

REGULAR MEETING AGENDA

Wednesday, October 21, 2020 - 6:00 p.m.



Remote Access Meeting Only

Please join the meeting by clicking [https://www.gotomeet.me/CCRPCVT October Board Meeting](https://www.gotomeet.me/CCRPCVT_October_Board_Meeting)

For those who would prefer to join by phone or those without a microphone on your computer, please dial in using your phone.

Call: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 728-160-477

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 – none

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 - none (MPO Action, if needed; 1 minute)
4. Approve Minutes of September 16, 2020 Meeting* (Action; 1 minute)
5. VTrans Update, Secretary Flynn (Discussion: 30 minutes)
6. I-89 2050 Study Update (Discussion; 20 minutes)
7. FTA Title VI Program* (Action; 15 minutes)
8. FY22 Municipal Dues* (Action; 5 minutes)
9. Chair/Executive Director Report (Discussion; 5 minutes)
 - a. CCRPC Budget and Operations
 - b. Clean Water Service Provider update
 - c. Council/Trustees/Selectboard meetings
 - d. Legislative Breakfast
10. Committee/Liaison Activities & Reports* (Information, 2 minutes)
 - a. Executive Committee (final minutes August 5, 2020 and final minutes September 2, 2020)*
 - i. Act 250 Sec 248 letters
 - b. Clean Water Advisory Committee (draft minutes July 7, 2020)*
 - c. Transportation Advisory Committee (draft minutes, October 6, 2020)
11. Future Agenda Topics (Discussion; 5 minutes)

*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.*

12. Members' Items, Other Business

(Information; 5 minutes)

13. Adjourn

The October 21, 2020 Chittenden County RPC streams LIVE on YouTube at

https://www.youtube.com/playlist?list=PLljLFn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp. The meeting will air Sunday, October 25, 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:

- Transportation Advisory Committee – Tuesday, November 3, 2020, 9am
- Clean Water Advisory Committee - Tuesday, November 3, 2020, ~11am
- CWAC MS4 Subcommittee - Tuesday, November 3, 2020, ~12:30pm
- Executive Committee – Wednesday, November 4, 2020, 5:45pm if needed
- Planning Advisory Committee – Wednesday, October 21, 2020, 2:30pm
- CCRPC Board Meeting - Wednesday, November 18, 2020 6:00pm

Tentative future Board agenda items:

November 18, 2020	Legislative Briefing Topics
December ?, 2020 8-9am	Legislative Briefing
January 20, 2021	

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, September 16, 2020

TIME: 6:00 PM

PLACE: REMOTE ATTENDANCE VIA GO-TO-MEETING VIDEO

PRESENT:	Bolton:	Sharon Murray	Buel's Gore:	Garret Mott
	Burlington:	Andy Montroll	Charlotte:	Absent
	Colchester:	Jacki Murphy	Essex:	Jeff Carr
	Essex:	Elaine Haney, Alt.	Essex Junction:	Dan Kerin
	Hinesburg:	Michael Bissonette	Huntington:	Barbara Elliott
	Jericho:	Catherine McMains	Jericho:	Wayne Howe, Alt.
	Milton:	Tony Micklus	Richmond:	Bard Hill
	St. George:	Absent	Shelburne:	Absent
	So. Burlington:	Meaghan Emery, Alt.	Underhill:	Absent
	Westford:	Absent	Williston:	Erik Wells
	Winooski:	Michael O'Brien	Cons/Env.:	Don Meals
	VTrans:	Amy Bell	Bus/Ind:	Absent
	GMT :	Absent	Agriculture:	Absent
	Socio/Econ/Housing:	Absent		
Others:	Mark Hughes, Racial Justice Alliance		Meghan O'Rourke, CCTV	
Staff:	Charlie Baker, Executive Director		Regina Mahony, Planning Prgm Mgr.	
	Eleni Churchill, Trans. Prgm Mgr.		Melanie Needle, Senior Planner	
	Taylor Newton, Senior Planner		Bryan Davis, Senior Planner	
	Emma Vaughn, Communications Mgr.		Marshall Distel, Trans. Planner	
	Amy Irvin Witham, Business Office Mgr.			

1. Call to order; Roll Call Attendance; Changes to the Agenda.

The meeting was called to order at 6:01 PM by the Chair, Michael O'Brien. There were no changes to the agenda. Jeff Carr stated he was not representing Essex Town as the voting attendee and instead, Elaine Haney would be the Essex Town voting representative tonight.

2. Public Comment Period on Items NOT on the Agenda. There were none.

3. Action on Consent Agenda, MPO Business. There were minor amendments to the FY21-24 TIP. First, to advance funds in the amount of \$454,500 to Project BP150, King Street Rail Crossing Safety Improvements, Burlington for construction of rail crossing safety improvements. Second, the addition of \$258,750 in FY21 and \$776,250 in FY22 to Project HP154, Maple Street Rail Crossing Safety Improvements, Burlington for construction of rail crossing safety improvements. BARBARA ELLIOTT MADE A MOTION, SECONDED BY DAN KERIN TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY WITH ONE ABSTENTION FROM DON MEALS.

4. Approve Minutes of July 15, 2020 Board Meeting. BARBARA ELLIOTT MADE A MOTION, SECONDED BY GARRET MOTT TO APPROVE THE JULY 15, 2020 BOARD MEETING MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY WITH ONE ABSTENTION FROM MEAGHAN EMERY.

5. Racism is a Public Health Emergency Declaration, Mark Hughes, Racial Justice Alliance

Mike welcomed Mark Hughes, the Executive Director of Justice for All, and a member of the Vermont Racial Justice Alliance. Charlie stated he and Mark have been engaged in weekly conversations on racial and social justice topics and Burlington's declaration of Racism as a public health emergency. Mark thanked Charlie and Mike for the welcome and provided a bit of personal background information. Mark is a retired Army officer who has lived in Vermont for the past eleven years, mostly in Washington County, and for the past few years in Burlington. Mark asked everyone attending the meeting to introduce themselves and expressed his desire to hold an interactive discussion.

Mark referred members to the Racial Justice Alliance Public Action Advisory document included with the packet. Mark said it is important to understand differences between the regions of Vermont; Burlington is very different from Williamstown, or Woodbury or Cabot, and Vermont communities are very different everywhere you go. He explained what is happening socially and culturally in one Vermont town is not necessarily the same as what is happening in a neighboring Vermont town. Mark said when he began paying more attention to the racial and social justice issues and events occurring around the world, he needed to find a way to make sense of things. He began doing research on national best practice and standards and felt compelled to share the information he was discovering. He began to reach out to community members and participated in conversations about the racial and social inequities he found. From this outreach, he became a conduit for leaders and community members.

Mark referred members to an excerpt from the Racial Justice Alliance Public Action Advisory document included with the packet: *"The Vermont Attorney General and Human Rights Commission Task Force on Act-54 Racial Disparities in State Systems Report and Recommendations, dated December 2017 details findings on racial disparities across all systems in Vermont. Notable is the fact that pre COVID-19, the median wealth of a Black family was 1/13th of that of a white family."* Mark stated, there needs to be transparent and effective oversight of law enforcement, to ensure there is adequate training and a task force that reports on the disparities. Once these disparities were discovered, further inquiries into root causes began, which is essentially, systemic racism, as defined in the Advisory document: *"Systemic racism includes the complex array of antiblack practices, the unjustly gained political-economic power of whites, the continuing economic and other resource inequalities along racial lines, and the white racist ideologies and attitudes created to maintain and rationalize white privilege and power. Systemic here means that the core racist realities are manifested in each of society's major parts [...] each major part of U.S. society--the economy, politics, education, religion, the family--reflects the fundamental reality of systemic racism."* Mark went on to explain, overt racism is intentional; however, systemic racism is complex and has economic impacts that create policies that produce an adverse impact on black and brown people and advances white people. Over time, there has been a consistent suppression of the political and economic growth of black and brown people. To create real change, we must shift political and economic power. When we are funding and administering community programs we need to ask, to what extent does the program economically and politically help advance white people and to what extent does it economically and politically hurt and oppress black people? Many policies are intrinsically racist in nature. This is what we need to investigate.

Mark invited member questions and comments. Mike asked Mark to provide background on the term "Black Lives Matter" and Mark responded with the following metaphor; if your home was on fire and firefighters were present, but focusing all of the firefighting efforts of spraying water across

1 the entire neighborhood, eventually, they *may* arrive with a hose and put the fire out at your home.
2 Mark then went on to explain the term, Black Lives Matter, was started by three young ladies as a
3 social media message after the death of yet another young black man, Trayvon Martin. Mark asked,
4 why is it, in housing, education, employment, in every single front, there are racial disparities, where
5 black people are considered less, and why, if “Black Lives Matter” do all of the rules and regulations
6 in place set the stage for an environment where it seems Black lives actually don’t matter?
7

8 Elaine Haney thanked Mark for his passionate comments and recommended the book *The Color of*
9 *Law* to members. She feels this book directly relates to the work we are doing. Charlie agreed and
10 stated many staff members have read this and said the same. Bard Hill recommended the book
11 *Caste*.
12

13 Mike and Charlie thanked Mark for joining us. Before saying goodbye and excusing himself from the
14 meeting, Mark invited people to reach out to him with any questions and assigned a bit of
15 homework. He asked everyone to watch one podcast from the Seeing White series of Scene On
16 Radio from the following website: <https://www.sceneonradio.org/seeing-white/>
17

- 18 6. Building Homes Together Update. Melanie Needle provided members with a presentation on the
19 Building Homes Together campaign. She explained the campaign was initiated through a
20 collaboration of the CCRPC, Champlain Housing Trust, and Housing Vermont in 2016 to build more
21 homes in Chittenden County. Melanie said there is a housing shortage in Chittenden County and the
22 lack of a robust housing market causes housing inequities. Through the strategies of our ECOS Plan
23 we are working within our communities to achieve equity in housing. We are committed to
24 furthering our understanding of the significant historical role land use policies and transportation
25 investments have played in systemic racism and inequities. We want to ensure future zoning and
26 transportation investments encourage equity and provide opportunities for underserved and low-
27 income populations. Future goals include a total of 700 new affordable homes over the five-year
28 campaign. Charlie said this process advocated for the Affordable Housing Bond and in conjunction
29 with our work on racial justice, will bring better understanding of ways to move this initiative
30 forward.
31

- 32 7. Committee member appointments. Mike reviewed the FY21 Committee Appointments memo with
33 members. He noted we are in very good shape and there is only one open position on the Board
34 Development Committee. CHAIR MICHAEL O’BRIEN APPROVED THE APPOINTMENTS AS THERE
35 WERE NO OBJECTIONS FROM THE BOARD.
36

- 37 8. Town of Williston Determination of Energy Compliance
38 Taylor referred members to the Memo and documents included with their packet. He explained the
39 Town of Williston addressed a few changes to ensure they can provide a determine of energy
40 compliance. Eric Wells thanked Charlie and the CCRPC Staff for the assistance on the town plan. He
41 felt the process has been good overall. Garret Mott asked if Williston’s siting policies to meet
42 requirements for renewable energy were addressed. Taylor stated, yes, they were addressed.
43 Staff recommends that the CCRPC Board grant an affirmative determination of energy compliance to
44 the amended 2016-2024 Williston Comprehensive Plan. GARRET MOTT MADE A MOTION
45 SECONDED BY DAN KERIN TO APPROVE THE TOWN OF WILLISTON’S DETERMINATION OF ENERGY
46 COMPLIANCE. MOTION CARRIED UNANIMOUSLY.
47
48

9. Chair/Executive Director Reporta. CCRPC Budget and Operations

Charlie stated the FY21 State of Vermont budget does not currently appear to have any significant negative impacts on our FY21 budget. Charlie explained our office continues to be partially open, however, most staff continues to work from home. The few staff who are going in each week are following the safety protocols we developed using the guidance and recommendations from State of Vermont and CDC officials

b. Local Government Expense Reimbursement Program

Charlie explained the Local Government Expense Reimbursement Program for COVID-19 eligible expenses passed the Legislature in June. We are currently assisting towns seeking reimbursement for expenses incurred and our costs are being paid for by the State.

c. Clean Water Service Provider update

Charlie said the DEC is proposing the CCRPC will be the provider for the Direct to Lake Basin and the back-up for all. The Central Vermont Regional Planning Commission will serve as provider for the Winooski Basin and the Northwest Regional Planning Commission will serve as provider for the Lamoille Basin. The draft rules and rulemaking currently in process will need to be reviewed. This will be a topic at the October Clean Water Advisory Committee meeting.

d. Community Rail Feasibility Grant application update

Charlie explained we submitted a grant application to the Economic Development Administration (EDA) to determine the feasibility of a community rail system and examine if there is a way to support it financially through transit-oriented development. We applied for a total of \$300,000; of this, the EDA would fund \$150,000 and HULA would contribute 50% (the other \$150,000) to the funding effort. Charlie said we do not yet know if we will receive the award. We also applied for and received the CEDS (Comprehensive Economic Development Strategy) Grant award that includes Central Vermont, Addison and Rutland County regions.

e. Council/Trustees/Selectboard meetings

Charlie said we are currently in the process of scheduling annual reports to our municipalities. The first annual report presentation was held last night in Williston. Charlie said he will follow up and set appointments if he has not heard from your municipality yet.

10. Committee/Liaison Activities & Reports. Minutes for various meeting were included in the packet (Executive Committee, TAC, PAC, Brownfields, and CWAC). There were no questions.11. Future Agenda Topics. Charlie reminded members Vermont's Secretary of Transportation, Joe Flynn, will be at our upcoming October Board meeting. Charlie said we will discuss FTA and Title VI reporting and have an update on the I-89 Study.12. Members' Items, Other business. There were none.13. Adjournment. GARRET MOTT MADE A MOTION, SECONDED BY DON MEALS TO ADJOURN THE MEETING AT 7:58 PM.

Respectfully submitted,
Amy Irvin Witham



Chittenden County Regional Planning Commission

October 21, 2020

Agenda Item 7: Action Item

FTA Title VI Program

Issues:

The CCRPC, as a designated Metropolitan Planning Organization (MPO), receives Federal Transit Authority (FTA) funding (\$5303 and \$5307) that is mostly passed through to Green Mountain Transit. CCRPC also qualifies as an FTA subrecipient of the Vermont Agency of Transportation (VTrans). Federal regulations ([Title 49 CFR Section 21.9\(b\)](#)) require the CCRPC, as a recipient, to submit reports to FTA for FTA to ascertain whether the recipient is in compliance with the US Department of Transportation (DOT) Title VI regulations. These reports are known as the Title VI Program.

Section 601 of Title VI of the Civil Rights Act of 1964 states the following: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Civil Rights Restoration Act of 1987 clarified the broad, institution-wide application of Title VI. Title VI covers all of the operations of covered entities without regard to whether specific portions of the covered program or activity are Federally funded.

While the CCRPC has had components of a Title VI Program available for many years (e.g., complaint procedures, complaint form, equity maps, etc.), these were not assembled into a formal FTA Title VI Program until this year. Note that the FTA Title VI Program is different than the CCRPC's Annual Title VI report submitted to the Federal Highway Administration (FHWA) and VTrans, which does not require Board approval.

For all FTA recipients (including subrecipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. FTA will review and concur or request the recipient provide additional information. Subrecipients, including MPOs that receive Federal planning money from the State, shall submit Title VI Programs to the State as the primary recipient from whom they receive funding. If approved, the FTA Title VI Program will be available at <https://www.ccrpcvt.org/resources/title-vi-civil-rights/>.

The current draft includes revisions recommended by the Executive Committee to specify that the Executive Director will notify the Executive Committee of any Title VI complaints and outcomes.

**Executive
Committee/Staff
Recommendation:**

Move that the CCRPC Board approve the FTA Title VI Program as presented and submit to FTA and VTrans for review.

**For more
information
contact:**

Emma Vaughn, 846-4490 ext. *21 or evaughn@ccrpcvt.org
Bryan Davis, 861-0129 or bdavis@ccrpcvt.org

Chittenden County Regional Planning Commission

October 21, 2020

Agenda Item 7: FY22 Municipal Dues

FY2022 Municipal Dues

Background:

Each year the CCRPC assesses municipal dues that are primarily used to match federal transportation dollars for municipal and regional projects in Chittenden County.

The municipal dues assessment amounts are distributed among the member municipalities based on the Equalized Education Grand List (EEGL). Even with no increase in total dues, the dues for each municipality are adjusted each year consistent with their proportion of the EEGL. The most recent EEGL issued by the State of Vermont for Chittenden County is used in the FY22 tables. The effective January 2020 EEGL data is available on Vermont Department of Taxes website.

The CCRPC had kept municipal dues level for fiscal years 2012 through 2014 following the merger. The dues were increased by 1.8% in FY15 based on the change in the Employment Cost Index (ECI) for State and Local Government employee Compensation, which is published by the U.S. Bureau of Labor Statistics (BLS). The Commission decided to level fund the dues again for FY16, FY17, FY18, and FY19. The increase in ECI for state and local government workers during the 12-month period ending June 2018 was 2.3%. The dues were increased by 2.3% for a total assessment of \$250,400 in FY20. The dues were held level in FY21.

Staff proposes that dues be kept level for FY22. CCRPC doesn't wish to add any unnecessary to stress to an already uncertain and potentially difficult fiscal year because of COVID-19.

Table 1, included in the packet, presents the FY22 municipal dues table with a 0% overall increase. The EEGL data published by the Vermont Department of taxes is also included for reference.

Recommendations:

The Executive Committee recommends keeping municipal dues level for FY22. The Executive Committee recommends the Full Commission approve the FY22 dues as shown in **Table 1** with a 0% increase.

For more information contact:

Forest Cohen
fcohen@ccrpcvt.org, 846-449 ext. 19

FY21 to FY22 Muncipal Assessments

TABLE 1

EEG List			EEG List		2019 - 2020	2019 - 2020	0% Increase			
Municipality	January 2019	% of County	January 2020	% of County	\$ Change	% Change	CCRPC FY21	CCRPC FY22	FY21 - FY22	FY21 - FY22
							Assessment	Assessment	\$ Change	% Change
Bolton	1,322,320	0.59%	1,367,710	0.58%	\$ 45,390	-0.53%	\$1,472	\$1,464	-\$8	-0.53%
Buels Gore	37,250	0.02%	38,280	0.02%	\$ 1,030	-1.19%	\$41	\$41	\$0	-1.17%
Burlington	47,853,690	21.28%	49,995,400	21.38%	\$ 2,141,710	0.47%	\$53,279	\$53,530	\$251	0.47%
Charlotte	9,463,700	4.21%	9,688,890	4.14%	\$ 225,190	-1.57%	\$10,537	\$10,374	-\$163	-1.54%
Colchester	23,528,160	10.46%	24,277,880	10.38%	\$ 749,720	-0.77%	\$26,196	\$25,994	-\$201	-0.77%
Essex Town*	27,908,190	12.41%	28,846,960	12.33%	\$ 938,770	-0.60%	\$31,072	\$30,886	-\$186	-0.60%
Hinesburg	6,184,550	2.75%	6,381,530	2.73%	\$ 196,980	-0.78%	\$6,886	\$6,833	-\$53	-0.77%
Huntington	2,210,710	0.98%	2,307,170	0.99%	\$ 96,460	0.36%	\$2,461	\$2,470	\$9	0.36%
Jericho	6,591,710	2.93%	6,907,160	2.95%	\$ 315,450	0.76%	\$7,339	\$7,396	\$56	0.77%
Milton	12,114,140	5.39%	12,296,550	5.26%	\$ 182,410	-2.44%	\$13,488	\$13,166	-\$322	-2.38%
Richmond	4,972,650	2.21%	5,247,510	2.24%	\$ 274,860	1.46%	\$5,536	\$5,619	\$82	1.48%
Shelburne	16,105,190	7.16%	16,727,390	7.15%	\$ 622,200	-0.12%	\$17,931	\$17,910	-\$21	-0.12%
South Burlington	32,119,390	14.28%	33,614,700	14.37%	\$ 1,495,310	0.64%	\$35,761	\$35,991	\$230	0.64%
St. George	841,670	0.37%	898,030	0.38%	\$ 56,360	2.54%	\$937	\$962	\$24	2.61%
Underhill	3,990,200	1.77%	4,119,600	1.76%	\$ 129,400	-0.72%	\$4,443	\$4,411	-\$32	-0.71%
Westford	2,517,670	1.12%	2,672,810	1.14%	\$ 155,140	2.05%	\$2,803	\$2,862	\$59	2.09%
Williston	20,802,810	9.25%	21,729,630	9.29%	\$ 926,820	0.45%	\$23,161	\$23,266	\$105	0.45%
Winooski	6,337,630	2.82%	6,747,970	2.89%	\$ 410,340	2.34%	\$7,056	\$7,225	\$169	2.39%
TOTAL	\$224,901,630	100.00%	\$233,865,170	100.00%	\$ 8,963,540	3.83%	\$250,400	\$250,400	\$0	0.00%

Each town is assessed dues using their percentage of the Equalized Education Grand List. Their amount is determined by taking the total dues and multiplying it by the municipality's percentage of the total Grand List.

Equalized Education Grand List can be accessed at the Vermont Department of Taxes
<https://tax.vermont.gov/content/pvr-annual-report-2019-data-cod-cla-eeql>

TAXYEAR	Effective	County	TCODE	TownName	SCHDID	EEGL
2019	2020	Chittenden	4069	Bolton	22	\$ 1,367,710
2019	2020	Chittenden	4108	Buels Gore	255	\$ 38,280
2019	2020	Chittenden	4114	Burlington	37	\$ 49,995,400
2019	2020	Chittenden	4138	Charlotte	45	\$ 9,688,890
2019	2020	Chittenden	4153	Colchester	50	\$ 24,277,880
2019	2020	Chittenden	4207	Essex Town	70	\$ 28,846,960
2019	2020	Chittenden	4294	Hinesburg	96	\$ 6,381,530
2019	2020	Chittenden	4303	Huntington	99	\$ 2,307,170
2019	2020	Chittenden	4333	Jericho	106	\$ 6,907,160
2019	2020	Chittenden	4396	Milton	126	\$ 12,296,550
2019	2020	Chittenden	4519	Richmond	166	\$ 5,247,510
2019	2020	Chittenden	4555	St. George	178	\$ 898,030
2019	2020	Chittenden	4582	Shelburne	186	\$ 16,727,390
2019	2020	Chittenden	4600	South Burlington	191	\$ 33,614,700
2019	2020	Chittenden	4660	Underhill	212	\$ 4,119,600
2019	2020	Chittenden	4720	Westford	232	\$ 2,672,810
2019	2020	Chittenden	4759	Williston	244	\$ 21,729,630
2019	2020	Chittenden	4774	Winooski	249	\$ 6,747,970

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
JOINT EXECUTIVE COMMITTEE MEETING MINUTES
FINAL

DATE: Wednesday August 5, 2020

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM Meeting

PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair

John Zicconi, Treasurer (5:50pm) Bard Hill, At Large <5000

Andy Montroll, Immediate Past Chair Chris Shaw, At Large >5000

STAFF/OTHER: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.

Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.

Amy Irvin Witham, Business Office Mgr. Emma Vaughn, Communications Mgr.

Bryan Davis, Senior Transportation Planner

1. Call to Order, Attendance. The meeting was called to order at 5:48 PM by Mike O'Brien.

2. Changes to the Agenda, Members' Items. There were none.

3. Approval of July 1, 2020 Executive Committee Minutes

CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL TO APPROVE THE JULY 1, 2020 EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

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

5. Financial Update – FY20 Forest Cohen provided a financial overview covering the period from July 1, 2019 through June 30, 2020. He referred members to the Income Statement they received for the meeting. Forest stated the month of June was better than expected. We ended FY20 at 99.1% of operations support revenue. The last three months were very positive. Overall, we are quite good from a revenue generation standpoint. Forest said this is a good place to be going into FY21. Members agreed. Forest then referred to the Cash Sheet. He explained we ended the fiscal year with approximately \$300,000 in the bank and with municipal dues coming in, the bank accounts are currently up to \$448,000.

Bard asked, since many of the staff are working from home, if considerations had been given to reducing office space. Charlie stated we signed a seven year lease with Redstone, however, there have been discussions about opportunities to share office space. John Zicconi was curious if staff has been taking less vacation time this summer and if paid time off could be banked? Charlie explained PTO accruals are capped at three weeks and staff have been taking vacation time over the last few months.

6. Racial Equity - Next Steps.

Charlie reviewed the conversations we have been having on Social Justice and Racial Equity internally and externally. He explained Emma Vaughn and Bryan Davis are taking the lead on this topic. Charlie began reviewing the four levels of this work.

1 Internally, staff have been and will continue to attend workshops, share reading materials and
2 participate in external training. We are working to become better educated and plan to continue
3 with trainings and discussions each month.
4

5 At the Board level, we are thinking that we should start by learning more about the City of
6 Burlington's declaration that racism is a Public Health emergency. Charlie said he has had and will
7 continue having conversations with Mark Hughes, the Executive Director of Justice for All and a
8 member of the Vermont Racial Justice Alliance. Mike said he wants more education on the subject
9 and to be sensitive to all points of view. Charlie explained, we need the ability to understand this on
10 a deeper level, the core issues at hand. Bard asked how we move from education and discussion to
11 action. Catherine agreed with Bard and explained in Jericho there have been a lot of
12 demonstrations, but she wonders what, as a municipality, should be done to move things forward in
13 a meaningful way. Mike feels understanding the issues is the first step and can be used as a base to
14 make changes. Eleni agreed, we need to address and to understand this is a continuous process.
15 Chris Shaw is wondering if there is data we could work with to help facilitate action; for instance, in
16 affordable housing, if there are opportunities in data to identify places of inequity that need
17 changes. Member discussion ensued. Andy said it is difficult to presume we know how to deal with
18 these issues and agrees there needs to be further education and understanding to then develop a
19 plan that will lead to action within our communities. Doing this will take patience and time.
20 Members agreed. Mike said he had a conversation with Heather Carrington, Winooski's Community
21 and Economic Development Officer, that the RPC may be a good place to convey information to
22 multiple communities and make this a regional plan versus one town at a time.
23

24 Charlie stated the third level of action would focus on organizational plans, policies, and procedures.
25 He is proposing to have an assessment done by an external partner to identify opportunities for
26 improvement.
27

28 In the fourth level, we propose to focus more externally and work with our partner municipalities
29 and organizations. We play a role in community development, affordable housing, and equity in
30 housing; these are areas we can make concrete changes that will have an impact. Bard stated the
31 Howard Center Community Outreach program is set up across Chittenden county we could
32 potentially examine and use as a model.
33

34 Bryan agreed we need to deepen and broaden our understanding about racial inequity, and act
35 sooner rather than later. We can use education to develop a lens; then we can examine our bylaws,
36 our relationships with consultants, and ensure we have an awareness in terms of the work we are
37 doing within our communities. Bryan agreed, this is an ongoing process. Emma said this is the
38 beginning stage and we recognize it may be an uncomfortable topic, however, we know it is of great
39 importance and is something we need to address. Charlie stated there are larger organizations
40 hiring diversity and inclusion directors, however, his vision for our organization, our partners, and
41 our communities is to lean into this and take the responsibility upon ourselves to make and be a
42 part of the changes. Charlie also explained these issues tie into our ECOS Plan. He also stated we
43 will review our Title VI work and draft an update for the public participation plan by November. This
44 will help address policy documents and ensure we are doing the best job. Charlie said there will be
45 continuous education for all of us, including inviting people to speak on the subject. Bard
46 recommended Xusana Davis, Executive Director of Racial Equity for the State of Vermont. There
47 was general discussion that this will be a longer term effort and that we could target the end of
48 2022 as a date to incorporate new language on this topic into the 2023 update of the ECOS Plan.

7. Chair/Executive Director Report

- a. **Clean Water Service Provider update**: Charlie explained the DEC accepted our draft proposal and will be proposing CCRPC as the CWSP for the Direct to Lake Basin in forthcoming rulemaking. The target date for adopting the rules looks like it is moving from November to January. Charlie explained there was only one applicant for each watershed, and we are the backup provider for the other 6 watersheds.
- b. **EDA Grant updates**: Charlie said we are applying for two grants from the Economic Development Administration; to develop a Comprehensive Economic Development Strategy for the West Central part of VT (Rutland, Addison, Chittenden and Washington counties) and the other to determine the feasibility of community rail in that same geography plus Franklin County. The CEDS grant is currently pending; we should know by the end of the month. Regarding the community rail concept, Charlie said we are at the beginning stages and should know by October if the feasibility study will be funded. We applied for a \$300K scope of work with \$150,000 coming from EDA and another \$150,000 funded by HULA. We will be reaching out to other RPC's and stakeholders to coordinate the effort, if funded.

8. Other Business: None needed.

9. Executive Session: None needed.

10. Adjournment: BARD HILL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN THE EXECUTIVE COMMITTEE MEETING AT 6:58 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
JOINT EXECUTIVE COMMITTEE MEETING MINUTES
DRAFT

DATE: Wednesday September 2, 2020
TIME: 5:45 PM
PLACE: Remote Attendance via ZOOM Meeting
PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair
John Zicconi, Treasurer Bard Hill, At Large <5000
Andy Montroll, Immediate Past Chair Chris Shaw, At Large >5000
Jeff Carr, Finance
STAFF/OTHER: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.
Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.
Amy Irvin Witham, Business Office Mgr. Bryan Davis, Senior Trans Planner
Emma Vaughn, Communications Mgr.

1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by Mike O'Brien.

2. Changes to the Agenda, Members' Items. There were none.

3. Approval of August 5, 2020 Executive Committee Minutes
CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL TO APPROVE THE
AUGUST 5, 2020 EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED
UNANIMOUSLY.

Mike O'Brien turned the meeting over to John Zicconi for the Financial Committee items at 5:47 PM.

4. Quarterly Journal Entries; April – June 2020
Forest referred members to the Journal Entries dated April 2020 through June 2020, included with the packet. JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE QUARTERLY JOURNAL ENTRIES. MOTION CARRIED UNANIMOUSLY.

5. Year End Financial Review – FY20 (July 2019 – June 2020)
Forest Cohen provided members with a financial review covering FY20, July 1, 2019 through June 30, 2020.

Balance Sheet June 30, 2020. Cash in checking at \$92,104 (operating). Cash in Money Market (reserve) at \$202,574. Current assets over liabilities, \$597,780. Forest reminded members of the retirement liability in relation to the balance sheet.

Income Statement through June 30, 2020.

Forest explained we ended FY20 at 99.1% of operations support revenue. Overall, great revenue generation in an otherwise very strange year. Forest said this is a good place to be going into FY21. Catherine asked about the direct rate. Forest explained, during the last quarter of fiscal year we billed more hours directly to projects than we may have in previous years. This generates positive income and could be an issue if we must adjust our indirect rate backward for overcollection. However, he does not believe this will be a problem in the future. Jeff Carr wanted to ensure

1 everyone understands we are not an income generating organization, moving forward he prefers we
2 not use the word 'income' since we should use terms relative to a non-profit (i.e. revenue versus
3 income). Forest referred members to the Cash Flow Statement. He explained the cash flow was
4 adequate through FY20, balances were approximately \$74,000 higher on the last day of the year
5 than the first. Forest explained there is roughly \$40,000 we could move out of the checking account
6 and into the money market, which is considered as reserve. John asked members if anyone
7 opposed moving \$40,000 from the checking to the money market. There was no opposition. John
8 asked Charlie if he had heard any news coming from the legislature that would affect our financials.
9 Charlie said he has not heard anything negative regarding funding yet.

10
11 **John Zicconi concluded the financial portion and turned the meeting back over to Mike O'Brien at**
12 **6:01 PM.**

13
14 6. Act 250 & Section 248 Applications.

15 a. Aegis Renewables Energy, Inc.; Hinesburg; #20-2349-AN

16 Regina noted that this is a request to designate the location as a preferred site. The 45-day
17 notice is for a 150kW solar project on Observatory Road in Hinesburg Vermont. She explained
18 landfills are automatically designated as a preferred site, this project is partially located on a
19 capped landfill. The Town of Hinesburg has commissioned the project and will receive the net-
20 metering benefits associated with the project. The project meets the intent of the Energy Goal
21 (#17) of the 2018 ECOS Plan, suitability policies and complies with the plan's constraint policies,
22 with a minor exception; However, since it is a local constraint, CCRPC will defer to the Town of
23 Hinesburg in determining the impact of development. CCRPC identifies the proposed project
24 site as a preferred site for net-metering. ANDY MONTROLL MADE A MOTION, SECONDED BY
25 CHRIS SHAW, TO APPROVE THE LETTER AS PRESENTED TO AEGIS RENEWABLE ENERGY. MOTION
26 CARRIED UNANIMOUSLY.

27
28 b. Lakeside Ovens, LLC; Burlington, #4C1316-1

29 Regina said there are no conflicts. The CCRPC staff has reviewed this Act 250 application for the
30 demolition of an existing two-story office building and its replacement with a 14,450 GSF three-
31 story office building on the existing foundations with minimal site improvements. The proposed
32 project is located at 32 Lakeside Avenue, in Burlington Vermont. The CCRPC finds the proposed
33 project to be in conformance with the Planning Areas of the 2018 Chittenden County Regional
34 Plan. CCRPC concurs with the overall findings of the study and supports the potential mitigation
35 strategies suggested for the Lakeside Avenue intersections with the Champlain Parkway and
36 Pine Street. ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI TO APPROVE
37 THE LETTER TO RACHEL LOMONACO, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

38
39 7. FY21 Committee Appointments

40 Mike said we are in good shape for the FY21 Committee Appointments and Volunteers. We are still
41 looking for a couple of people, including a member of TAC Interest Group – Disabled. Bard
42 suggested reaching out to the Vermont Center for Independent living. Catherine has a potential
43 candidate that she will contact to see if they are interested.

44
45 8. Racial Equity - Next Steps.

46 Charlie explained we are looking for a comprehensive strategy and training with four levels. The
47 first level will focus on increasing understanding and training of both staff and board. At the board,
48 this will kick-off with Mark Hughes, the Executive Director of Justice for All, and a member of the

Vermont Racial Justice Alliance, discussing the public health emergency declaration at the September board meeting. This will be our first conversation with an external party to learn more about the issues. We will continue to develop several training sessions which will be held over the next year for staff as well as the Board. Charlie said Emma and Bryan are sharing information with staff and we are committed to training and information sharing on Social Justice and Racial Equity topics both internally and externally. The second level of work will be an organizational assessment. We will have a consultant review what we have in writing and on our website (for example our ECOS plan, Public Participation, Title VI reporting, and our internal policies and operating procedures). The third major piece regards the day to day engagement work we do around individual plans and studies. We want to ensure we have a deeper depth of partners to better engage with diverse communities within our county. The fourth level will be information sharing and potentially training across our member municipalities. Charlie said, as part of this, we will set up a web page and provide monthly updates on efforts happening at each municipality.

Andy Montroll felt we have highlighted very good issues. He also appreciated the essay recently shared with members through e-mail from Catherine McMains and Charlie titled, Our Vermont Innocence is our Confederate Flag, by Chuck Lacy. Andy wonders if there is a way to develop a better way to explain systemic racism. Bard Hill suggested we reach out to UVM for historical accounts in Vermont that could be important for our community members to understand. It is important to know Vermont is not impervious. Members agreed. Charlie said we need to develop the best sequence of training we can for increasing understanding and turning that into meaningful action. Charlie reminded members we welcome all thoughts and resources. He reiterated that there will be tough conversations to be had on this subject. Members agreed.

9. Chair/Executive Director Report

a. **Local Government Expense Reimbursement Program:**

Charlie said since our last meeting this program was passed in the legislature through the Cares Act funding. They have asked RPC's to help towns submit applications for reimbursements. The initial applications are due this Friday. We are doing our best to help towns apply for this funding. There are some funds being provided to RPC's to help with this. Catherine said the Jericho Fire department is a 501(c)(3) and based on this are excluded from receiving any funds. Members discussed.

b. **Clean Water Service Provider update:** Charlie explained we were selected as the CWSP for the Direct to Lake Basin in forthcoming rulemaking. We are awaiting the draft rules, which may come out tomorrow, and we will need to review. Charlie does expect some of the Clean Water budget and funding to slow. Clean Water revenue is down, and implementation of the CWSP program may slow down.

c. **Community Rail Feasibility Grant application update:** Charlie said we submitted a grant application to the Economic Development Administration to determine the feasibility of a community rail system and if there is a way to make this sustainable. The only way to do this is to have private development around train stations subsidize the operation. Referring to Lakeside ovens, that property is owned by HULA. We applied for \$300,000; \$150,000 would come from the EDA and HULA would fund the remaining \$150,000. We will reach out to other RPC's and stakeholders to coordinate the effort, if funded. John asked for clarification on the funding; Charlie explained the scope of work

is a total amount of \$300,000 with EDA funding at 50% (\$150,000) and HULA funding the remaining 50% (\$150,000.00)

10. Draft CCRPC Board Meeting Agenda

Charlie reviewed the September Board Meeting agenda with members. He explained that, for the first time, the FTA Title VI program needs to be approved by the board. Eleni requested we add an I89 Study update to the October agenda. Andy requested the upcoming meeting schedule be updated. Charlie discussed the Legislative Breakfast meeting that is usually held in December, and how this could work in the virtual meeting setting. Members discussed different virtual meeting options and which platforms might work best for larger groups.

11. Other Business: Bard asked about Regional Dispatch; Charlie provided a brief update. An update should also be provided to the board.

12. Executive Session: None needed.

13. Adjournment: JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING AT 6:48 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

September 3, 2020

Nils Behn
Aegis Renewable Energy, Inc
340 Mad River Park, Suite 6
Waitsfield, VT 05673

RE: Advance Notice of Petition for Aegis Renewable Energy LLC's Proposed 150kW Project in Hinesburg, VT – Observatory Road (Case #20-2349-AN)

Dear Mr. Behn:

Chittenden County Regional Planning Commission (CCRPC) has received the 45-day notice of a Section 248 Petition to be filed with the Vermont Public Utility Commission for a 150kW solar project on Observatory Road in Hinesburg, VT. CCRPC has also received a request to designate the location of the proposed facility as a “preferred site.” The Town of Hinesburg has commissioned this project and will receive the net-metering benefits associated with the project. The project is located, in part, on a capped landfill. CCRPC has reviewed this project's conformance with CCRPC's *2018 Chittenden County ECOS Plan*, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018.

ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the *2018 ECOS Plan*: “Move Chittenden County's energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State's Comprehensive Energy Plan goals.”

Strategy 2, Action 4b of the ECOS Plan states “CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan's goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment.” Development of this solar facility helps implement this action.

The Plan's suitability policies help determine whether projects are cost effective, and the Plan's constraint policies help determine whether projects respect the natural environment:

Suitability Policies

The *2018 ECOS Plan* recommends the location of renewable energy generation facilities in appropriate locations, as defined by the policies in Strategy 2, Action 4b. The project as proposed meets the following suitability policies:

- The project is located in an area designated by a municipality in an adopted plan for such use, including specific preferred sites for solar.
- The project is located on a previously impacted area (State regulated landfill with post-closure certification).
- The project is outside of any state designated centers or historic districts.

CCRPC finds that the location of this project meets the suitability policies of the *2018 ECOS Plan*.

Constraints Policies

The *2018 ECOS Plan* states that 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 (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e). Our review indicates that a possible local constraint may be impacted by the project:

- Slopes 15% to 25%: Based on topographic data, it appears that a small amount of land area containing slopes between 15% and 25% grade may be impacted by this project. Since this is a local constraint, CCRPC will defer to the Town of Hinesburg in determining the impact of development on these slopes; however, it looks like a minor impact to a slope where the former landfill is located. **CCRPC is not requesting further information or action related to this constraint at this time.**

The project meets the suitability policies and the constraints policies, with a minor exception as stated above. Therefore, CCRPC identifies the proposed project site as a “preferred site” for net-metering.

These comments are based on information currently available; we may have additional comments as the process continues. We understand that the project may change between the advance notice and the final application. CCRPC will review the project location again after the final application is submitted to confirm our initial findings above.

Please feel free to contact me with any questions.

Sincerely,

Charlie Baker
Executive Director

cc: CCRPC Board
Renae Marshall, Town Administrator, Town of Hinesburg

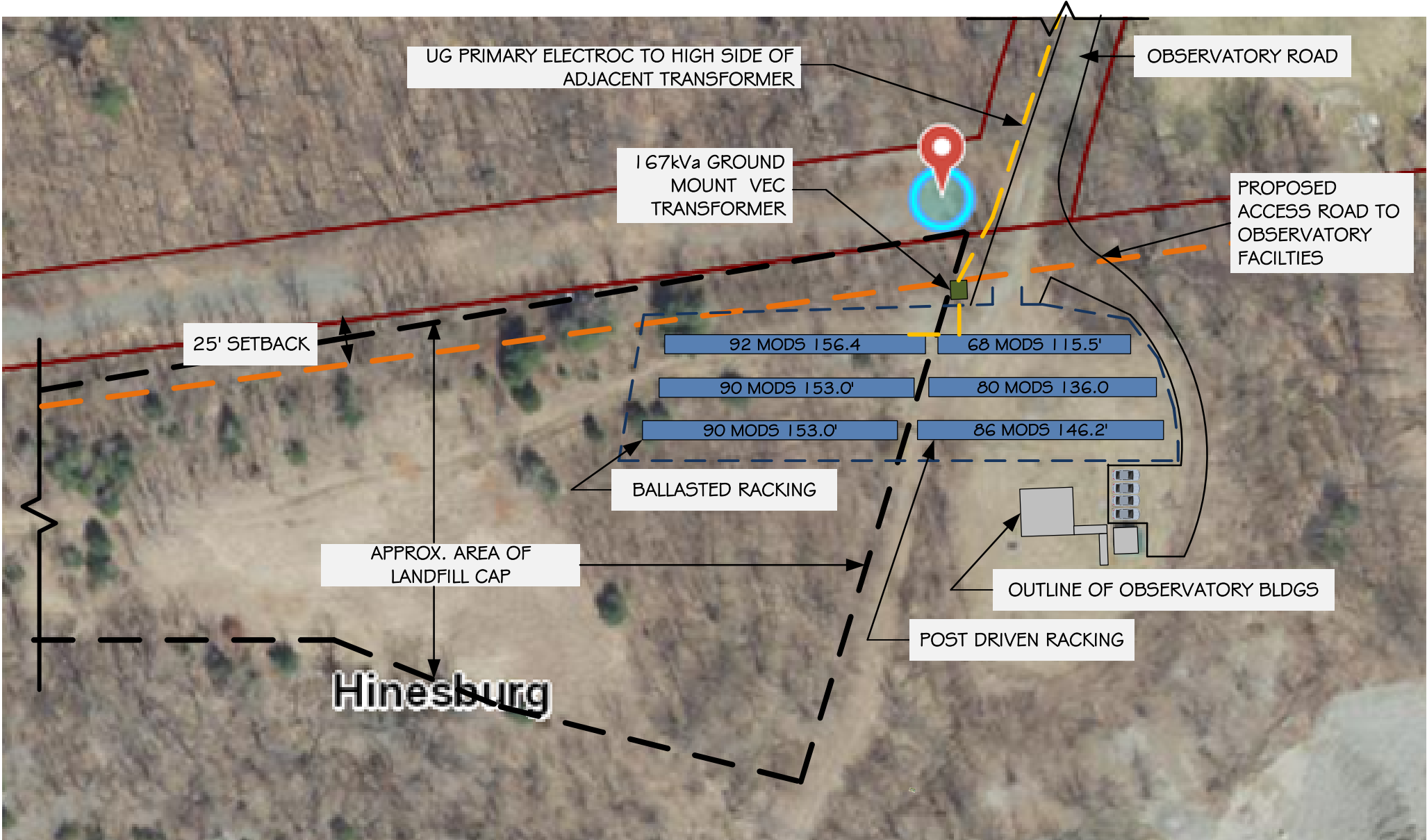
Aegis Renewable Energy, Inc.

Advance Notice for 150 kW Ground-Mount Solar Array – Observatory Rd, Hinesburg

Attachment A



Attachment B - Site Plan



LINE LEGEND

- CHAIN LINK FENCE
- 25' SETBACK LINE
- LANDFILL CAP BORDER
- PRIMARY ELECTRIC UG

INVERTER INFORMATION

INVERTERS
FRONIUS PRIMO 15.0 (QTY 10)

INPUT

- NUMBER MPPT (2) 1/2
- MPP VOLTAGE RANGE: 320-480
- MAX USABLE CURRENT: 49.5A / 27A
- TOTAL MAX DC CURRENT: 51A

OUTPUT

- MAX OUTPUT POWER: 240V-15000W
- MAX OUTPUT CURRENT: 240V-62.5A
- BREAKER SIZE: 240V – 80A
- GRID CONNECTION: 208/240V

OBSERVATORY ROAD 150kW AC PROPOSED GROUND MOUNT ARRAY
SCALE: 1" = 80'

DATE: 08-21-20	PROJECT: PROPOSED 150KW FOR THE TOWN OF HINESBURG			340 MAD RIVER PARK SUITE 6 WAITSFIELD, VT 05673 (802) 496-5155 WWW.AEGIS-RE.COM	
DWG #: OBSCON-v01	DWG TITLE: CONCEPTUAL LAYOUT	DRW / CK TAF	SCALE 1" = 80'		

September 1, 2020

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

RE: Lakeside Ovens, LLC; Burlington; #4C1316-1

Dear Ms. Lomonaco:

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed this Act 250 application for the demolition of an existing two-story office building and its replacement with a 14,450 GSF three-story office building on the existing foundations with minimal site improvements. The proposed project is located at 32 Lakeside Avenue, in Burlington, Vermont. The City of Burlington's Development Review Board has approved the project.

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.

CCRPC offers the following comments on the proposed project:

The proposed project is located within the Enterprise 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 Enterprise 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. The Enterprise Planning Area is defined as:

***Enterprise Planning Areas** are areas where local zoning authorizes a future concentration of employment uses that attract workers from the County and multi-county region. Development in these Planning Areas should have adequate wastewater capacity and access to transit or be near these services. Typically, this area encompasses major employers or a cluster of single employers and has current or planned transit service.*

2. The proposed project is served by municipal water and sewer, is located on bus lines, and is within walking distance to many services/jobs and housing.

3. The proposed building form and land uses are consistent with the local regulations, as evidenced by the 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*.

The Traffic Impact Study, revised November 1, 2018, conducted by VHB was reviewed. CCRPC concurs with the overall findings of the study and supports the potential mitigation strategies suggested for the Lakeside Avenue intersections with the Champlain Parkway and Pine Street.

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

Sincerely,

Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service



SMITH
ALVAR EZ
SIENKIEWYCZ
ARCHITECTS

P: 8 0 2 • 8 6 3 • 2 2 2 7
F: 8 0 2 • 8 6 3 • 0 0 9 3

**MECHANICAL/
ELECTRICAL**
LN CONSULTING
PO BOX 65178
BURLINGTON, VT 05406-5178
P: 802-655-1753
F: 802-655-7628

HULA
•
BUILDING 32
•
32 LAKESIDE AVE
BURLINGTON, VT

REVISIONS

L-1.0

SITE NOTES:

1. PROTECT EXISTING TREES, PLANTS, AND MONUMENTS THROUGHOUT CONSTRUCTION
2. REFER TO CIVIL DRAWINGS FOR CONTRACT LIMIT LINE, BOUNDARY LINE, PROPOSED GRADING, LOT COVERAGE, & UNDERGROUND UTILITIES.
3. BUILDING SERVICE/ TRASH AREA IS PART OF HULA CAMPUS

PARKING NOTES:

PARKING REQUIREMENTS BASED ON BTV ZONING ARTICLE 8.
@ SHARED USE DISTRICT:
OFFICE USE BASED ON 2 CARS/1000 GFA
MAKER SPACE BASED ON 1 CAR/1000 GFA

BUILDING 50 OFFICE @ 80,000 SF INCLUDING MEZZANINE = 160 SPACES

BUILDING 50 MAKER SPACE @ 3,900 SF = 4 SPACES

BUILDING 44 OFFICE @ 52,000 SF = 104 SPACES

BUILDING 32 OFFICE (3 FLOORS) 14,450 SF = 29 SPACES

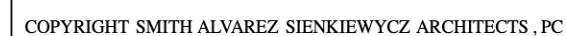
SUB-TOTAL: 297 CARS
BURLINGTON SURF CLUB = 12 (SEASONAL)
TOTAL: 309 CARS

MAXIMUM ALLOWABLE 125% = 386 CARS

PROPOSED PARKING:

PAVED PARKING: 274 SPACES (10 EV)
TANDEM PARKING: 112 SPACES
TOTAL: 386 SPACES

<p>ACCESSIBLE PARKING REQUIREMENTS:</p> <p>ADA TABLE 208.2:</p> <p>BUILDING 32</p> <ul style="list-style-type: none"> • FOR 26-50 PARKING SPACES, 2 MINIMUM ACCESSIBLE SPACES
<p>ACCESSIBLE PARKING:</p>
<p>SOUTH LOT FOR BUILDING 32:</p> <p>2 ACCESSIBLE SPACES (1 ACCESSIBLE & 1 VAN ACCESSIBLE)</p>



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

DATE: **Tuesday, July 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: Darlene Palola	Underhill:
Burlington: James Sherrard	Jericho:	Westford:
Charlotte:	Milton: Dave Allerton	Williston: Christine Dougherty
Colchester: Amanda Clayton	Richmond: Ravi Venkataraman	Winooski: Ryan Lambert
Essex: Annie Costandi, Co-Chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction:	South Burlington: Tom DiPietro	VANR: Christy Witters
Burlington Airport: Polly Harris (Stantec)	University of VT: Lani Ravin	CCRPC Board: Don Meals, Co-Chair
Friends of the Winooski River:	Lewis Creek Assoc:	Winooski NRCD:
Other Attendees: DEC: Danielle Owczarski, Jim Ryan; Fitzgerald Environmental Associates, Inc: Evan Fitzgerald and Evelyn Boardman; Salix Solutions: Juliana Dixon; Blue© Stormwater: Drew Bissell; Stone Environmental: Amy Macrelis		
CCRPC Staff: Dan Albrecht, Chris Dubin, Eleni Churchill, Sai Sarapelli, Regina Mahony		

- 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 11:05 a.m. Introductions were made.
- 2. Changes to the Agenda and public comments on items not on the agenda** Chris Dubin asked for and was granted time to provide a brief update on the Grants-in-Aid program.
- 3. Review and action on draft minutes of May 5, 2020** After a brief recap by Dan Albrecht, *Darlene Palola made a motion, seconded by James Sherrard to approve the minutes as drafted. MOTION PASSED with abstention by Polly Harris.*
- 4. Case Study: Preparation of Jericho MRGP Implementation Plan: Fitzgerald Environmental**
Chris Dubin explained that this project was requested by Jericho for the CCRPC FY20 UPWP. Evelyn from Fitzgerald Environmental Associates provided an overview of the project. The project included development of cost assumptions for types of improvements. These were applied to each of the road segments that need improvement. The total cost of improvements is estimated at approximately \$495,000 over 10 years. These were planned out over that ten-year period based on the amount of resources the Town will be able to provide to this work (both from funding and staffing perspective). Chris Dubin explained the timing of how this fit within MRGP requirements.

Questions/Discussions: Amanda Clayton also asked about requirements for improving percentages of road segments versus those partially meets (50%), does not meet (100% corrected). Culverts are included in this scope of work, are these actual culvert numbers or an assumed number of culverts per segment? The data includes actual number of culverts and quality. All outfalls have been inventoried and submitted to the state with the REI data on April 1st. Has there been any high-level work done on cost estimates for non-compliant outfalls? Fitzgerald does have some data associated with amount of erosion loss that could be used for order of magnitude. Chris Dubin added that outfall locations vary so much that it may be difficult to set a standard cost, a point with which Amanda concurred based upon Colchester's experience as well.

Northwest RPC also has some great data from the Grants in Aid project on standardized costs per type of project that can be used for long-term capital planning as well. This Jericho project will also be repeated for Huntington for FY21, so more data will be developed from that project as well.

5. Draft 2020 Basin 5 Tactical Basin Plan

a. Comments on recently released public draft

Dan Albrecht showed the CWAC where the draft plan can be found on the website and provided the CWAC with the planned schedule for public meetings namely the July 15th CCRPC Board meeting and a July 20th online public forum hosted by DEC and a late July Northwest RPC Board meeting. Final comments are due to DEC by August 3rd. The CCRPC Board will review the conformance letter next Wednesday on July 15th. Dan asked the CWAC if any members have had a chance to review the Plan and have any concerns that the Board should be aware of. No members expressed any concerns. Dan asked folks to email him if they have any comments.

Dan reviewed the draft conformance letter that was in the packet. The letter compares the conformance of the Basin Plan with our 2018 ECOS Plan. The letter also makes three additional comments:

- The 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.
- 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. This version of the letter includes more detail on cost per kilo of phosphorus reduction.
- 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.

6. Updates

- a. Dan Albrecht provided a brief update on CCRPC's application for designation as the Clean Water Service Provider for Basin 5. CCRPC was the only applicant. Dan explained who applied for the other six basins. DEC is expected to send out a letter next week on the CWSP's and begin the rule-making process. The rule-making process should be done by December. Project funds won't flow until Fall 2021.
- b. Chris Dubin provided a Grants in Aid update. There is an extension until October 15th on the construction.
- c. Eleni Churchill noted that staff is working on FY21 UPWP contracts. They will consult with each Town to make sure that they are comfortable with the proposed contractor to be assigned the work.

7. Items for Tuesday, August 4th meeting agenda.

- a) May not need a meeting.

8. Adjournment. The meeting adjourned at 12:00 p.m.

Respectfully submitted, Regina Mahony & Dan Albrecht

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE
MINUTES

DATE: Tuesday, October 6, 2020
TIME: 9:00 a.m.
PLACE: Meeting held remotely via Zoom

Members Present

Justin Rabidoux, South Burlington
Nicole Losch, Burlington
Matthew Langham, VTrans
Ashley Bishop, VTrans
Jon Rauscher, Winooski
Jonathon Weber, Local Motion
Josh Arneson, Richmond
Bob Henneberger, Seniors
Mary Anne Michaels, Rail
Chris Damiani, GMT
Bruce Hoar, Williston
Barbara Elliott, Huntington
Dennis Lutz, Essex
Dean Pierce, Shelburne
Larry St Peter, Bolton
Maria Rinaldi, People with Disabilities
Sandy Thibault, CATMA
Dave Allerton, Milton

Joss Besse, Bolton
Katherine Sonnick, Jericho
Chris Jolly, FHWA
Seth Bowden, GBIC

Staff

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
Sai Sarepalli, Senior Transportation Planning Engineer
Chris Dubin, Senior Transportation Planner
Marshall Distel, Transportation Planner

Guests

Evan Fitzgerald, Fitzgerald Environmental Assoc.
Evelyn Boardman, Fitzgerald Environmental Assoc.

1. Justin Rabidoux called the meeting to order at 9:03 AM and Bryan Davis did a roll call for attendance.

2. Consent Agenda

None.

3. Approval of Minutes

Justin asked for any changes, which there were none. BOB HENNEBERGER MADE A MOTION TO APPROVE THE MINUTES OF SEPTEMBER 1, 2020, SECONDED BY SANDY THIBAUT. THE MOTION PASSED WITH ABSTENTIONS BY DEAN PIERCE, SETH BOWDEN AND JOSH ARNESON.

4. Public Comments

None.

5. Jericho MRGP Plan

Evan Fitzgerald and Evelyn Boardman of Fitzgerald Environmental Associates presented their work to prepare the Jericho Municipal Roads General Permit (MRGP) plan. They used road erosion inventory data to develop town-specific prioritization criteria and customized unit costs. They created a 10-year MRGP improvement plan to address non-conforming road segments using annual funding allocated in the Town's budget. Through their work they found that ditch costs drive the overall costs and kept their cost assumptions conservative. The MRGP Plan goes through 2029 which is within the 2036 MRGP compliance deadline. Finally, there is flexibility to adjust the plan depending on the Town's annual budget.

Maria Rinaldi asked how long the road improvements would last, and how the priorities were determined. Evelyn replied that the priorities were based on a combination of the Town's available budget and water

1 quality screening process. Evan noted that the longevity of road improvements depended on factors
2 including weather and maintenance. Work like stone ditches could last about 5 to 10 years. Joss asked
3 about the budget implications for 10 years of maintenance, and Evan replied that Jericho plans to set aside
4 funds each year for both maintenance and upgrades to meet MRGP standards, and the Town will adjust
5 their budget as needed.
6

7 **6. Transportation Resilience Planning Tool (TRPT)**

8 Jason Charest, CCRPC staff, gave a presentation on the CCRPC's assistance with the expansion of the
9 State's Transportation Resilience Planning Tool to three watersheds in Chittenden County. Jason gave an
10 overview of the tool and described how past damages and failure types were categorized into a
11 vulnerability score, and UVM staff's previous work created a criticality score, both of which were
12 combined into a risk score for roadway segments. Jason pointed out that there is a User's Guide for the
13 tool on the project website (<https://vtrans.vermont.gov/planning/transportation-resilience>) and suggested
14 sections 1 and 7 as useful starting points. Eventually the tool will be expanded to cover the entire state.
15 Plans aren't finalized for how the tool will be updated but that is one of the issues the state is working to
16 address. Joss asked if the tool uses the same road segments as the road erosion inventory (REI) segments.
17 Jason replied there might be some overlap but this tool uses the VTrans roadway layer so there is a
18 difference. Jason and Evan pointed out the REI and TRPT examine different things: the TRPT looks at
19 fluvial erosion rather than stormwater impacts on road erosion. Chris Dubin noted that REI and TRPT
20 layers can be analyzed together using GIS software. Eleni asked if the tool considers other access points
21 as part of the criticality score; for example, if a roadway is cut off because of a storm, are there other
22 roadways available. Jason responded yes, and vulnerability also factors into that score.
23

24 **7. Williston Form-based Code consultant**

25 Regina Mahony, CCRPC staff, noted that the CCRPC doesn't have a pre-qualified consultant for land use
26 projects so the CCRPC and the Town of Williston released a RFP for consultant services to develop a
27 form-based code to regulate development in its state-designated Growth Center. Nine firms submitted
28 proposals which were reviewed by a team of CCRPC and Town of Williston staff, with four firms
29 selected for interviews and Geoffrey Farrell Associates selected as the preferred consultant. This
30 recommendation needs approval before the CCRPC may enter into a contract with Geoffrey Farrell
31 Associates. Dean asked about the final four consultants, and Regina noted they were VHB, Principle
32 Group, Behan Planning and Design, and Geoffrey Farrell Associates. DEAN PIERCE MADE A
33 MOTION THAT THE TAC APPROVE HIRING GEOFFREY FARRELL ASSOCIATES TO
34 COMPLETE THE WILLISTON FORM-BASED CODE PROJECT, SECONDED BY JOSS BESSE.
35 THE MOTION PASSED UNANIMOUSLY.
36

37 **8. FTA Title VI Program**

38 Bryan Davis, CCRPC staff, reminded the TAC of his update in September on CCRPC efforts related to
39 Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or
40 national origin in any program or activity receiving Federal financial assistance. Bryan noted the
41 distinction in reporting requirements from the Federal Highway Administration (FHWA) and the Federal
42 Transit Administration (FTA). Each year the CCRPC compiles and submits a Title VI annual report for
43 FHWA and VTrans which summarizes our efforts over the previous calendar year to include diverse
44 populations in our work. Their review looks for our involvement of diverse social and ethnic groups,
45 members of the public with limited English proficiency, low-income as well as people with
46 disabilities. We recently completed development of an FTA Title VI Program, required of federally
47 designated metropolitan planning organizations, which includes the CCRPC Title VI Policy Statement,
48 formalizes the complaint process if someone believes they experience discrimination, references the
49 Public Participation Plan (PPP) and includes project examples of outreach to diverse populations, and
50 includes county demographic data and maps. We had some of these pieces already but developing this
51 program not only helps us meet federal regulations but provides us with another tool to guide our anti-
52 racism work. The draft FTA Title VI Program is being shared with the TAC as an information item, and it
53 will go the Executive Committee this week, with the Board to vote on it at their October meeting. We are
54 also updating the PPP to not only reflect use of online virtual opportunities and meetings but also to

1 ensure that the Plan acknowledges, supports and promotes racial equity and social justice. A draft for
2 review is planned for Spring 2021.

3
4 **9. Status of Projects and Subcommittee Reports**

5 See the project list on the back of the agenda. TAC members are encouraged to contact CCRPC staff with
6 any questions.

7
8 **10. CCRPC Board Meeting Report**

9 In September the Board learned more about the Racism is a Public Health Emergency Declaration from
10 Mark Hughes, Executive Director of Justice for All and a member of the Vermont Racial Justice Alliance,
11 heard an update on the Building Homes Together campaign, approved Committee member appointments,
12 and approved the Town of Williston Determination of Energy Compliance.

13
14 **11. Chairman's/Members' Items:**

15 Bruce pointed out that towns recently received an email from VTrans and asked if VTrans staff could
16 provide more clarification about how Class 2 funding will be distributed. Matthew replied he's filling in
17 for Amy Bell today but will ask her to share more information. Justin asked how projects in the queue
18 referenced by VTrans will receive funding next year. Ashley noted that District 5 staff has been fielding
19 calls about this issue and is asking for clarification from VTrans leadership which D5 will share with their
20 towns. Bruce asked if towns will be able to spend funds on other Class 2 roads if they've already spent
21 funding. More information is anticipated from VTrans.

22
23 Bryan welcomed and thanked Maria Rinaldi as a new TAC member as a representative of people with
24 disabilities. Bryan noted that VTrans announced the Transportation Alternatives grant program, with
25 applications due Friday, November 27. CCRPC staff are available to assist with applications and provide
26 letters of support. Bryan said that the Way to Go! Challenge is again focused on schools this year but also
27 includes broader public engagement through discrete challenges open to everyone. A fall challenge is
28 underway from October 5-16. More information is available at <https://www.waytogovt.org/>. Bryan noted
29 that this evening VTrans is hosting a Virtual Town Hall to solicit comments on the Vermont Rail Plan
30 and Freight Plan Updates via Microsoft Teams.

31
32 Justin raised the issue of salt availability and pricing through the state contract process. Previously towns
33 received the same pricing as the state, but this year the state contract process with suppliers was changed,
34 which may affect town contracting and pricing. While the pricing may end up being lower, the concern is
35 with the change in process. He contacted the acting director of VTrans Building and General Services and
36 encourage other towns to do so. Contract information is available on the Building and General Services
37 website <http://www.bgs.vermont.gov/>. Ashley pointed out that these are state contracts, with the option to
38 provide contracts to towns or other parties.

39
40 Justin noted the next TAC meeting is scheduled for November 3.

41
42 The meeting adjourned at 10:23AM.

43
44 Respectfully submitted, Bryan Davis