

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 JOINT EXECUTIVE COMMITTEE MEETING MINUTES  
3 DRAFT  
4

5 DATE: Wednesday June 3, 2020  
6 TIME: 5:45 PM  
7 PLACE: REMOTE ATTENDANCE VIA GOTOMEETING  
8 PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair  
9 John Zicconi, Treasurer Chris Shaw, At Large >5000  
10 Barbara Elliott, At Large <5000

11  
12 ABSENT: Chris Roy, Immediate Past Chair

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14 STAFF/OTHER: Charlie Baker, Executive Director Eleni Churchill, Transportation Program Mgr.  
15 Regina Mahony, Planning Mgr. Forest Cohen, Senior Business Mgr.  
16 Amy Irvin Witham, Business Office Associate  
17

18 1. Call to Order. The meeting was called to order at 5:50 PM by Catherine McMains.

19  
20 2. Changes to the Agenda, Members' Items. There were no changes.

21  
22 3. Approval of May 3, 2020 Joint Finance and Executive Committee Minutes

23 CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO APPROVE THE MINUTES. NO  
24 EDITS NEEDED. MOTION CARRIED UNANIMOUSLY.  
25

26 4. Act 250 & Section 248 Applications.

27 a. ER Bolton Valley Solar. LLC; Bolton; #20-1232-AN

28 Regina noted this project was seen previously and has reached the second of three stages. The  
29 CCRPC received a 45-day notice of application for the construction of a 500kW solar array to be  
30 located at 1320 Roosevelt Highway, (US Rt 2) in Bolton Vt. Based on the 45-day notice, the CCRPC  
31 has identified two State possible constraints (Flood Hazard Area and Agricultural Soils) and one local  
32 possible constraint (Flood Hazard Area II). The CCRPC encourages the applicant to work with  
33 relevant State agencies and the municipality to determine how to minimize impacts to these  
34 possible constraints. The applicant has also identified a local known constraint: Class II wetland on  
35 site. The CCRPC requests the applicant confirm the proposed facility will be located outside of the  
36 Class II wetland buffer. Regina stated, we have not received any feedback from the town of Bolton  
37 for this stage in the project, however, they issued a preferred site letter previously. Regina  
38 recommended adding the following sentence to the letter: "Bolton has not taken any action at this  
39 time."

40 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE LETTER ON THE  
41 BOLTON VALLEY SOLAR PETITION, WITH REQUESTED EDITS. MOTION CARRIED UNANIMOUSLY.  
42

43 5. Financial Reports Review. Forest Cohen provided members with a financial overview covering the  
44 period from July 1, 2019 through April 30, 2020 and referred members to the Income Statement  
45 they received. Forest noted Operations Support Revenue is at 81.9%, only slightly behind the  
46 budget year, which is 83.3% through April. Revenues exceeded expenses by \$55,692 for the month  
47 of April, bringing us to positive income of \$30,757 for the fiscal year. Forest explained he is not sure  
48 what May and June will look like, but he is hopeful we can end FY20 in the black. He feels we are in

- 1 a favorable position as we head into the uncertainty of FY21. Mike and members agreed this is a  
2 good place to be financially and gave praise to the staff.  
3
- 4 6. FY21 Calendar of Meeting dates. Charlie asked members to review the proposed FY21 schedule of  
5 meetings for both the Executive Committee and the Commission covering July 2020 through June  
6 2021. Members reviewed. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO  
7 RECOMMEND THE MEETING SCHEDULE AS PRESENTED TO THE BOARD. MOTION CARRIED  
8 UNANIMOUSLY.  
9
- 10 7. Review the FY2021-24 TIP. Charlie and Eleni referred members to the Draft 2021-2024  
11 Transportation Improvement Program (TIP) document, corresponding Memo and Table. Members  
12 reviewed and discussed. Mike asked for clarification on the table: CCRPC FY201-2024 TIP Funding  
13 by Project Use Category. Specifically, he wanted to confirm that the CCRPC does not have any  
14 influence on the aviation federal funds listed in the table and Eleni verified that is correct and that  
15 aviation funding is included for informational purposes only. Mike recommended we clearly note  
16 this detail in the table; Eleni stated she will make sure clarification is added. Members asked about  
17 the various funds and projects included in the table. Members also discussed the uncertainty of  
18 future budgets.  
19
- 20 8. Chair/Executive Director Report
- 21 a. **Legislative Update:** Charlie stated there are currently no proposed cuts to our FY21 budget,  
22 however, this could change during the summer months. He said Senator Sirotkin has  
23 interest in bill S237; this bill has been advancing and promotes affordable housing. Charlie  
24 also stated there are some ACT 250 updates, with significant changes in laws regarding  
25 zoning for towns with sewer and water. Municipalities may be concerned about potential  
26 impacts from the bill. We may need to have deeper discussions on this topic at a future  
27 meeting.
- 28 b. **CCRPC Operations:** In terms of CCRPC operations, staff continues to work mostly from  
29 home. Interns started working last week and will spend some time in the office. They are  
30 working under the Safety Plan we have in place, which follows State guidance for cleaning  
31 protocols, wearing masks, and distancing. Charlie expects there will be people continuing to  
32 work at home, particularly if they are parenting younger children.  
33
- 34 9. CCRPC Board Meeting June 17, 2020 Agenda review.  
35 Charlie reviewed the June Board Agenda with members. Members discussed the proposed agenda  
36 that includes the election of officers, to warn a public hearing for the TIP, and discussion on the  
37 Interstate 89 Study.  
38
- 39 10. Other Business, future topics: Charlie asked members about having Joe Flynn, Secretary, VTrans  
40 attend our July Board meeting. John expressed concerns that July is too early, and it might be better  
41 to have him join us at a later meeting in either September or October. Members discussed how the  
42 State budgets are being developed and agreed having Joe Flynn come at later date would be  
43 preferable since the agency may have more budget information available. Charlie stated that he will  
44 plan for September and adjust if needed.  
45
- 46 11. Executive Session: BARBARA ELLIOTT MADE A MOTION, SECONDED BY JOHN ZICCONI, TO GO INTO  
47 EXECUTIVE SESSION AT 6:27PM WITH CHARLIE PRESENT TO DISCUSS PERSONNEL MATTERS.  
48 MOTION CARRIED UNANIMOUSLY. BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS

1 SHAW, TO EXIT EXECUTIVE SESSION AT 7:04 PM. MOTION CARRIED UNANIMOUSLY. BARBARA  
2 ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW THAT THE EXECUTIVE COMMITTEE  
3 RECOGNIZE EMPLOYEE ACHIEVEMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SPEND UP TO  
4 98.8% OF THE FY21 SALARY BUDGET AS DETERMINED BY THE EXECUTIVE DIRECTOR FOR STAFF, AND  
5 AS DETERMINED BY THE EXECUTIVE COMMITTEE, FOR THE EXECUTIVE DIRECTOR. MOTION CARRIED  
6 UNANIMOUSLY

7

8 12. Adjournment: BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE  
9 MEETING AT 7:05 P.M. MOTION CARRIED UNANIMOUSLY.

10

11 Respectfully submitted,

12 Amy Irvin Witham

DRAFT