor could be paid directly by the CWSP. Before any project will be approved for construction, the CCRPC will ensure that the project implementer has secured any required permits

Verification and Inspection: As the CWSP, CCRPC will either develop the expertise in-house or hire firms, individuals, municipalities or organizations with experience in inspection of water quality projects to verify that they constructed in accordance with the Final Design and Project Specifications, and any DEC, federal or municipal rules and/or permits, Dan Albrecht has received certificates from the American Stormwater Center as both a Certified Stormwater Inspector and as a MS4 Low-Impact Development / Green Stormwater Infrastructure Inspector and could handle inspections/verifications not requiring an engineer's certification but consistent with DEC requirements. The proposed RFQ process will likely garner both engineering firms as well as other qualified individuals and organizations who can assist the CCRPC in these efforts. Each selected entity would have an agreement with the CCRPC, and work would be assigned via task orders. The CWSP/BWQC will establish performance criteria for inspection and verification consistent with DEC requirements. It is anticipated that this task will be completed using the mobile application, "Survey 123," currently used by the DEC Stormwater Program. This will ensure that verification, inspection, and recommendations for maintenance is conducted in a consistent manner across projects in the region.

Operations and Maintenance: Entities selected for this task will be expected to have experience

in operations and maintenance of non-regulatory water pollution control projects as well as experience with record-keeping and reporting on same. As the CWSP, CCRPC expects to work with the BWQC on how to best invest in partners to operate and maintain installed projects and practices. The amounts of these investments are not known at this time, but we expect them to be some percentage of the cost of implementation or a flat annual fee, depending on the type of project. The party responsible for Operations & Maintenance determined by the project sponsor earlier in the process and any necessary easements and/or agreements will be secured prior to implementation and consistent with DEC rules and guidance. The first and preferred option would be for the partner to enter into a contract with the CWSP to provide these services for the design life of the implemented practice. If that is not desired by the partner or by the landowner, the CWSP in consultation with the BWQC would contract with a third party to perform these annual services. The responsibility and liability would reside with the entity paid to provide this service through the funding agreement consistent with DEC rules and guidance.

In summary, the CCRPC will be responsible for ensuring projects meet set standards as they progress from design to construction with the assigned project implementer. Design projects will need to demonstrate that they have been screened for natural resource constraints and determined necessary permits. Implementation projects will need to obtain necessary permits and agreements for operations and maintenance of the practice prior to construction.

(c) (2) A description of support systems – systems currently in use or proposed by the applicant to support their IT and financial systems, and, and a statement committing to use DEC-developed IT solutions for project tracking and reporting.

CCRPC has well-developed IT and financial systems. Our IT system consists of a file server, 20+ laptops, 3 printers, a Network Attached Storage back-up system as well as an off-site back-up system. The back-up system runs hourly onsite and at the off-site location. Pam Brangan, CCRPC GIS Data & IT Manager helps troubleshoot minor IT issues as needed. CCRPC is also assisted by The Tech Group, an on-call tech support consulting firm based in South Burlington. The firm monitors the computer system (server and user laptops) 24x7 in an effort to minimize issues. Lastly, our email system is routed through a 3rd party SPAM/virus software to reduce the chances of virus or phishing programs infiltrating our system.

CCRPC has well established and proven accounting systems that meet all federal and state standards for managing federal and state awards. CCRPC currently manages around \$5 to \$6 million dollars a year in federal, state, local and non-profit grants. CCRPC uses QuickBooks accounting software, which is backed up on the file server and can be accessed in the office or remotely. Financial systems and procedures have been developed and updated periodically in CCRPC's Administrative and Operating Policies and Procedures (*see attachments*) as approved by the CCRPC Executive Committee and are available upon request. CCRPC is audited each fiscal year by an independent Certified Public Accounting firm and has been free of any significant findings for at least the last ten years. CCRPC expends more than the current threshold, \$750,000 in a fiscal year, of federal funds and therefore undergoes a Federal Single Audit each year. CCRPC's financial systems have consistently demonstrated the ability to manage state and federal funds and the CCRPC is considered a low risk auditee.

The CCRPC commits to using DEC-developed IT solutions for project tracking and reporting and the proposed dashboard described above would be consistent with and not supplant the DEC-developed solution. The CCRPC will submit interim reports and an annual report to the BWQC and DEC that will show progress made towards project identification, implementation, inspection, maintenance, and meeting phosphorus reduction targets. CCRPC routinely invoices programs and contracts quarterly and would also provide regular reporting on the disbursement of funds. CCRPC will regularly communicate with partners assigned tasks and request reporting on the status of tasks to align with defined reporting timelines of the BWQC and DEC.

(c) (3) A description of current and proposed staffing and partnerships to meet CWSP obligations

Dan Albrecht, CCRPC Senior Planner will be the overall CWSP Program Manager and have oversight of individual projects in Chittenden County. Dan has been with the CCRPC since 2003 and has managed several relevant projects. Dan holds an M.S. in Natural Resources Planning from the University of Vermont and an M.A in Anthropology from McGill University. Through a subgrant to the Northwest Regional Planning Commission, Amanda Holland, NRPC Regional Planner, will assist the CCRPC as the primary liaison with NRPC region partners. At this time, neither CCRPC nor NRPC plans to hire new staff as part of this administrative and managerial effort. However, should the workload grow, consideration may be given to hiring persons with the needed expertise.

CCRPC, assisted by NRPC staff as needed, will also meet regularly with the DEC and the Basin 5 Water Quality Council to continually update the list of potential projects for identification and prioritization as well track ongoing projects as they move from development to prioritization to construction to operation.

Other CCRPC staff will assist Mr. Albrecht on an ad hoc basis. GIS staff (Pam Brangan, Melanie Needle and Chris Dubin) will assist in maintenance of a project tracking database and an accompanying GIS dashboard. Forest Cohen CCRPC's Senior Business Manager will have responsibility for overall financial reporting and compliance. Charlie Baker and Regina Mahony, CCRPC Executive Director and Planning Program Manager respectively will exercise overall program and staff oversight to assure compliance with state rules and guidance.

As described above, the CCRPC will subgrant with existing and new water quality partners to be the primary entities to carry out project development, construction, inspection, verification, operations and maintenance of water quality projects.

(c) (4) A description of current or proposed operating policies, including internal controls, personnel, procurement, accounts payable, accounts receivable, fixed assets, reconciliation, governing board oversight (for corporate/corporate non-profit entities), records, implementation of Vermont Open Meetings laws, and payroll. Documented policies may replace descriptions as appropriate.

CCRPC has a formal "*Administrative and Operating Policies and Procedures*" manual (see *Attachments*) which has been updated on a regular basis including most recently on April 1,

2020. The document addresses in detail the required elements noted in the RFP as follows.

Part 1 – Personnel Policy Manual, pages 1-70

Part 2 – Procurement Policy, pages 71–79. To achieve transparent and competitive sub-granting and procurement, these policies and procedures have been developed in accordance with 2 *Code of Federal Regulations (CFR) § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and *Vermont Agency of Administration Bulletin 3.5 – Procurement and Contracting Procedures*, and *Vermont Agency of Administration Bulletin 5 – Policy for Grant Issuance and Monitoring*. CCRPC staff and all selected contractors will observe and comply with all relevant federal, state, and municipal laws, bylaws, ordinances, and regulations.

Part 3 – Accounting & Internal Controls Policies & Procedures. The CCRPC takes a zero-tolerance approach to fraud or any financial malfeasance at any level of the organization. The CCRPC develops, implements, monitors, and enforces policies that prevent fraud and abuse and uphold the standards of the organization. Internal controls are interwoven into all financial operations of the CCRPC. Segregation of duties, multi-step approval processes, layers of oversight, and other proven controls are built into CCRPC daily operations. CCRPC develops, implements, and practices accounting and internal controls and procedures according to 2 *Code of Federal Regulations (CFR) § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and *Vermont Agency of Administration Bulletin 5 – Policy for Grant Issuance and Monitoring*. CCRPC undergoes a Federal Single Audit each fiscal year by a Certified Public Accounting Firm to assure practices and policies are in compliance with Generally Accepted Accounting Procedures. More detail can be found as listed below referencing pages in our *Administrative and Operating Policies and Procedures*.

- Internal Controls, page 83.
- Fraud Prevention Policy, page 92.
- Record Retention Policy, pages 96-98.
- Appendix C – Financials Procedures, pages 99-115, covering:
 - Accounts Payable
 - Accounts Receivable
 - Fixed Assets
 - Reconciliation
 - Payroll
 - Federal Awards Management

The CCRPC is governed by the CCRPC Board and CCRPC Executive Committee with the guidance of the Executive Director. The CCRPC Board has general authority over all planning documents, external policy positions, and the annual budget and work program. The Executive Committee oversees the *Administrative and Operating Policies and Procedures* and supervision of the Executive Director. The Executive Director has the responsibility of ensuring compliance with all relevant federal and state laws, supervision of staff and budget oversight. (*See attached CCRPC Bylaws for more detail.*)

CCRPC will examine the risks involved in serving as a CWSP and determine what kinds of

mitigation measures may be needed such as: additional insurance and liability protection, performance and maintenance bonds, legal assistance, establishing a risk reserve fund, or establishing a separate non-profit.

As a subdivision of the State, CCRPC has always been required to follow the Vermont Open Meetings Law. The CCRPC has established a dedicated webpage for its Commission and its numerous committees and posts agenda packets and minutes in compliance with the Open Meetings Law. We also have conducted numerous public engagement efforts around draft planning documents. We expect that we will use our experience in this area to post draft policies or priorities of the BWQC for review and comment by the public. We will compile comments and propose suggestion to address the comments to the BWQC as applicable.

(c) (5) Identify staff and organization experience with facilitation, consensus building, water quality projects, and project management.

With regards to facilitation and consensus building and bringing diverse stakeholders to agreement, the CCRPC is well-suited to this role as it continually engages in this type of work on an ongoing basis across the 19 communities of Chittenden County to develop and reach consensus on a variety of regional plans and topic-based plans. Most notably are the 2018 ECOS Plan (Ecology, Community, Opportunity, Sustainability) which includes the Regional Plan, the Metropolitan Transportation Plan and the Comprehensive Economic Development Strategy for the County and the Annual Unified Planning Work Program outlining CCRPC's planned projects totaling over \$5 Million. Mr. Baker and Ms. Mahony are heavily involved in both of these efforts. They work not only with representatives of the county's 19 municipalities but also with 20+ partner organizations in health, human services, energy, transportation, natural resources and academia.

Other major plans which we update every few years include the Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan, the CCRC Public Participation Plan, the Active Transportation Plan, and the County Energy Plan. In addition to monthly Commission meetings, CCRPC staff also facilitate and organize regular meetings of its Brownfields, Clean Water, MS4, Planning, and Transportation Advisory Committees. With their expertise in facilitating high-level multi-partner planning processes, Mr. Baker and Ms. Mahony will assist the BWQC in their work to prioritize CWSP-administered funds for water quality projects.

Throughout his 27-years in natural resources public policy, first in Alaska and second, here in Vermont (*see attached résumé*), Dan Albrecht has primarily functioned as a project/program manager. In recent years, he has managed or is managing the following broad-based programs for CCRPC including several related to water quality such as seven Clean Water Block Grants and two Design Implementation Block Grants, four ERP-funded Stormwater Master Plans, five DEC-funded Tactical Basin Planning outreach grants and fifteen years of stormwater outreach on behalf of the County's twelve MS4 permittees (*see details on page X of Supplemental Information*).

Chittenden County Regional Planning Commission
May 20, 2020

Agenda Item 8: Draft Northern Lake Champlain Direct Drainages Basin (Basin 5)
Tactical Basin Plan - Comment Letter

Issues: As directed in its FY20 RPC Tactical Basin Planning Support grant from DEC, the CCRPC assists the DEC by facilitating municipal and CCRPC input into both an early “partner draft” of the Tactical Basin Plan as well as formal “public review draft.” Staff and the CWAC have been reviewing the “partner draft” provided to us in late February.

The attached letter provides comments on the “partner draft.” It was developed and reviewed at both the April 7th and May 5th CWAC meetings. The Board is asked to review the draft and authorize forwarding of the letter to DEC so that DEC can address the comments in the next “public review draft.”

Release of the “public review draft” is planned for July. After this release, the grant agreement notes that the CCRPC shall “(p)rovide a written analysis and formal recommendation(s) (including comments) from their Board of Commissioners on conformance of the draft Tactical Basin Plan(s) with the goals and objectives of applicable regional plans to each relevant Basin Planner.10 VSA Sec. 1253(d)(2)(g).”

The CCRPC Board will be asked to vote on a final letter to DEC at its July meeting that addresses conformance with the ECOS Regional Plan and any final comments for consideration by the Secretary before she finalizes and approves the Basin 5 Tactical Basin Plan.

Staff Recommendation: Authorize forwarding of comment letter to enable DEC staff to incorporate input into planned formal public review draft Basin 5 Tactical Basin Plan.

Clean Water Advisory Committee (CWAC) Recommendation: Reviewed with no additional comments. No formal action requested or taken.

Staff Contact: Contact Charlie Baker or Dan Albrecht with any questions:
cbaker@ccrpcvt.org, 735-3500 or dalbrecht@ccrpcvt.org, 324-4642



Date: July **X**, 2020 – *[May 2020 Draft for use by DEC in development of formal draft basin plan]*

To: Vermont Agency of Natural Resources, Department of Environmental Conservation

From: Chittenden County Regional Planning Commission

**Re: RECOMMENDATIONS REGARDING CONFORMANCE OF THE DRAFT NORTHERN LAKE
CHAMPLAIN DIRECT DRAINAGES TACTICAL BASIN PLAN WITH THE 2018 CHITTENDEN COUNTY
ECOS PLAN**

The CCRPC would like to commend Department of Environmental Conservation (DEC) Watershed Planner Karen Bates, on the comprehensive presentation and analysis contained in the *Draft Northern Lake Champlain Direct Drainages Tactical Basin Plan (TBP)*. We appreciate the opportunity to work with her and other DEC staff to strengthen municipal and public participation in TBP development. We look forward to continued cooperation with DEC and with the Agency of Natural Resources on future TBPs, as well as water quality outreach and education and other activities.

The purpose of this memorandum is to analyze the relative conformance of the *Draft Northern Lake Champlain Direct Drainages Tactical Basin Plan* with the relevant Goals, Strategies and Recommended Actions of the *ECOS Plan* and to provide recommendations regarding project prioritization.

BACKGROUND

CCRPC has the opportunity to provide recommendations to the Agency of Natural Resources regarding tactical basin plans pursuant to the following sections of Vermont Statutes Title 10, Chapter 47, §1253(d)

- (2)(G) ... *the Secretary [of Natural Resources] shall: develop, in consultation with the regional planning commission, an analysis and formal recommendation on conformance with the goals and objectives of applicable regional plans.*
- (3)(D) ... *[the regional planning commissions are to] assist the Secretary in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.*

The CCRPC reviewed the *Draft Northern Lake Champlain Direct Tactical Basin Plan* that was issued for RPC review in February 2020 and the formal draft issued on July **X**, 2020. The Basin includes major portions of the Chittenden County municipalities of Burlington, Charlotte, Colchester, Hinesburg, Milton, and small portions of Essex, Essex Junction, Richmond, Saint George and Williston

The *2018 Chittenden County ECOS Plan* serves as the County's Regional Plan. The *ECOS Plan* also serves as the Metropolitan Transportation Plan (MTP) and the Comprehensive Economic Development Strategy (CEDS) for the County.

CONFORMANCE WITH THE REGIONAL PLAN

The draft *Northern Lake Champlain Direct Drainages Tactical Basin Plan* is in conformance with and supportive of the *2018 Chittenden County ECOS Plan*, specifically with the following ECOS Plan Goals and Strategies:

Goals:

Natural Systems – Design and maintain a strategically planned and managed green infrastructure network composed of natural lands, working landscapes, and open spaces that conserve ecosystem values and functions, and provide associated benefits to our community.

Built Environment - Make public and private investments in the built environment to minimize environmental impact, maximize financial efficiency, optimize social equity and benefits, and improve public health.

1. Ecological Systems (Habitats, Water Quality, Air Quality) - Conserve, protect and improve the health of native species habitats, water quality and quantity, and air quality.

12. Working Lands - Support the growth and vitality of working farms and managed forests; and sustainably manage sand and gravel extraction operations.

16. Infrastructure - Ensure adequate infrastructure and facilities (i.e. water supply, wastewater treatment, stormwater treatment, broadband coverage and solid waste recovery and recycling) to support areas planned for growth while conserving resources.

Strategies:

#2: Strive for 80% of new development in areas planned for growth, which amounts to 15% of our land area.

#3: Improve the safety, water quality, and habitat of our rivers, streams, wetlands and lakes in each watershed.

#4 Increase investment in and decrease subdivision of working lands and significant habitats, and support local food systems.

The following table details how the *Basin Plan's* Objectives by Sector are in conformance with and supportive of specific Actions of the *ECOS Plan*.

Draft Northern Lake Champlain Direct Drainages Tactical Basin Plan, Objectives	Conformance with select Actions of 2018 Chittenden County ECOS Plan (cf. applicable section)
<i>AGRICULTURE: Conservation Practices that reduce sources of pollution from farm production areas and farm fields.</i>	<u>Strategy 3. Action 2.b.</u> includes "Incentivize best management practices for agricultural uses; and encourage the Agency of Agriculture to better enforce their required agricultural practices. "
<i>DEVELOPED LANDS – STORMWATER: Practices that reduce or treat polluted stormwater runoff from developed lands such as parking lots, sidewalks and rooftops.</i>	<u>Strategy 3. and all Action 2. sub-actions</u> which include data collection of areas producing water quality pollutants, help municipalities with regulatory measures (i.e. MRGP, developed lands permit, etc.), and help municipalities and partners with non-regulatory approaches (financial assistance for stormwater facility improvements).
<i>DEVELOPED LANDS – ROADS: Stormwater and roadside erosion control practices that prevent erosion and treat road-related sources of</i>	<u>Strategy 3. and all Action 2. sub-actions</u> which include data collection of areas producing water quality pollutants, help municipalities with regulatory

pollution.	measures (i.e. MRGP, developed lands permit, etc.), and help municipalities and partners with non-regulatory approaches (financial assistance for stormwater facility improvements).
<i>WASTEWATER: Improvements to municipal wastewater infrastructure that decrease pollution from municipal wastewater systems through treatment upgrades, combined sewer overflow (CSA) abatement, and refurbishment of aging infrastructure.</i>	<u>Strategy 3. Action 3</u> discusses needed wastewater treatment plant upgrades. In addition, the Comprehensive Economic Development Strategies list includes specific wastewater treatment plant projects.
<i>NATURAL RESOURCE RESTORATION: Restoration of "natural infrastructure" functions that prevent and abate pollution. Natural infrastructure includes: floodplains, river channels, lakeshores, wetlands, and forest lands.</i>	<p><u>Strategy 3. Action 1.</u> River Hazard Protection. And multiple sub-actions.</p> <p><u>Strategy 3, Action 1.d.</u> "Support non-regulatory conservation and/or preservation of vulnerable areas through public and land trust investments, including identification of repetitively damaged structures and provide assistance to elevate, relocate or buy out structures, and identify where flood storage capacity may be restored and conserved."</p> <p><u>Strategy 3. Action 1.f.</u> - "To protect water quality, development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field verified." These constraints include floodplains, municipal surface water setbacks, riparian areas and wildlife connectivity resources.</p> <p><u>Strategy 4.</u> "Increase investment in and decrease subdivision of working lands and significant habitats, and support local food systems."</p> <p><u>Strategy 4. Action 1.</u> Protect forest blocks, wildlife connectivity resources and crossings, surface waters, riparian areas and other significant habitats (e.g. wetlands) from development and fragmentation."</p>

PLAN CONFORMANCE CONCLUSION

The draft *2020 Northern Lake Champlain Tactical Basin Plan* is in conformance with and supportive of the *2018 Chittenden County ECOS Plan*.

ADDITIONAL RECOMMENDATIONS

1. CCRPC recommends that RPCs, through their Clean Water Advisory Committee be allowed to provide input to DEC's prioritization scoring system as intended by statute: Title 10, Chapter 47,

§1253(d)(3)(D) ... [the regional planning commissions are to] *assist the Secretary in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.* As projects are developed, DEC and other agencies and organizations that provide funding, or implement projects directly, should prioritize projects that achieve a high phosphorus removed benefit per cost ratio. Additionally, projects that also provide co-benefits such as other TMDLs (i.e. Flow Restoration Plans, *e.coli*, mercury, etc.), hazard mitigation, transportation improvement, aquatic organism passage, and/or listed in municipal comprehensive plans and capital plans should also receive additional consideration in making funding decisions. We look forward to being able to participate more fully as a partner in evaluating and scoring projects as required in Chapter 47 §1253(d)(3)(D).

2. We wish to restate the concern of several of CCRPC's member municipalities that requiring municipal wastewater treatment plants to engage in costly upgrades at poor Phosphorus Reduction Benefit to Cost Ratio will make it a challenge for Chittenden County to achieve key strategies of the ECOS Plan, namely:
 - *Strategy 2 [Strive for 80% of new development in areas planned for growth]*
 - *Strategy 7 [Develop financing and governance systems to make the most efficient use of taxpayer dollars and reduce costs]*

Increasing these municipal operating costs will increase already high housing costs in Chittenden County, make it more difficult to build via infill or on brownfields, and drive development away from areas planned for growth. As the ECOS Plan notes: *Considering development and growth comes with both costs and benefits, this Plan attempts to reach a balance by directing growth in such a way that new infrastructure and long-term maintenance costs are minimized. For example: Promotion of and incentives for compact development in areas planned for growth will help keep rural areas open; this can also minimize stormwater problems and prevent new watersheds from becoming impaired.*

Mechanisms need to be developed for municipalities for municipalities and other property owners with permits to invest in Natural Resource or Agriculture sector phosphorus reduction projects as these would clearly provide for much more phosphorus reduction per dollar spent.

3. Finally, we would like to support the concerns raised by our MS4 permittee municipalities and organizations that the 50% match requirement imposed by the DEC for use of State grant funds is unfair and counterproductive. Depending upon the grant source, DEC is requiring only a 0% to 20% match for other municipalities. Additionally, as DEC is aware, much of the needed total phosphorous (TP) load reduction originates in these MS4s. Many MS4s have identified and scoped numerous TP-reduction projects in their Flow Restoration Plans and pending Phosphorous Control Plans and are eager to move forward with these projects to achieve our shared clean water goals. Requiring a 50% match on both Design and Implementation projects seems arbitrary and ultimately slows progress towards meeting the Lake Champlain phosphorus TMDL.

Thank you for your consideration of our recommendations. If you desire clarification on this letter, please do not hesitate to contact Dan Albrecht, dalbrecht@ccrpcvt.org or 802-861-0133. Please note that the CCRPC will provide additional staff level comments once the formal public review draft is issued.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES
DRAFT

DATE: Wednesday, April 1, 2020
TIME: 5:45 p.m.
PLACE: REMOTE ATTENDANCE VIA GOTOMEETING
PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair
Chris Roy, Immediate Past Chair Chris Shaw, At Large >5000
John Zicconi, Treasurer Barbara Elliott, At Large <5000
Jeff Carr, Finance Committee Member
ABSENT: None
STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.
Forest Cohen, Senior Business Mgr. Eleni Churchill, Transportation Program Mgr.
Amy Irvin Witham, Business Office Associate

1. Call to Order, Attendance. The meeting was called to order and attendance was taken at 5:48 p.m. by the Chair, Mike O'Brien.
2. Changes to the Agenda, Members' Items. Item number 6, the FY21 UPWP and Budget moved up the agenda to item number 4.

3. Approval of March 4, 2020 Joint Finance & Executive Committee Minutes.
JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE MINUTES WITH EDITS. MOTION CARRIED WITH ABSTENTIONS FROM JOHN ZICCONI AND BARBARA ELLIOTT
The following edits were requested:
 - Update PG 2 Line 20: Remove the words '*of time*' from the phrase '*period of time*'.
 - Update PG 3 Line 26: Replace the 'e' with an 'a' before the word State.

Per the Chair, the meeting will begin with the Finance portion, item 6. FY21 UPWP and Budget

4. Warn Public Hearing for the FY21 UPWP and Budget
Charlie referred members to the Draft FY21 UPWP and Budget document. He explained the result came in with approximately \$1.4 million in new consultant tasks. Eleni stated all Transportation projects with PL eligible funds remained, however, there were a couple of projects eliminated because they were not PL (federal MPO funding program) eligible. Regarding the budget, Charlie stated the \$5.6 million figure was split between \$2.3 million in staff and \$3.3 million for consultants. He explained FY21 could be very different due to COVID-19 fiscal impacts, and there will likely be a significant budget change. Jeff Carr stated, depending on what comes through the COVID-19 Bill, there may be new opportunities for entities to borrow funds. He said the government has never turned the economy off like this and we have entered an entirely new financial territory. Charlie said we will include a financial topic at every Executive Committee meeting and will continually monitor the situation. He feels the Transportation budget will continue, but has concerns about ACCD funding. Jeff Carr feels we may be eligible for payroll and rent support with the Corona Virus Relief Fund because a portion of that is designed for local government. Member discussion regarding the current budget and future financial impacts of COVID-19 ensued. Charlie moved on to the expense side of the budget. He explained the salary line was previously at 4.9%. however, since the typical salary line for our towns is around 3.6%, the salary line was adjusted down to 3.9% with 3% as the

base raise and dealing with some promotions, etc. Charlie noted this budget came in with a higher excess revenue amount of 24K due to an increase in the indirect rate. In order to work to control the swinging of the indirect rate, it was decided to request a slightly lower than we are allowed indirect rate of 83% for FY21; doing so will hopefully eliminate the 8 to 10% swings we had been experiencing previously.

Charlie noted the UPWP Committee and CCRPC staff are asking members to warn a Public Hearing for the May 20, 2020 Board Meeting for the draft FY21 UPWP and Budget. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO WARN A PUBLIC HEARING FOR THE FY21 UPWP AND BUDGET FOR THE MAY 20, 2020 MEETING AT 6PM. MOTION CARRIED UNANIMOUSLY.

5. Financial Statement review.

Forest Cohen provided a financial overview for the period covering July 2019 through February 2020. He referred members to his screen presentation of the FY20 Income Statement. Forest reminded members this document, as well as a Cash Flow sheet, were sent out earlier, through e-mail.

Forest stated both January and February were positive months. Although we still have a way to go, if we continue at this pace through the month of June, we can make our goal. If staff can continue billing at this rate, we will finish in the black. Jeff Carr asked if we feel comfortable managing consultants in this period of social distancing. Eleni explained, yes, projects are currently moving forward, and our consultants are working with us. The challenge is public input; since we need to ensure engagement continues through virtual meetings.

Forest referred members to the cash flow sheet. He explained statements have been reconciled through February. We recently received the VTRANS deposit for the January invoice, so the payables are slightly inflated as we currently have a decent amount of bills to pay. Forest stated we should be fine, as he does not anticipate we will have to go through \$150K in reserves. Jeff Carr asked if there has been any discussion of contingency planning in case we have to downsize? Charlie responded, noting that no cuts from the State have yet occurred and if anything like that does happen, we will move forward with decisions as they need to be made.

The financial portion of the meeting concluded; Jeff Carr excused himself at 6:25 p.m.

6. Act 250 & Section 248 Applications

a. Act 250 Application, Champlain Apartments, LLC (Holiday Inn); South Burlington; #4C1149 Regina said this letter was sent out via e-mail. The project was downgraded from a major application to a minor. The project location is at 1068 Williston Road in South Burlington, Vermont. The city of South Burlington's Development Review Board has approved the project. Regina pointed out there is an ongoing study of the interstate (I-89 2050 Study) that is looking at possible future improvements to the interstate. Exit 14 will be assessed as a part of this study and may or may not result in proposed future improvements and changes in the general vicinity of the project area. CCRPC staff does not have any concerns regarding the proposed project or find any anticipated traffic impacts. Regina stated, although the new building is close to the property line, the CCRPC finds the proposed project complies with Criterion 9(L) and the project to be in conformance with the Planning Areas of the 2018 Chittenden County Regional Plan.

Mike O'Brien expressed concern if there is a need for more right of way, should this be addressed now, rather than after the project begins? Regina stated no, because we are so early in the I-89 study process, it isn't relevant. Eleni explained any major improvements and changes will likely take a very long time; we don't have anything tangible that we could use to get more right of way.

JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS ROY TO APPROVE THE LETTER TO RACHEL LOMONACO, DISTRICT COORDINATOR. MOTION CARRIED UNANIMOUSLY

7. Charge to Board Development Committee

Mike O'Brien extended a congratulations to the members of the Board Development Committee, Chris Roy, Catherine McMains, Jeff Carr, and Dan Kerin. Mike requested they develop a slate of Officers and Executive Committee members to be presented at the May 20, 2020 CCRPC Board Meeting. Chris Roy stated he is resigning from the commission at the end of June 2020 and the CCRPC Board will be without an immediate past chair. Members discussed the possibility of asking Andy Montroll to take on the position.

8. Admin Policy Update – Disaster Recovery/Continuity of Operations.

Forest reviewed proposed amendments to Administrative Policies and Procedures and the CCRPC Disaster Recovery Plan provided with the agenda. He explained the updates included new language and outlines how staff will follow State and Federal laws. The Executive Committee is charged with approving the changes. In this case, the current public health emergency has prompted necessary edits and updates. The first being to the Disaster Recovery Plan. The plan was written from the perspective of the office being damaged or destroyed. We needed a section to address continuity of operations during a situation such as the one we are currently experiencing, where staff have limited or no access to the office and must work remotely. The second update relates to the financial controls in place while remote working. The updates are necessary now, but also make sense moving forward to become more efficient. The final set of updates were prompted by outdated MPO financial procedures. CCRPC staff asks the committee to recognize there are incidental and non-substantive edits that will occur once the changes are made, including page numbering, updates to dates and changes in the table of contents, and to include those changes in their motion to approve the substantive changes. John Zicconi stated there is a lot of language specific to individual people and suggested this be written in the abstract, to allow flexibility. Charlie explained some of the specificity is based on our Auditors recommendation. Members discussed the changes and the impact of staff working remotely. Forest pointed out that most of the changes reflect the need to find a balance between being productive and keeping approvals and procedures in place that allow us to maintain good financial controls.

BARBARA ELLIOTT MADE A MOTION, SECONDED BY JOHN ZICCONI TO APPROVE THE AMENDMENTS TO THE ADMINISTRATIVE POLICIES AND PROCEDURES AS PROPOSED. MOTION CARRIED UNANIMOUSLY.

9. Chair/Executive Director Report.

a. Legislative Update: Charlie noted the CCRPC has been helping towns share what they are doing during the public health crisis pertaining to COVID-19. He said we developed a flyer for Colchester residents that outlines guidelines for dealing with COVID-19. Charlie stated the legislature is currently focused on the budget and how the current situation will affect programs. The legislature typically shuts down this time of the year but will likely continue to hold meetings virtually in order to continue important discussions. He said he anticipates Act

250 will be picked up again once there is some sense of normalcy and stabilization. The overall climate is changing rapidly, we are in a transition phase and we need to wait and see where it goes. John Zicconi stated people in general are struggling to focus and instead are tuning out. He feels it is important to make sure we pause and be mindful before pushing forward with items since everyone is in a different mindset now.

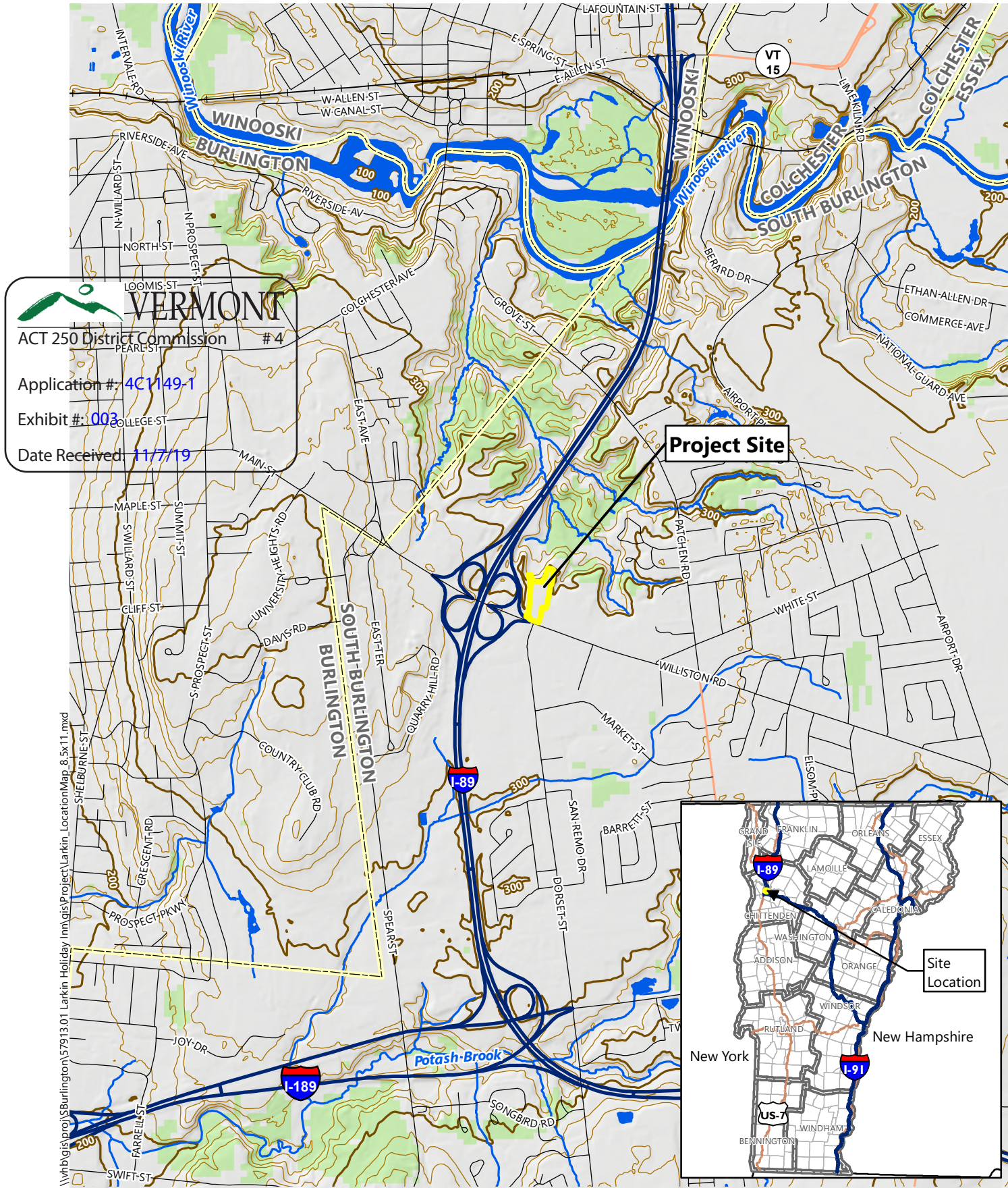
10. Review Agenda for April 15, 2020 CCRPC Board Meeting. Charlie referred members to the April Board meeting draft agenda document. Members discussed the difference between holding a workshop versus a formal meeting. Charlie explained the main issue is with the timing of the Clean Water Service Provider application, which would need to be an action item, since it has a due date of May 8, 2020. Members asked if there might be an extension to the due date. Charlie said the Department of Environmental Conservation (DEC) wants to get back to normal as soon as possible, although at this point, they are not sure they will have funding. After discussion, it was agreed that the meeting would be advertised as a workshop meeting only with no business items.

11. Other Business: There was no other business.

12. Executive Session: There was none needed.

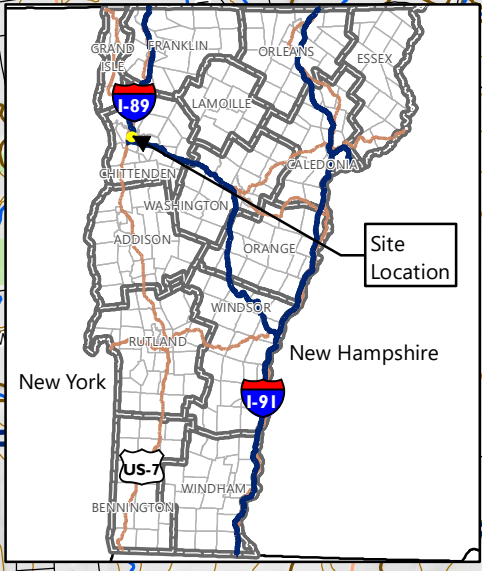
13. Adjournment: CHRIS ROY MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO ADJOURN THE MEETING AT 6:57 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham



VERMONT
 ACT 250 District Commission #4
 Application #: 4C1149-1
 Exhibit #: 003
 Date Received: 11/7/19

Project Site



Larkin Realty Holiday Inn Redevelopment | South Burlington, Vermont

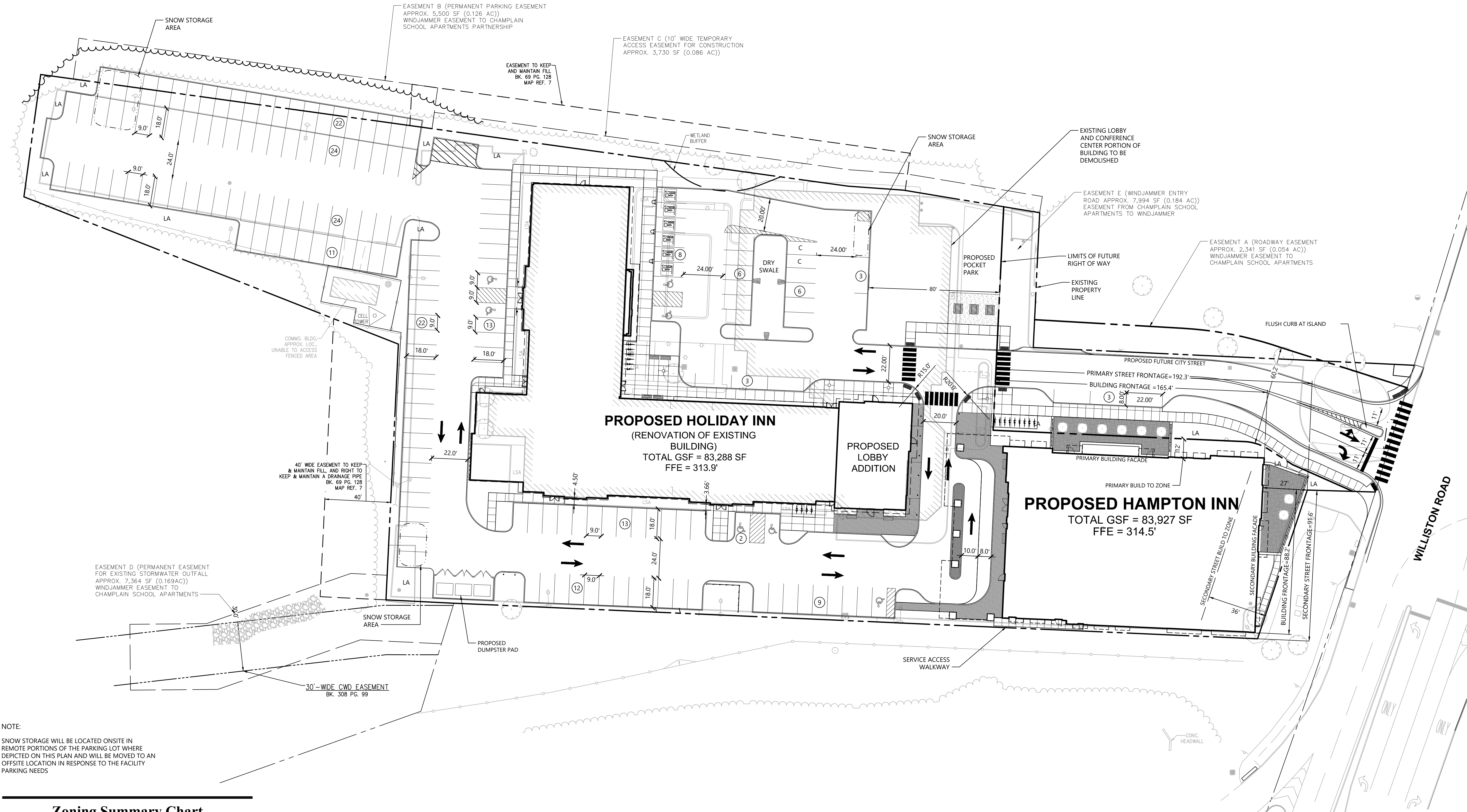
- Site Location (VHB)
- VHD Stream (VCGI)
- VHD Waterbody (VCGI)
- Interstate (VTrans)
- US Highway (VTrans)
- State Highway (VTrans)
- Town Road (VTrans)
- 100ft Contour (VCGI)
- 20ft Contour (VCGI)

Location Map

Sources:
 VCGI (Vermont Center for Geographic Information - Various Dates)
 VTrans (Vermont Agency of Transportation - 2018)
 VHB - 2018



40 IDX Drive, Building 100
Suite 200
South Burlington, VT 05403



NOTE:
SNOW STORAGE WILL BE LOCATED ONSITE IN REMOTE PORTIONS OF THE PARKING LOT WHERE DEPICTED ON THIS PLAN AND WILL BE MOVED TO AN OFFSITE LOCATION IN RESPONSE TO THE FACILITY PARKING NEEDS

Zoning Summary Chart			
Zoning District(S):	Form Based Code - Transect Zone 4		
Overlay District(S):	Major Intersections - Zone 1, Transit Overlay District		
Zoning Regulation Requirements	Existing	Required	Provided
LOT AREA (SF)	160,195-SF	N/A	160,195-SF
LOT AREA (AC)	3.678-AC	N/A	3.678-AC
FRONT BUILD-TO BUILDING SETBACK		12'-FT	12'-FT
PRIMARY BUILD-TO ZONE		0'MIN, 12' MAX	
HOLIDAY INN			N/A
HAMPTON INN			12'-0"
FRONTAGE		70% MIN	
HOLIDAY INN			N/A
HAMPTON INN			86%
BUILDING GROSS FLOOR AREA			
HOLIDAY INN			83,288-SF
HAMPTON INN			83,927-SF

FOOTNOTES:
1. REFER TO LANDSCAPE PLAN SHEET L4.01 FOR OPEN SPACE REQUIREMENTS.

Parking Summary Chart		
Description	Spaces	
	Existing	Proposed
COMPACT SPACES		2
STANDARD SPACES	229	163
STANDARD ACCESSIBLE SPACES		7 (MEETS ADA)
PARALLEL SPACES		9
TOTAL SPACES		181



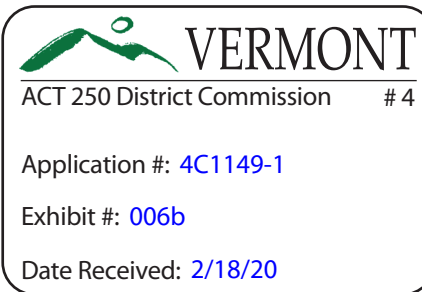
Holiday Inn Redevelopment
1068 Williston Rd.
South Burlington, Vermont

No.	Revision	Date	Apprd.
1	Local Comments	01/17/2020	PBS
2	Act 250 Resubmission	02/13/2020	PBS

Designed by	CHS	Checked by	PBS
Issued for		Date	

Act 250 Review
Not Approved for Construction

Drawing Title
Proposed Site Plan



C2.01

Sheet 2 of 27

Project Number
57913.01

March 19, 2020

Rachel Lomonaco
District Coordinator
111 West Street
Essex Junction, VT 05452

RE: Champlain School Apartments Partnership; South Burlington; #4C1149-1

Dear Ms. Lomonaco:

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed this Act 250 application for the redevelopment of the existing Holiday Inn hotel, construction of a new 5-story 101 room hotel building, construction of a new roadway entrance, and other associated site improvements. The proposed project is located at 1068 Williston Road in South Burlington, Vermont. The City of South Burlington's Development Review Board has approved the project.

CCRPC offers the following comments on the proposed project:

The proposed project is located within the Metro Planning Area as defined in the Chittenden County Regional Plan, entitled the *2018 Chittenden County ECOS Plan*. CCRPC finds the proposed project to be consistent with the Planning Areas for the following reasons:

1. The Metro Planning Area is identified in the Plan as an area planned for growth, and therefore the proposed project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth.
2. The proposed project is served by municipal water and sewer, is located on bus lines, and is within walking distance to many services/jobs.
3. The proposed building form and land uses are consistent with the local regulations, as evidenced by the South Burlington DRB's approval of the project.

Therefore, CCRPC finds the proposed project to be in conformance with the Planning Areas of the *2018 Chittenden County Regional Plan*.

Additionally, CCRPC finds that the proposed project complies with Criterion 9(L), given the placement of the new hotel along the frontage of the lot.

The Traffic Impact Study dated 10/1/2019 conducted by VHB was reviewed. CCRPC concurs with the overall findings of the study and supports the proposed traffic mitigation concerning the westbound lane reassignment. CCRPC would like to point out there is an ongoing study of the interstate (I-89 2050 Study) that is looking at possible future improvements to the interstate and/or interchanges as necessary. Exit 14 will be assessed as a part of the I-89 2050 Study and may or may not result in proposed future improvements in the general vicinity of the project area.

CCRPC does not have any concerns regarding the proposed project's anticipated traffic impacts.

Due to the detailed level of development review in most Chittenden County municipalities, and the environmental permit reviews at the Vermont Department of Environmental Conservation, CCRPC focuses its Act 250 reviews on the type of proposed land use and the Planning Areas section of the 2018 Chittenden County ECOS Plan. The CCRPC also focuses its review on transportation-related issues, 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,

A handwritten signature in blue ink that reads "Charlie Z. Baker". The signature is written in a cursive, flowing style.

Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES
DRAFT

DATE: Wednesday, May 6, 2020
TIME: 5:45 PM
PLACE: REMOTE ATTENDANCE VIA GOTOMEETING
PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair
Chris Roy, Immediate Past Chair John Zicconi, Treasurer
Chris Shaw, At Large >5000 Barbara Elliott, At Large <5000

ABSENT: Jeff Carr, Finance Committee Member

STAFF/OTHER: Charlie Baker, Executive Director Eleni Churchill, Transportation Program Mgr.
Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Associate
Amy Bell, VTrans

1. Call to Order. The meeting was called to order at 5:53 PM by Mike O'Brien.
2. Changes to the Agenda, Members' Items. Item number 5, Approve Quarterly Journal Entries and item number 6, Financial Reports Review, moved up the agenda, to item numbers 3 and 4, respectively.

Mike turned the meeting over to John Zicconi for the Finance Committee portion.

3. Approve Quarterly Journal Entries January to March (Finance Committee business). Forest Cohen referred members to the Journal Entries dated January 2020 through March 2020 included with packet. Members reviewed. CATHERINE MCMAINS MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.
4. Financial Reports Review. Forest Cohen provided members with a financial brief covering the period of July 2019 through March 2020.

Balance Sheet March 31, 2020. Cash in checking at \$366,979. Cash in Money Market (reserve) at \$202,121. Current assets over liabilities, \$700,676. Deferred Income Communities (match) at \$124,641. He asked members for questions, there were none.

Income Statement through March 31, 2020

Forest explained, from a revenue standpoint, we are doing well and expenses were typical. The January through March quarter generated \$55,185 of positive income. This brings us within \$14,373 of breaking even for the fiscal year. Staff billing in March resulted in the largest transportation billing of the year. March was also the single biggest consultant billing month to date. In a regular year, the final quarter of the fiscal year is usually the strongest in terms of earning revenue. Although this is not a typical year, given the results of this quarter, there is a chance we can reach the budgeted year end number of just over \$8,500. John felt we prepared well for a down year. Forest moved on to discuss the cash flow sheet. He explained the cash flow through March is adequate for operations. The cash projection is running approximately \$50,000 less than the initial

projection, however it is still very much within acceptable levels. Fortunately, we have been able to maintain at least some reserve balance as we move into the uncharted territory of FY21, which will be the real test. Members discussed the current figures; John said, overall, he is pleased.

John Zicconi concluded the financial portion of the meeting at 6:01 PM and turned the meeting back over to Mike O'Brien.

5. Approval of April 1, 2020 Joint Finance & Executive Committee Minutes.

CHRIS ROY MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.

The following edit was requested:

- Line 37, Page 1: Update the sentence to read "He said FY21 could be very different due to COVID-19"

6. Act 250 & Section 248 Applications. There were none

7. FY2021 UPWP and Budget Recommendation to the Board

Charlie stated the Draft FY2021 UPWP and Budget document has been recommended by the UPWP Committee. Charlie thanked Catherine McMains for her contributions as the Chair of the UPWP Committee. Catherine said many good discussions took place at the UPWP Committee meetings and, by the end, she was pleased to see the process worked for everyone. Eleni mentioned there are a few projects (noted by pink/salmon color coding in the document) that may be removed when this goes to the Board if we are certain they will be completed this fiscal year. Charlie noted the status of these projects will be known by the Board meeting and we will likely ask the Board to remove some of those projects. CHRIS ROY MADE A MOTION, SECONDED BY JOHN ZICCONI, THAT THE EXECUTIVE COMMITTEE RECOMMEND THE DRAFT FY21 UPWP AND BUDGET TO THE BOARD FOR APPROVAL. MOTION CARRIED UNANIMOUSLY.

8. Clean Water Service Provider Draft Proposal [document attached]

Charlie referred members to the CWSP Draft Proposal document included with the agenda. He explained, at this point, the Clean Water Service Provider Draft Proposal has been through multiple reviews. He wanted members to note the role of the Northwest Regional Planning Commission (NRPC) has shifted. The NRPC's main objective will be to help build relationships with partners; they will provide more help on the front end and will not have as much involvement in the project phase. Charlie reviewed each section of the CWSP Draft Proposal document with members and asked for feedback. Mike O'Brien offered the following edit suggestion; to clearly state, of the three Natural Resource Conservation Districts (Winooski, Grand Isle County and Franklin County), there will be two representatives selected. Charlie discussed the best way to manage risk and reviewed a revised paragraph. Charlie noted it is important to ensure that the RPC and member municipalities are not at risk. He reminded everyone this is a proposal and there will be further review of rules and an agreement over the coming months. CHRIS ROY MADE A MOTION, SECONDED BY JOHN ZICCONI, THAT THE EXECUTIVE COMMITTEE RECOMMENDS THE CLEAN WATER SERVICE PROVIDER DRAFT PROPOSAL BE SUBMITTED TO THE BOARD FOR REVIEW. MOTION CARRIED UNANIMOUSLY.

9. Chair/Executive Director Report

- a. **Annual Meeting:** Charlie said we will elect officers at the June Annual Board meeting. He also proposed we postpone the gathering we usually have at the Annual Meeting from June to September. John Zicconi felt, given the current challenges and hardships presented by

COVID-19, it may be best to forgo this year's annual meeting festivities altogether. Members agreed, rather than postponing, we should cancel this year's annual meeting gathering and dinner event and continue with regular board meetings.

- b. **Public meetings with municipalities and the public:** Charlie said we are working with municipalities to decide on the best ways to hold public meetings. He explained each municipality has a slightly different perspective; some are doing well using technology, while others are still hoping to bring people together in person. Eleni said in the next few weeks there may be a pilot CCRPC-hosted public meeting and webinar in Hinesburg. She will let members know the outcome.
- c. **Legislative Update:** Charlie explained there are some reductions happening with the FY20 budgets, but they are low to no impact on us. The big conversations for FY21 are yet to come, and they may take up a couple of policy issues (like Act 250).
- d. **CATMA:** Charlie said, Sandy Thibault, CATMA's Executive Director, asked if we might be open to having them sub-lease a portion of our space. They currently lease office space from the Woolen Mill. Although this is likely a year away, he feels it is something to consider since we do have two open offices and a newly renovated intern space. He said they currently pay \$1,500.00 a month and have 2.5 employees. Members discussed the possibility of the sub-lease. Chris Shaw questioned if we might need to keep the space for the CWSP contracts.

10. **CCRPC Board Meeting May 20, 2020 Agenda review.**

Charlie reviewed the Board Agenda with members and said the Board Development committee is working to gather nominations together for next year. John Zicconi feels keeping the meetings brief and sticking to core topics is good practice for the time being. Members agreed.

11. **Other Business:** There was no other business.

12. **Executive Session:** CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO GO INTO EXECUTIVE SESSION AT 6:42 PM WITH CHARLIE PRESENT TO DISCUSS CHARLIE'S ANNUAL EVALUATION. MOTION CARRIED UNANIMOUSLY.

CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO EXIT EXECUTIVE SESSION AT 7:24 PM. MOTION CARRIED UNANIMOUSLY.

13. **Adjournment:** CHRIS ROY MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE MEETING AT 7:24 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE
MINUTES

DATE: Tuesday, May 5, 2020
TIME: 9:00 a.m.
PLACE:

Members Present

Bryan Osborne, Colchester, TAC Chair
Nicole Losch, Burlington
Matthew Langham, VTrans
Amy Bell, VTrans
Jim Dieser, VTrans District 5
Chris Jolly, FHWA
Dave Allerton, Milton
Andrea Morgante, Hinesburg
Dean Bloch, Charlotte
Dennis Lutz, Essex
Josh Arneson, Richmond
Jon Rauscher, Winooski
Brian Bigelow, Underhill
Joss Besse, Bolton
Karen Yacos, Local Motion
Bob Henneberger, Seniors
Mary Anne Michaels, Rail

Staff

Charlie Baker, Executive Director
Eleni Churchill, Transportation Program Manager
Regina Mahony, Planning Program Manager
Bryan Davis, Senior Transportation Planner
Christine Forde, Senior Transportation Planner
Jason Charest, Senior Transportation Planning Engineer

Bryan Osborne called the meeting to order at 9:00AM, calling for a round of introductions.

1. **Consent Agenda:** No consent agenda.

2. **Approval of Minutes**

Bryan asked for any changes, which there were none. MADE A MOTION TO APPROVE THE MINUTES OF MARCH 4, 2020, SECONDED BY. THE MOTION PASSED UNANIMOUSLY.

3. **Public Comments**

None.

4. **VTrans' Project Selection & Prioritization Processes Update**

5. **Winooski's East Allen Street Scoping Study**

Jason Charest, CCRPC staff, provided an overview of this project which provides a vision for increased safety and mobility for all roadway users, improved streetscape amenities, and enhanced economic development opportunities along the major gateway corridors in Winooski. He reviewed the short- and long-term alternatives for three focus areas: Barlow/Cascade Way intersection; East Spring Street intersection; and 3-4 lane section from the railroad tracks to Exit 15. More information on the project website: East Allen Street Gateway Scoping Study »

6. **Status of Projects and Subcommittee Reports (Information Item):**

Bryan noted that the project list on the back of the agenda identifies current projects, and TAC members can follow up with staff about these or other projects.

7. **CCRPC Board Meeting Report**

1 There was no December Board meeting but the CCRPC hosted the annual Legislative Breakfast on
2 December 10 with the theme of *When Chittenden County Prospers, Vermont Prospers*. Highlighted
3 initiatives and projects included Chittenden County housing, Act 250/permit system reform, water quality
4 funding, transportation investments, I-89 Study, Transportation and Climate Initiative, population health,
5 workforce investment, and substance use disorder.
6

7 **8. Chairman's/Members' Items:**

8 Dennis notes recent signal
9

10 MADE A MOTION TO ADJOURN, SECOND BY , APPROVED UNANIMOUSLY.
11

12 The meeting adjourned at 10:52 AM.
13

14 Respectfully submitted, Bryan Davis

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
CLEAN WATER ADVISORY COMMITTEE – DRAFT MINUTES

DATE: Tuesday, April 7, 2020
SCHEDULED TIME: 11 a.m. to 12:15 p.m.
PLACE: ONLINE
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Bolton: Joss Besse	Hinesburg: Merrily Lovell	St. George:
Buels Gore:	Huntington:	Underhill:
Burlington: James Sherrard	Jericho:	Westford:
Charlotte: Marty Illick	Milton:	Williston:
Colchester: Amanda Clayton	Richmond: Ravi Venkataraman	Winooski: Ryan Lambert, John Choate
Essex: Annie Costandi	Shelburne:	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo	South Burlington: Tom DiPietro	VANR: Christy Witters, Jim Pease, Karen Bates
Burlington Airport: Polly Harris (Stantec)	University of VT: Lani Ravin	CCRPC Board: Don Meals
Friends of the Winooski River:	Lewis Creek Assoc: Andrea Morgante	Winooski NRCD:
Other Attendees: Northwest RPC: Amanda Holland and Kate Longfield; BLUE® : Andrew Bissell; USGS: Jeremy Foote; Jason Sorenson; Friends of Northern Lake Champlain: Kent Henderson		
CCRPC Staff: Dan Albrecht, Chris Dubin, Charlie Baker, Marshall Distel, Eleni Churchill		

- 1. Call to Order.** With the consent of the co-chairs, it was agreed to have Dan Albrecht run the meeting since it was all online. The meeting was called to order by Dan Albrecht at 11:04 a.m. Introductions were made.
- 2. Changes to the Agenda and public comments on items not on the agenda** No changes.
- 3. Review and action on draft minutes of March 4, 2020** After a brief recap by Dan Albrecht, *James Sherrard made a motion, seconded by Ravi Venkataraman to approve the minutes as drafted. MOTION PASSED with abstentions by Annie Costandi, Kent Henderson, Marty Illick, Amanda Clayton, Polly Harris.*
- 4. Clean Water Service Providers: Potential applications for designation**
 - Review Draft CCRPC application for CWSP for Northern Lake Champlain Direct Drainages Tactical Basin Planning Area (Discussion). Dan Albrecht walked through the sections of the RFP. Under the *Vision* section Dan explained that CCRPC will work with NWRPC on this because the geographic area of Basin 5 includes Franklin and Grand Isle County. In addition, much of the actual project work will be done by partner agencies. The next section of the RFP response describes the steps that the CWSP will take to develop the program. This starts with *Project Identification and Prioritization*. Then includes the formation of the Basin Water Quality Council. The RFP includes the process for BWQC membership for the various groups. Initial inventory of projects will come from the Watershed Projects Database, as well as outreach to watershed groups, and new river reach studies. The project list will be broken into two groups: identification/development and design/implementation. These projects will be loaded into a database/dashboard since we can't have daily access to DEC's Watershed Projects Database. Then the projects will be prioritized by the BWQC.

Questions? Marty described that she has some questions/comments on the prioritization section. She can add these comments to a word document. Dan will send out a word version of the RFP. Marty also asked for a primer on how to establish the p-reductions for BMPs. Christy Witters added that they are close to publishing these calculations.

1 Dan continued with the section *Development of formal partnerships and the broader water quality*
2 *improvement community* - a RFQ will be issued with the hope of streamlining the process and getting
3 funding out to the various partners under master agreements. Then the individual projects can be
4 assigned out with a one-page task order. There may also be an RFP for technical and scientific
5 expertise. The intent is that when a project is awarded to a partner all of the money needed to
6 implement that project from A to Z is rolled into one grant agreement, so admin costs for the partners
7 is intended to be covered.

8
9 *Questions?* Marty suggested this document be as flexible as it can be to allow for variation in the type of
10 activities because we can't anticipate everything. Can't create a budget until after the initial project
11 development is established. The funds really need to be fluid at this initial step. Even in the design phase
12 the project implementation cost gets tweaked.

13
14 Dan continued with the section on *Verification and Inspection*: CCRPC may be able to do some of
15 this, or the technical expertise on retainer.

16
17 *Questions?* Marty suggested that project readiness be a key score for the project prioritization.

18
19 Dan continued with *Part (c) (2) – (5)*: describes the qualifications of CCRPC and NRPC to do this
20 work. Including example work, ability to do the administrative functions, etc. Lastly, Dan explained
21 what we'll need between now and the final submittal including letters of reference/support from the
22 partners.

23
24 *Questions?* Don Meal – more explicit description of how the RPCs will work together; relying on partners
25 for O&M, meanwhile the RPC will be held responsible for this. So we should include more formal
26 description of what RPC will expect from the partners to meet these criteria/O&M. Andrea Morgante – it
27 is still unclear how the council will evaluate and prioritize projects? Dan explained that DEC is working
28 on the rules and guidance for this. Andrea – if it will be a numerical ranking by the rules then what is the
29 point of the BWQC? And I don't think they are a policy making board? Charlie indicated that he does
30 think the intent of the Legislature was for the BWQC to be making policy decisions, mostly through the
31 process of project funding. At the same time, it does seem like the intent of DEC is to rely heavily on
32 phosphorus reduction. The policy decision making may be 20% of the score on co-benefits, etc.

33
34 Dan will get another draft out by the end of this week/early next week. CCRPC asked for additional
35 comments within the next few days. Charlie mentioned that the CCRPC will be dedicating their April
36 Board meeting to work shopping this RFP. He suggested that CWAC members join that call if they are
37 interested.

38
39 b. Update on potential Central VT RPC application for CWSP for Winooski Basin

40
41 Dan explained that Central VT RPC is investigating submitting a proposal for the Winooski Basin.
42 CCRPC would like to be a partner in that proposal just like NRPC is a partner in the Basin 5 proposal.
43 Central VT RPC was going to have a vote on this last night, but we have not yet heard what happened at
44 that meeting.

45
46 **5. Review Water Quality elements of FY2021 Unified Planning Work Program (UPWP) (Discussion)**

47 Marshall Distel provided an overview of the development of the FY21 UPWP. Marshall provided an
48 overview of the consultant program funding over the last few fiscal years. This does not include our other
49 program areas like land use, or funding for GMT. The draft FY21 UPWP was provided in the packet. This
50 will be voted on by the Board in May. CCRPC asked the CWAC to provide any comments if they have any.

51
52 **6. Review first draft of CCRPC “conformance letter”, re: Draft 2020 Basin 5 Tactical Basin Plan**

1 Dan provided an overview of the draft conformance letter that was in the packet. The letter includes a
2 recommendation that RPCs be able to assist in project prioritization as included in statute. Dan asked the
3 municipal members of the CWAC if we should make a wastewater comment. Hinesburg – yes definitely
4 make the comment. RPC understands that the TBP acknowledges that we need to address non-point source
5 pollution even more so, so we don't have to spend so much more money on point sources. Andrea – add a
6 comment about climate change, increased flooding, and the importance of the floodplain protection. James
7 – happy to add a comment on non-point but DEC knows that. We are in this because of CLF but might as
8 well make the point. Andrea – would help if the general public could get a better understanding of the
9 issue – deficiencies in the regulatory system rather than blaming agriculture or wastewater treatment
10 plants, etc. Essex Junction would support similar language, they always bring it up whenever they can.
11

12 Dan recommended that the CWAC look at the Tactical Basin Plan so we can provide more robust
13 comments. Dan suggested that the CWAC specifically look at the Wastewater section because the
14 language is new.
15

16 Jim Pease – also make the point that the cost of the wastewater treatment updates is not cost effective.
17 Andrea – could you total up the cost of improvements by the municipalities v. the non-point source cost.
18 Should also send this letter to the Agency of Agriculture.
19

20 **7. Updates**
21

22 Charlie asked the CWAC to let CCRPC Staff know if there are any suggestions to improve these online
23 meetings.
24

25 **8. Items for Tuesday, May 5th meeting agenda.**
26

a) Review final draft of CCRPC Clean Water Service Provider application for Basin 5. Due May 8th.
27

28 **9. Adjournment.** The meeting adjourned at 12:18 p.m.
29
30
31

Respectfully submitted, Regina Mahony

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Tuesday, May 5, 2020**
SCHEDULED TIME: 11 a.m. to 12:15 p.m.
PLACE: ONLINE
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Bolton: Joss Besse	Hinesburg:	St. George:
Buels Gore:	Huntington: Darlene Palola	Underhill:
Burlington: James Sherrard	Jericho:	Westford:
Charlotte:	Milton: Dave Allerton	Williston: Christine Dougherty
Colchester:	Richmond: Ravi Venkataraman	Winooski: Ryan Lambert
Essex: Annie Costandi	Shelburne:	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo	South Burlington: Tom DiPietro	VANR: Christy Witters
Burlington Airport: Polly Harris (Stantec)	University of VT: Lani Ravin	CCRPC Board: Don Meals
Friends of the Winooski River:	Lewis Creek Assoc: Andrea Morgante	Winooski NRCD:
Other Attendees: BLUE®: Andrew Bissell; DEC: Karen Bates		
CCRPC Staff: Dan Albrecht, Chris Dubin, Charlie Baker, Eleni Churchill, Sai Sarapelli		

1. **Call to Order.** With the consent of the co-chairs, it was agreed to have Dan Albrecht run the meeting since it was all online. The meeting was called to order by Dan Albrecht at 11:02 a.m. Introductions were made.
2. **Changes to the Agenda and public comments on items not on the agenda** No changes.
3. **Review and action on draft minutes of April 7, 2020** After a brief recap by Dan Albrecht, *Chris Robinson made a motion, seconded by Annie Costandi to approve the minutes as drafted. MOTION PASSED with abstention by Polly Harris.*
4. **Clean Water Service Providers: Potential applications for designation**
 - a. **Review final Draft CCRPC application for CWSP for Northern Lake Champlain Direct Drainages Tactical Basin Planning Area.**

Dan Albrecht summarized each section of the ten-page proposed Scope of Work that forms the major part of the CWSP proposal. This version incorporates comments from the CWAC, from the April Board meeting and from potential Basin 5 partners at an April 23rd work session and received via email. Key changes made to the previous draft were as follows:

 - The proposed role for Northwest RPC has been streamlined to focus on CWSP startup activities such as development of the project database, formation of the Basin Water Quality Council and helping CCRPC develop relationships with organizations and municipalities in Franklin and Grand Isle counties. The CCRPC would manage/oversee all projects throughout the Basin and only bring in NRPC to help with project management if needed.
 - Strengthening language regarding interoperability between proposed CWSP project database and DEC Watershed Projects Database
 - Adding detail regarding development and use of a project co-benefit scoring mechanism
 - Strengthening language that CCRPC will meet any DEC-required standards in terms of how projects are completed.

In response to a question from James Sherrard regarding liability protections as well as potential impacts to municipalities not being able to access grant funds should a CWSP not meet targets, Charlie Baker indicated additional language regarding liability will be added to page 10. Charlie noted that the CWAC will play a role in recommending the municipal representative to sit on the Basin Water Quality Council and the CCRPC will

1 keep the CWAC up to date on CWSP operations. It is still many months before CWSP process gets started
2 however so there may be other roles for the CWAC as well.

3
4 **b. Update on Central VT RPC application for CWSP for Winooski Basin and NRPC application for**
5 **CWSP for Lamoille Basin**

6 Dan Albrecht first noted that both CVRPC and NRPC applications use much of the same language and
7 approach. Charlie participated in the partner discussion meeting for the Winooski Basin while Dan participated
8 in the meeting for the Lamoille Basin.

9
10 **5. Draft 2020 Basin 5 Tactical Basin Plan**

11 **a. Review second version of “working draft” of CCRPC “conformance letter”**

12 Dan Albrecht walked through the letter. The formal letter will be submitted in July once the formal
13 “public review draft” of the TBP is released. This draft is essentially identical to the first version
14 reviewed by the CWAC with the exception of a few paragraphs added regarding the issue of the poor
15 benefit/ratio for P-reduction efforts through wastewater upgrades. This additional text emphasizes
16 that increasing the cost of municipal wastewater treatment can push development to “greenfields”
17 which makes it a challenge to meet two key County’s 2018 ECOS Plan strategies, namely:
18 *Strategy 2 [Strive for 80% of new development in areas planned for growth]*
19 *Strategy 7 [Develop financing and governance systems to make the most efficient use of taxpayer dollars and*
20 *reduce costs]*

21
22 Jim Pease noted that the 50% match requirements for MS4s for Clean Water Initiative funded projects also
23 raises municipal costs. Dan agreed noting that MS4 municipalities have often raised this point and consider it
24 to be unfair and unproductive as much of the P-load-reduction project are located in MS4s. Conversely, he
25 added, to play devil’s advocate, MS4 municipalities have a permit requirement. On the other hand, most all
26 munis have to abide by the Municipal Roads General Permit but they only pay 20% match for some grant
27 funds and zero % match for other grant funds. Dan asked if the committee members had any objections to him
28 adding a few sentences to add a point about the inequity of the MS4 50% match requirement to the letter. No
29 objections were raised.

30
31 **b. Review comments on current “partner draft TBP”**

32 Dan Albrecht noted that he had submitted some staff comments on the partner draft TBP circulated by DEC in
33 late February to RPCs. He encouraged members to review the draft posted to the RPC website and send
34 comments directly to Karen Bates of DEC.

35
36 **5. Updates**

37
38 Chris Dubin briefed the Committee regarding the current round of Grants-in-Aid projects. The State is
39 indicating it will extend the completion deadline past June 30th.

40
41 As a follow up to the CWSP item, Dan indicated that the Executive Committee is looking at the draft
42 proposal tomorrow night. Dan will then contact organizations and municipalities to solicit Letters of
43 Support. These can be of various types such as “yes, we support and are interested in serving on Basin
44 Water Quality Council or “yes, we support and are interested in being a partner to help bring projects to
45 completion, etc.” The proposal will then be submitted by May 29th to DEC.

46
47 **6. Items for Tuesday, June 2nd meeting agenda.**

48 a) To be determined

49

1 7. **Adjournment.** The meeting adjourned at 12:18 p.m.
2
3

4 *Respectfully submitted, Dan Albrecht*
5

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MS4 SUBCOMMITTEE
OF CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Tuesday, April 7, 2020**
SCHEDULED TIME: 12:30 p.m. to 1:30 p.m.
PLACE: ONLINE via GoToMeeting
DOCUMENTS: Minutes, a video recording, documents, and presentations discussed accessible at:
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Burlington: James Sherrard	Burlington Airport: Polly Harris (Stantec)	Williston:
Colchester: Amanda Clayton	Milton: Dave Allerton, Ashley Jackson	Winooski: John Choate, Tim Grover, Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne:	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Tom DiPietro	Univ. of VT: Lani Ravin
DEC: Christy Witters		
Other Attendees: Winooski NRC: Kristin Balschunat; Pluck: Dave Barron; DEC: Jim Pease, Emily Schelley, Hank Ainley; Northwest RPC: Kate Longfield; USGS: Jason Sorenson, Jeremy Foote, Benjamin Rau; Blue® Stormwater: Drew Bissell; Stone Environmental: Amy Macrelis, Pauline Crocker		
CCRPC Staff: Dan Albrecht, Charlie Baker, Chris Dubin		

1. Call to Order, Changes to the Agenda and Public Comments on Items not on the agenda:

Chelsea Mandigo called the meeting to order at 12:30 p.m.
No public comments were made.

2. Review and action on draft minutes of March 4, 2020

No action as the agenda incorrectly stated February 4th minutes and the draft minutes of the March 4th meeting were not posted as well.

3. Review and action on Final Rethink Runoff Water Quality Monitoring Report

No comments or questions were made on the proposed Final Report. *James Sherrard made a motion, seconded by Annie Costandi to approve the report. No discussion. MOTION PASSED with abstentions by Harris and Witters.*

4. Presentation by USGS on Clean Streets Project (Jason Sorenson, USGS)

Jason presented the results to date of the project which will be wrapped up by late June. Seven Chittenden County MS4s participated along with Barre and Montpelier. As has been discussed recent studies and policy of State of Wisconsin show potential for increasing TMDL credits for leaf removal. USGS worked with the municipalities who assisted with collection of samples from catch basin (CB) and street cleaner (SC) work from September 2017 through November 2018. The study focused on developing estimates for interim credits and modeling to explore potential increase of load reduction credits for leaf management.

He described how samples were collected and then analyzed for total organic carbon (TOC), total Kjeldahl nitrogen (TKN) and total phosphorus (P). He showed examples of how concentrations varied by season, by month and by street cleaner routes and by type of material such as pine needles vs. leaves. He showed an example of how interim credits would be calculated if an MS4 community were to manage leaves according to the Wisconsin Department of Natural Resources Phosphorus Reduction Credit for leaf management.

A summary of the provisional data is as follows and is subject to change:

Summary

- Vermont study area CB and SC materials have similar GSF distributions
- CB materials less sensitive to seasonality
- CB coarser in spring/summer and SC coarser in fall
- SC materials dominated by organics/leaves in the fall
- Blank samples indicate equipment not a source of bias
- Replicates good for total P, more variable for TOC and TKN (coarse)
- Catch Basin TOC, TKN, and total P conc highest in fall samples
- Street Cleaning TOC, TKN, and total P conc highest in fall 18 and June 18
- Estimated total P content in CB and SC piles similar to CSB (2016)
- Interim credits show potential for increasing CB, SC and Leaf credits
- SLAMM runoff calibration to 1999 data considered good
- Calibrated SLAMM scenario results to evaluate interim credits results and support development of long term credits

The next steps for the project are: 1) complete calibration for pollutants (Phosphorus) with 1999 data, 2) validate model performance with 2000 data, 3) run model scenarios to support development of long-term credits, 4) complete draft and submit for review by USGS Science Center by May 1st.

In response to questions, Jason added: yes, variation in P concentration is known to vary according to tree species but the variables are too complex to factor into load reduction credits now; a key take home message he has now is, “pick up leaves as soon as possible before rain.” Jim Pease added that DEC will use the final report to develop formal protocols for how MS4s can improve their p-reduction credits if they were to adopt the “Wisconsin method.”

5. Advertising: update by Pluck on Spring-Summer Creative

Dave Barron walked through his recent design efforts including revised and new Rack Cards, ads linked to health of notable wildlife species such as the Black Tern, the Brook Trout and the Spiny Soft-Shell Turtle and a watershed graphic. He also will be developing a set of smaller and short animated online ads.

6. Updates

a. Stream Team Kristin reported that the Essex rain barrel workshop has been moved to Vermont. She reported that she did an interview last week with the CCTV show, “Positively Vermont” and she has also been invited by ECHO Museum to do three, 15-minute presentations.

b. Budget line item for Pluck Dan showed Pluck’s proposed work item for FY21 to update the Stormville feature for the rethinkrunoff.org website, primarily by breaking it down into separate visual elements. Dan noted this proposed “new” element would add \$1,500 to the proposed \$9,000 “maintenance” budget for next year.

c. Future costs for CCRPC staff time Dan noted that for the last several months he had been able to charge CCRPC’s Tactical Basin Planning outreach grant to cover the time he has spent preparing the agenda and materials for, participating in and preparing the minutes for each MS4 Committee meeting. Those grant funds are now exhausted however so he will have to go back to invoicing the MS4 Services Agreement for that time.

8. Agenda Items for Tuesday May 5th

a. Action on draft final FY2021 Rethink Runoff Program Budget

8. Adjournment The meeting adjourned at 1:45 p.m.

Respectfully submitted, Dan Albrecht

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MS4 SUBCOMMITTEE
OF CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Tuesday, May 5, 2020**
SCHEDULED TIME: 12:30 p.m. to 1:00 p.m.
PLACE: ONLINE via Zoom
DOCUMENTS: Minutes, a video recording, documents, and presentations discussed accessible at:
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance		
Burlington: James Sherrard	Burlington Airport: Polly Harris (Stantec)	Williston:
Colchester:	Milton: Dave Allerton	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction:	South Burlington: Tom DiPietro	Univ. of VT: Lani Ravin
DEC:		
Other Attendees: Winooski NRCD: Kristin Balschunat; DEC: Jim Pease, Karen Bates; Blue® Stormwater: Drew Bissell		
CCRPC Staff: Dan Albrecht, Sai Sarapelli		

1. Call to Order, Changes to the Agenda and Public Comments on Items not on the agenda:

The meeting was called to order at 12:30 p.m. With the consent of Annie Costandi, co-chair, it was agreed to have Dan Albrecht run the meeting since it was all online. No public comments were made.

2. Review and action on draft minutes of March 4, 2020 and April 7, 2020

After a brief recap by Dan Albrecht, *Chris Robinson made a motion, seconded by Dave Allerton to approve the minutes of March 4th as drafted. No discussion. MOTION PASSED with abstentions by Harris and Costandi.*

After a brief recap by Dan Albrecht, *Annie Costandi made a motion, seconded by Lani Ravin to approve the minutes of April 7th as drafted. Minor correction made by Annie Costandi: page 2, line 18, change to read “the Essex rain barrel workshop has been moved to ~~Vermont~~ August.” MOTION PASSED with the correction as noted with abstentions by Harris and Robinson.*

3. Stream Team update

Kristen Balschunat walked through the highlights of the RRST monthly update posted to the Subcommittee webpage. Some key changes due to COVID-19 are that 1) the LaRosa funding is frozen so she is investigating alternative data that volunteers can collect such as turbidity, temperature and macro-invertebrates; 2) the rain-barrel workshop has been pushed back to August and 3) she is investigating developing more online content such as a monthly contest and giveaway. It was noted that the Facebook page was performing well and Dan recommended that municipal staff post RRST contents on appropriate municipal pages.

4. Review and final action on FY2021 Rethink Runoff program budget

Dan Albrecht first presented a spreadsheet showing current and projected expenses for the current FY20 operating year. The year was projected to end in a surplus already however an additional approximately was \$2,000 was able to be “saved” due to some CCRPC staff time for subcommittee meetings and minutes being able to be charged to CCRPC’s grant with DEC. As of now, current projections are that FY20 will finish with a surplus of about \$13,276. The actual cash remaining would be \$6,000 higher as that amount represents two years’ worth of reserving \$3 per year so that at the end of FY22 a reserve of \$15,000 would be accumulated to pay for the “every 5 year” survey in early 2023.

Dan then walked through the proposed budget for FY21. Based upon reviewing the data from FY20, he suggested some minor changes to the version previously discussed at the March meeting and the version posted for this meeting: an increase in CCRPC hours from 60 to 80; web hosting costs increasing from \$361 to \$450 and CCRPC incidentals from \$200 to \$300. Also, as discussed at the last meeting, Pluck has proposed an additional \$1,500 from \$9,000 to \$10,500 to revamp the “Stormville” feature on the website to latest HTML

standards. This would result in a overall proposed budget for FY2021 of \$72,810. He noted that as they Subcommittee works to develop the FY22 Budget it could choose to use some of the surplus.

Tom DiPietro made a motion, seconded by James Sherrard to approve an operating budget of \$72,810 for FY21 Budget, MOTION PASSED with abstention by Harris.

5. Agenda Items for Tuesday June 2nd

Dan and Annie noted that there were no pressing matters. Therefore, there is the potential that no meeting would be held.

6. Adjournment The meeting adjourned at 1:15 p.m.

Respectfully submitted, Dan Albrecht

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
PLANNING ADVISORY COMMITTEE - MINUTES

DATE: Wednesday, April 8, 2020
TIME: 2:30 p.m. to 4:30 p.m.
PLACE: Virtual Meeting via GoToMeeting with link as published on the agenda

Members Present:

Joss Besse & Larry Lewack, Bolton
Eric Vorwald, Winooski
Matt Boulanger & Emily Heymann, Williston
Andrew Strniste, Underhill
Larry Lewack, Bolton
Cath Yann LaRose, South Burlington
Darren Schibler & Owiso Makuku, Essex
Sarah Hadd, Colchester
Ravi Venkataraman, Richmond
Alex Weinhausen, Hinesburg
Dean Pierce, Shelburne
Katherine Sonnick, Jericho

Staff:

Regina Mahony, Planning Program Manager
Melanie Needle, Senior Planner
Taylor Newton, Senior Planner

Other:

John Drew, Underhill Planning Commission
Gary Miller, Williston Planning Commission
Chapin Kaynor, Williston Planning Commission

1. Welcome and Introductions

Joss Besse called the meeting to order at 2:34 p.m. Regina Mahony identified attendees in the virtual meeting and asked non-PAC members to introduce themselves.

2. Approval of February 12, 2020 Minutes

Alex Weinhausen made a motion, seconded by Ravi Venkataraman, to approve the February 12, 2020 minutes. No further discussion. MOTION PASSED.

3. FY21 UPWP Review and Recommendation

Regina Mahony briefly reviewed the land use projects included in the draft FY21 UPWP. This will be voted on by the Board in May. Regina Mahony asked the PAC to let her know if there are any comments on the document. Dean Pierce stated that he is listed as the PAC Rep on the UPWP Committee in the front of the document; that should be corrected as Eric Vorwald was the PAC Rep this year.

4. 2019 Housing Construction

Melanie Needle provided a presentation on the draft 2019 housing construction data. Melanie Needle stated that the data is not yet finalized as there are still questions that need to be worked out with municipal staff. The preliminary results show approximately 779 net new housing units built, 107 of those units are affordable, and 90% of this construction took place in the areas planned for growth (with 735 of the units mapped so far). The types of housing units constructed include: Accessory Dwelling Units (18); Multi-Family (575); Mobile Homes (3); and Single Family (164). These numbers will be further refined as the mapping is finalized. There was some discussion that South Burlington may have some affordable units that are not yet included.

5. COVID-19 Legislation

The state legislature passed [H.681](#) which amends the open meeting law and adjusts some expiration dates during the COVID pandemic. Taylor Newton has had some conversations with Joe McLean from Stitzel, Page and Fletcher regarding this legislation, and presented the following guidance:

Open Meeting Law

- removal of physical location requirement
- public shall have access through electronic or telephone (whenever feasible)

- Legislative body and school boards are required to record the meeting
- If there is a staffing shortage – minutes may be posted 10 days from the date of the meeting

Extension of deadlines

- State agencies may extend deadline applicable to municipal corporations or RPCs (TIP? Other plans??)
- Deadlines in statute shall extend more than 90 days after the declared state of emergency (expiration of Municipal and Regional Plans). CCRPC finds that the RPC approval would just get extended along with the municipal plan extension. Also, this shall apply to any permit, program, or plan issues to municipality or RPC that is due to State agency (MRGP? Others?)
- First two sentences of 8(b) - Municipality shall be permitted to extend any deadlines “applicable to municipal corporation” separate from State license/permits/program/plan. The right is established/enabled but requires legislative body action to extend or waive deadlines applicable to licenses, permits, programs, plans (DRB, zoning, filing plat, etc).
- Third sentence of 8(b) - Any expiring license/permit/program/plan due to municipality for renewal shall remain valid for 90 days after the emergency (temp permits? Plats? Others?) Does not require legislative body action because it is self-executing, however it may not hurt.

There was some discussion about how this impacts Zoning Administration actions and determinations that are not zoning permits.

6. Town of Underhill Plan Review

This draft 2020 Underhill Town Plan is a full re-write of the town plan, and the town is seeking a Determination of Energy Compliance as well. Joss Besse opened the public hearing at 3:09pm. No public provided any comments, so Joss Besse closed the public hearing.

Taylor Newton provided an overview of the review of the draft Underhill Town Plan. Taylor Newton indicated that the plan meets the requirements with the exception of two minor edits for Plan approval and confirmation: addressing future land uses in the compatibility with surrounding municipalities section, and addressing the state goal of “broadening access to educational and vocational training opportunities”. Taylor Newton explained that the staff report also includes a few recommendations to help strengthen the plan. Regarding the determination of energy compliance, Taylor Newton stated that there is one requirement for determination: a strategy that more clearly promotes energy efficient buildings.

Andrew Strniste and Underhill Planning Commission member, John Drew, indicated that they did not anticipate any difficulty in making these edits. Andrew Strniste added that the comments will be brought to the Planning Commission when they have their public hearings. They were scheduled but the Town is going to postpone them until they can have in person hearings. Taylor Newton indicated that the current plan will not expire in accordance with the H. 681 COVID legislation, so Underhill has time.

Dean Pierce made a motion, seconded by Cathyann LaRose, that the PAC finds that the draft 2020 Underhill Town Plan, will meet all statutory requirements for CCRPC approval with Confirming and Approving the Municipal Plan edit #'s 1 and 2 described in this staff report, and that the municipality's planning process meets all statutory requirements for CCRPC confirmation.

Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process. If staff determines that the required data and reference have not been added, or that substantive changes have been made, the materials will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval, confirmation, and an affirmative determination of energy compliance.

Further discussion: Dean Pierce gave Underhill kudos on a well-done implementation table. No further discussion.
MOTION PASSED.

Dean Pierce made a motion, seconded by Ravi Venkataraman, that the PAC also finds that the draft 2020 Underhill Town Plan will meet the requirements of the enhanced energy planning standards (“determination”) set forth in 24 V.S.A. §4352 with Enhanced Energy Plan Review edit #1 described in this staff report.

Upon notification that the municipality has adopted the amendments, CCRPC staff will review the plan, and any information relevant to the confirmation process. If staff determines that that substantive changes have been made, the materials will be forwarded to the PAC for review. Otherwise the PAC recommends that the draft Energy Plan, should be forwarded to the CCRPC Board for an affirmative determination of energy compliance.

Further discussion: Ravi Venkataraman stated that he appreciated the clarity of the plan including the tables and map layout within the energy section of the Plan. No further discussion. **MOTION PASSED.**

7. Williston Energy Plan Review

This is a plan amendment to include a new enhanced energy plan, and the town is seeking a Determination of Energy Compliance. Joss Besse opened the public hearing at 3:21pm. Chapin Kaynor, Williston Planning Commission member stated that he wanted to thank Melanie Needle for her assistance on this plan for 18 months. Chapin Kaynor also indicated that he wanted to highlight two areas of interest. Joss Besse stated that he can do this as part of the municipal input, so this does not need to be done under the public hearing. Joss Besse closed the public hearing at 3:23pm.

Taylor Newton provided an overview of the review of the draft Williston Enhanced Energy Plan. Taylor Newton indicated that the plan is very thorough, well thought out and it was refreshing to read. Taylor Newton stated that there is one required change for enhanced energy determination: CCRPC finds that Williston’s Siting Policies #3 and #4 do not meet the Department of Public Service’s Energy Planning Standards for Municipal Plans. Specifically, the siting policies do not meet Standards #13(A) and (B). Taylor Newton explained that the staff report also includes several recommendations to help strengthen the plan.

Williston Planner Emily Heymann explained that they’ve talked with Taylor and have included these edits in a version for the PC public hearing. Emily Heymann and Matt Boulanger indicated that they appreciated the other clarification comments. Chapin Kaynor stated that he also appreciates Emily and Eric Wells effort on this Energy Plan. Chapin Kaynor highlighted a challenge they had in drafting in the Plan: Regarding solar projects in a field - they thought there were ways to make this happen but realized that most of the south facing slopes were forested and they didn’t want to see the loss of all those trees when typically a house would only clear about a 1/3 of an acre. That is the reason for the inclusion of the 1 acre of forest clearing. Chapin Kaynor added that he thinks the Planning Commission will move forward with an amendment as required because everyone wants to see the energy plan move forward.

PAC questions/comments: Darren Schibler applauded Williston’s Siting Standards #3 & 4 and finds the policies to be very forward thinking about land use. He added that unfortunately the PUC limits what municipalities can do in these enhanced energy plans, and it may be useful to talk about the framework of these plans to see if it can be changed at the state level. There was quite a bit of discussion regarding why the siting policies are not okay considering the amount of conservation of forested areas and conservation areas that Williston does for all development. Taylor Newton explained that it is the mechanics of how these policies would work, as an example the conservation area siting policy would essentially prohibit smaller solar projects from being viable. Regina Mahony added that the suggested text edits are just one possible way that these issues can be resolved; Williston does not need to follow these exact suggestions.

Alex Weinhagen made a motion, seconded by Dean Pierce, that the PAC finds that the draft Williston Enhanced Energy Plan will meet the requirements of the enhanced energy planning standards (“determination”) set forth in 24 V.S.A. §4352 with Enhanced Energy Plan Review edit #1 described in this staff report.

1 Upon notification that the municipality has adopted the amendments, CCRPC staff will review the plan, and any
2 information relevant to the confirmation process. If staff determines that that substantive changes have been made,
3 the materials will be forwarded to the PAC for review. Otherwise the PAC recommends that the draft Energy Plan,
4 should be forwarded to the CCRPC Board for an affirmative determination of energy compliance.
5

6 No further discussion. **MOTION PASSED.**
7

8 **8. Regional Act 250/Section 248 Projects on the Horizon**

9 Due to the challenges with this format Alex Weinhagen suggested that if there are any upcoming Act 250/Section
10 248 projects that members email Regina Mahony so CCRPC is aware of them.
11

12 **9. Other Business**

- 13 a. VHFA was contracted by the State of Vermont to prepare its 2020 Housing Needs Assessment. DHCD
14 recently made the full report and its 10 fact sheets available on their website:
15 <https://accd.vermont.gov/housing/plans-data-rules/needs-assessment>.
16

17 **10. Adjourn**

18 Dean Pierce made a motion, seconded by Ravi Venkataraman, to adjourn at 4:00p.m. **MOTION PASSED**
19

20 Respectfully submitted, Regina Mahony