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

Remote Access Meeting Only

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Access Code: 923-069-165

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.

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

*Attachments

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

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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 JOHNN ZICCONI, TO APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.


   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.

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).

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
PROPOSED MITIGATION PLANTINGS, MIX OF DECIDUOUS AND EVERGREEN SHRUBS
Encore DeLaurier Bolton Solar Project  |  Bolton, Vermont

Preliminary Wetlands and Waters Map

Sources:
ANR - Vermont Agency of Natural Resources Web Map Service
VCGI - Vermont Center for Geographic Information Web Map Service
VTrans - Vermont Agency of Transportation Web Map Service
Background Image by VCGI (2018)

Map Notes/Disclaimers: Wetlands/Waters field delineated or approximated by A. Wood and L. Kessey 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.
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
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

<table>
<thead>
<tr>
<th>Funding Uses</th>
<th>FY21 Fed Funds</th>
<th>FY22 Fed Funds</th>
<th>FY23 Fed Funds</th>
<th>FY24 Fed Funds</th>
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<td>$21,702,000</td>
<td>$31,351,744</td>
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<td><strong>$89,626,567</strong></td>
<td><strong>$52,804,177</strong></td>
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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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11. Future Agenda Topics

12. Members’ Items, Other Business

13. Adjourn

The June 17, 2020 Chittenden County RPC streams LIVE on YouTube at https://www.youtube.com/playlist?list=PLljLFn4BZd2O0I4hJU_nJ9q0I3PdQR0Pp. 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Agenda Item</th>
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<tr>
<td></td>
<td>Secretary Flynn?</td>
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<td>Committee member review</td>
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<tr>
<td>August</td>
<td>NO MEETING</td>
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<tr>
<td>September 16, 2020</td>
<td>Secretary Flynn?</td>
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<td></td>
<td>Committee member appointment</td>
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