

Agenda
Executive Committee
Wednesday, June 3, 2020 – 5:45 p.m.



Remote Access Meeting Only

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

1. Call to Order, Attendance
2. Changes to the Agenda, Members’ Items (Action)
3. Approval of May 3, 2020 Joint Finance and Executive Committee Minutes* (Action)
4. Act 250 & Section 248 Applications
 - a. ER Bolton Valley Solar. LLC; Bolton; #20-1232-AN** (Action)
5. Financial Update – FY20 (Jul 2019- April 2020) *(to be sent by Tuesday)* (Discussion)
6. FY21 Calendar of Meeting Dates* (Action)
7. Review the FY21-24 TIP* (Discussion)
8. Chair/Executive Director Report (Discussion)
 - a. Legislative Update
9. CCRPC June 17, 2020 Annual Meeting Agenda review* (Discussion)
10. Other Business (Discussion)
11. Executive Session for personnel review (Action)
12. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. July 1, 2020; 5:45 p.m.

*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.*

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 are 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 stated he is pleased with the overall financial status.

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

June 4, 2020

Judith Whitney, Clerk of the Commission
Vermont Public Utility Commission
112 State Street
Montpelier, VT 05620-2701

Re: ER Bolton Valley Solar, LLC - Chittenden County Regional Planning Commission

Dear Ms. Whitney,

The Chittenden County Regional Planning Commission ("CCRPC") is in receipt of a 45-day notice of application submitted by ER Bolton Valley Solar, LLC for the construction of a 500 kW solar array to be located at 1320 Roosevelt Highway (US 2) in Bolton, VT. The subject parcel is owned by the Eastcote Holdings (C/O Charles Deslauriers). **Insert Bolton's stance on project.**

The 2018 ECOS Plan, the regional plan for Chittenden County, and CCRPC's "Guidelines and Standards for Reviewing Act 250 and Section 248 Applications" provide guidance for the siting of renewable energy facilities and the designation of preferred sites in Chittenden County. CCRPC staff has used this guidance to review ER Bolton Valley Solar, LLC's 45-day notice of application.

The 2018 ECOS Plan contains a "Constraint Policies" to ensure that proposed facilities are not located within areas subject to State and local development restrictions. Based on the 45-day notice of application, CCRPC has identified that the proposed project may impact two State possible constraints (Flood Hazard Area and Agricultural Soils) and one local possible constraint (Flood Hazard Area II). CCRPC encourages the applicant to work with relevant State agencies and the municipality to determine how to minimize impacts to these possible constraints.

The applicant has identified a Class II wetland on site. Class II wetlands are identified as a State known constraints in the 2018 ECOS Plan. The site plan submitted with the applicant's 45-day notice of application shows that the proposed facility will avoid impact to Class II wetlands on site. **CCRPC requests that the applicant confirm that the proposed facility will also be located outside of the Class II wetland buffer.** Wetlands buffers have been identified by the Town of Bolton as a local known constraint.

The subject property does contain several other known and possible constraints identified in the 2018 ECOS Plan, but the 45-day notice of application indicates that these constraints will be avoided. These constraints include a deer wintering area, slopes greater than 25% grade, and Vermont Conservation Design Highest Priority Forest Blocks.

This 2018 ECOS Plan also contains "Suitability Policies" which define characteristics of sites where CCRPC encourages renewable energy generation facilities. The proposed project meets the following policies:

1. Locate energy generation proximate to existing distribution and transmission infrastructure: The proposed facility is located adjacent to existing distribution infrastructure.
2. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is not located within a designated village center.

The proposed project advances the 2018 ECOS Plan's goal of increasing renewable energy generation in Chittenden County.

This review is based on the information provided in the 45-day notice of application. CCRPC will review the final site plan when it is submitted with the full Certificate of Public Good application to ensure that the proposed project continues to avoid known constraints and attempts to minimize impacts to possible constraints.

Thank you for your time and attention.

Sincerely,

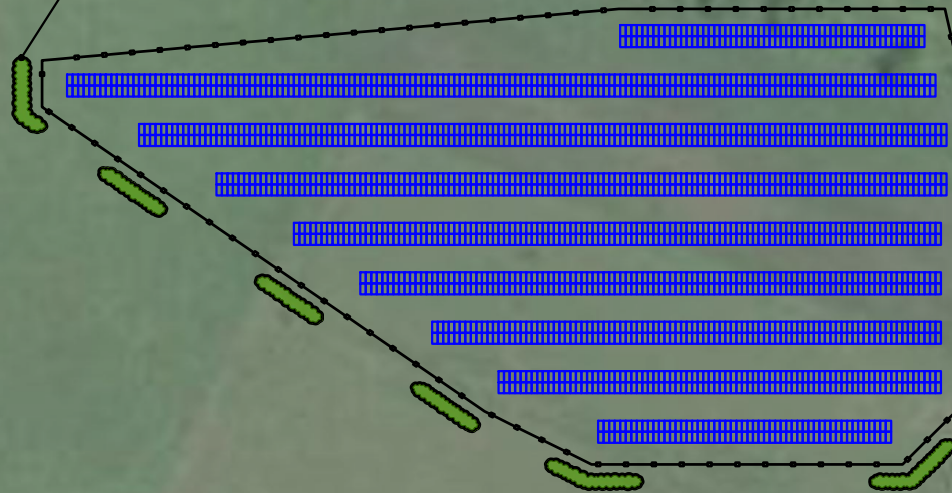
Charlie Baker
Executive Director

CC: CCRPC Board
Larry Lewack, Planning and Zoning Administrator



T.J. BOYLE ASSOCIATES
LANDSCAPE ARCHITECTURE & PLANNING

PROPOSED MITIGATION PLANTINGS,
MIX OF DECIDUOUS AND EVERGREEN SHRUBS



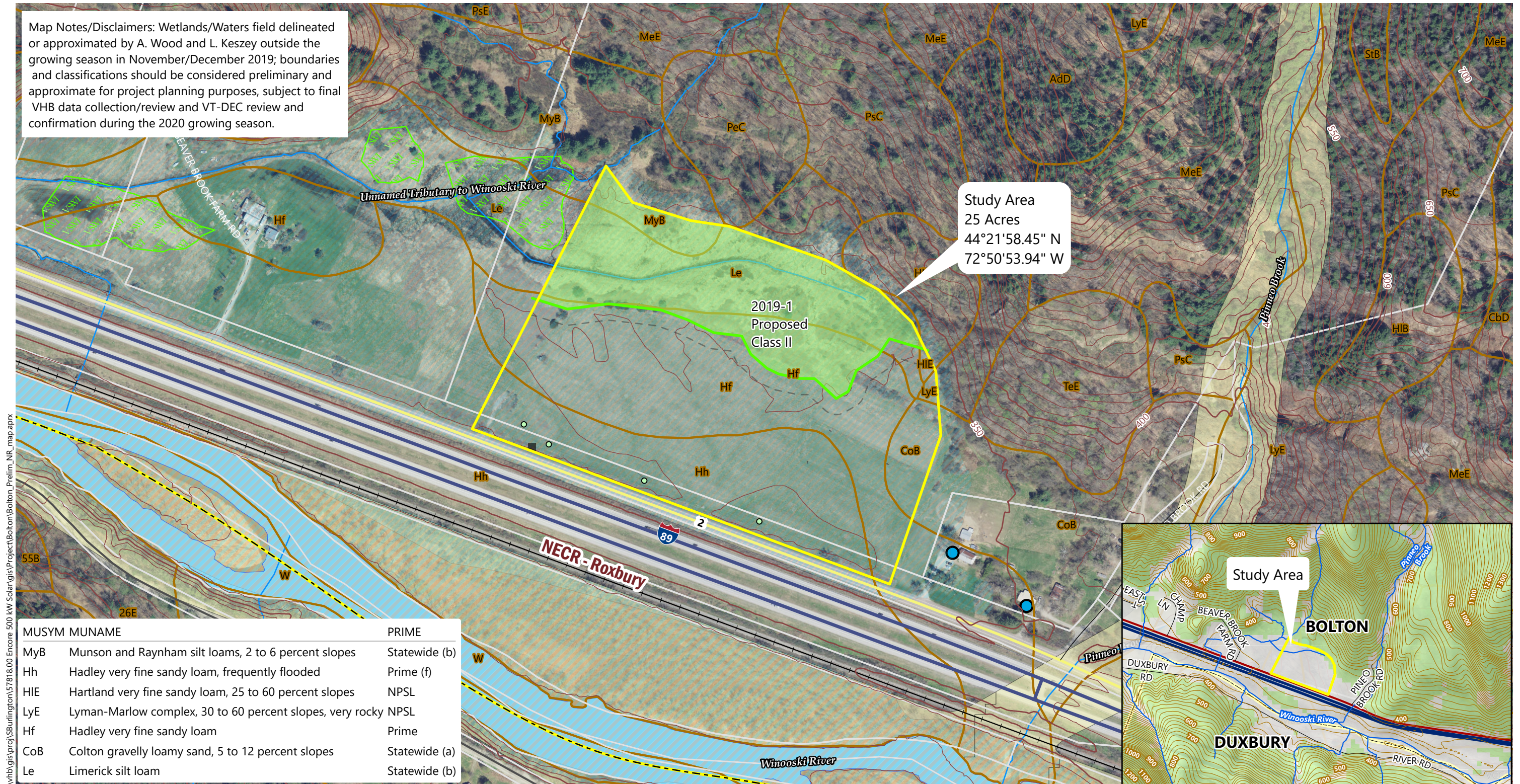
ER BOLTON SOLAR

Preliminary Landscape Mitigation Plan

05/15/2020



Map Notes/Disclaimers: Wetlands/Waters field delineated or approximated by A. Wood and L. Keszei outside the growing season in November/December 2019; boundaries and classifications should be considered preliminary and approximate for project planning purposes, subject to final VHB data collection/review and VT-DEC review and confirmation during the 2020 growing season.





Chittenden County Regional Planning Commission

June 3, 2020

Agenda Item 6: Action Item

FY2021 Schedule of Meetings

Issues:

Vermont's Open Meeting Law requires that public bodies clearly designate the time and place of all regular meetings. Below is the proposed meeting schedule for both the Executive Committee and the CCRPC Commission for the 2021 fiscal year beginning July 2020. Please mark your calendars.

EXECUTIVE COMMITTEE

First Wednesday of the Month
5:45 p.m. – 7:00 p.m.
July 1, 2020
NO AUGUST MEETING
September 2, 2020 (Joint w/Finance. Comm.)
October 7, 2020
November 4, 2020 (Joint w/Finance Comm.)
December 2, 2020
January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021 (Joint with Finance Comm.)
June 2, 2021

COMMISSION MEETINGS

Third Wednesday of the Month
6:00 p.m. – 8:00 p.m.
July 15, 2020
NO AUGUST MEETING
September 16, 2020
October 21, 2020
November 18, 2020
Legislative breakfast date TBD
January 20, 2021
February 17, 2021
March 17, 2021
April 21, 2021
May 19, 2021
June 16, 2021 (ANNUAL MEETING)

The Transportation Advisory Committee (TAC) meets the first Tuesday of each month at 9:00 a.m. (except on Town Meeting Day, when they meet on the 1st Wednesday.)

The Clean Water Advisory Committee (CWAC) meets the first Tuesday of each month at 11:00 a.m. (except on Town Meeting Day, when they meet on the 1st Wednesday.)

The Planning Advisory Committee (PAC) generally meets bi-monthly on the 2nd Wednesday of the month from 2:30-4:30 p.m.

The Finance Committee meets the 4th Wednesday of each month at 5:45 p.m. as needed.

Staff Recommendation: That the Commission approve the FY2021 Meeting Schedule.

Exec. Comm. Recommendation: That the Commission approve the FY2021 Meeting Schedule.

For more information contact: Charlie Baker – cbaker@ccrpcvt.org or 735-3500



CCRPC Executive Committee

June 3, 2020

Agenda Item 7: Discussion Item

FY2021-2024 Transportation Improvement Program

Issues:

Federal regulations require the Chittenden County Regional Planning Commission (CCRPC), as the designated Metropolitan Planning Organization (MPO) for Chittenden County, to develop and maintain a Transportation Improvement Program (TIP). The TIP contains funding information for transportation projects proposed to spend federal transportation funds in Chittenden County. Projects must be listed in the TIP to spend federal transportation funds. The TIP includes all modes of transportation including highways, bicycle and pedestrian facilities and transit.

The TIP covers a four-year period and it must be fiscally-constrained. It is typically updated every year with the assistance of the Transportation Advisory Committee (TAC), the Vermont Agency of Transportation (VTrans), Green Mountain Transit (GMT) and Burlington International Airport.

The TIP lists federal funding amounts in the federal fiscal year when they are expected to be needed. It should be noted that the TIP is a planning and not a budget document. The TIP represents the intent to construct or implement a specific project and the anticipated flow of federal funds. Funds correspond to the following project development phases:

- Scoping – a process that develops safe and effective alternatives based on documented rational that meet the stated purpose and need while minimizing environmental impacts
- Preliminary Engineering – detailed design of the preferred alternative
- Right-of-Way - process of determining if land rights are needed for construction and negotiation of appropriate compensation
- Construction

The Draft Fiscal Year 2021–2024 Transportation Improvement Program is provided as a separate attachment. A summary of funding amounts by project use category is provided below,



**CCRPC FY2021-2024 TIP Funding
by Project Use Category**

| Funding Uses | FY21 Fed Funds | FY22 Fed Funds | FY23 Fed Funds | FY24 Fed Funds |
|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Aviation | \$9,000,000 | \$6,111,111 | \$6,702,000 | \$11,200,000 |
| Bridge Preservation | \$2,789,722 | \$2,900,000 | \$6,376,240 | \$4,032,216 |
| Intermodal | \$3,000,000 | \$975,000 | | |
| New Facility/ Major Roadway Upgrade | \$10,642,700 | \$21,702,000 | \$31,351,744 | \$1,000,000 |
| New Sidewalks and Paths | \$1,598,564 | \$2,012,187 | \$550,000 | \$254,000 |
| Paving | \$3,690,063 | \$3,640,000 | \$15,040,000 | \$18,018,000 |
| Rail | \$1,195,000 | | | |
| Roadway Corridor Improvements | \$8,200,000 | \$6,189,764 | | |
| Safety/ Traffic Operations/ ITS | \$10,692,243 | \$14,812,355 | \$10,983,578 | \$5,678,718 |
| Stormwater/ Environmental | \$1,156,694 | \$602,332 | \$59,034 | |
| Transit | \$11,234,074 | \$12,573,992 | \$18,563,971 | \$12,621,243 |
| Total | \$63,199,060 | \$71,518,741 | \$89,626,567 | \$52,804,177 |

**For more
information
contact:**

Christine Forde
802-238-2261 or cforde@ccrpcvt.org

ANNUAL MEETING AGENDA

Wednesday, June 17, 2020 - 6:00 p.m.



Remote Access Meeting Only

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CONSENT AGENDA –

C.1 Minor TIP Amendment – **yes***

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 May 20, 2020 Meeting* (Action; 1 minute)
5. Warn Public Hearing for FY21-24 Transportation Improvement Program (TIP) * (MPO Action; 1 minute)
6. Election of Officers and Executive Committee for FY21 * (Action: 2 min.)
7. FY21 Meeting Calendar* (Action: 1 min.)
8. Interstate 89 Study update (Discussion; 30 minutes)
9. Chair/Executive Director Report (Discussion; 20 minutes)
 - a. Legislative Update
 - b. CCRPC Budget and Operations
10. Committee/Liaison Activities & Reports * (Information, 2 minutes)
 - a. **Executive Committee (minutes April 1, 2020 and draft minutes May 6, 2020)***
 - 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)***

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d. Clean Water Advisory Committee – MS4 Subcommittee (minutes April 7, 2020 and draft minutes May 5, 2020)*

11. Future Agenda Topics (Discussion; 10 minutes)
12. Members' Items, Other Business (Information, 5 minutes)
13. Adjourn

The June 17, 2020 Chittenden County RPC streams LIVE on YouTube at https://www.youtube.com/playlist?list=PLJjLFn4BZd2O0l4hJU_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:

| | |
|--------------------|---|
| | |
| July 15, 2020 | FY21-24 TIP Hearing with fiscal constraint discussion Basin 5 – Direct to Lake Tactical Basin Plan Conformance Letter Secretary Flynn? Committee member review |
| August | NO MEETING |
| September 16, 2020 | Secretary Flynn? Committee member appointment |