

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

5 DATE: Wednesday October 7, 2020

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM Meeting

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

9 John Zicconi, Treasurer Bard Hill, At Large <5000

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

11
12 STAFF/OTHER: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.

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

14 Amy Irvin Witham, Business Office Mgr. Bryan Davis, Senior Trans. Planner

15 Emma Vaughn, Communications Mgr.
16

17 1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by the chair, Mike O'Brien.
18

19 2. Changes to the Agenda, Members' Items. There were none.
20

21 3. Approval of September 2, 2020 Joint Executive & Finance Committee Minutes

22 JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE
23 SEPTEMBER 2, 2020 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES WITH EDITS. MOTION
24 CARRIED UNANIMOUSLY.
25

26 The following edits were requested:

- 27 • The Jericho Fire Department "is" a 501(c)(3)
- 28 • Page 4, Lines 6 & 7 - Update the words "approved" and "schedules"
29

30 4. Act 250 & Section 248 Applications.

31 ER Steamboat Solar, LLC.; Shelburne; # 20-23339-NMP

32 Regina noted that this project has been in front of the Executive Committee several times
33 before. This is a request for the actual application. The application is for a Certificate of Public
34 Good filed with the Vermont Public Utility Commission for a 150kW solar project at 6000
35 Shelburne Road in Shelburne, Vt. The CCRPC finds the project meets the ECOS Energy Goal (#17)
36 of the 2018 ECOS Plan, suitability policies and complies with the plan's constraint policies.
37 Constraints exist; statewide agricultural soils will be impacted by the project. CCRPC will defer
38 to the Vermont Agency of Agriculture, Food and Markets and is not requesting further
39 information or action related to this constraint at this time. Chris Shaw asked about the height
40 of the fence. Regina stated she is not sure what conversations have been had about the fence
41 height at either the town or state level.
42

43 JOHN ZICCONI MADE A MOTION, SECONDED BY BARD HILL TO APPROVE THE LETTER AS
44 PRESENTED TO ENCORE RENEWABLE ENERGY. MOTION CARRIED UNANIMOUSLY.
45

46
47 5. FY22 Municipal Dues

48 Forest referred members to the FY22 Municipal Dues Memo included with the packet. He stated we

1 are proposing a zero percent increase and noted the last increase was in FY20 and dues were held
2 level in FY21. Based on the current fiscal climate and impacts of COVID it is not necessary to ask for
3 an increase for FY22. Members discussed. Charlie stated we typically raise dues every 3-5 years,
4 and the level dues are not to be perceived as permanent. However, because of COVID-19, this is not
5 the right time to raise dues. Members agreed.

6
7 BARD HILL MADE A MOTION, SECONDED BY ANDY MONTROLL TO KEEP THE DUES LEVEL FOR FY22.
8 MOTION CARRIED UNANIMOUSLY.
9

10 6. CCRPC'S FTA Title VI Program

11 Emma referred members to the FTA Title VI Program Memo and Federal Transit Administration Title
12 VI Program Draft document included in the packet. She explained the CCRPC has had components
13 of a Title VI Program available for many years (e.g., complaint procedures, complaint form, equity
14 maps, etc.), however, these were not assembled in a formal FTA Title VI Program until this year.
15 The FTA Title VI Program is different than the CCRPC's Annual Title VI report submitted to the
16 Federal Highway Administration and VTrans, and those do not require Board approval. Regina
17 clarified the report is due every three years. Bryan explained even though the requirement is every
18 three years, we will likely gather and capture information on a more regular basis. We do compile
19 an annual report to VTrans every year that outlines our work and public participation. Mike asked
20 what role the CCRPC Board has in addressing a complaint? Emma explained this is handled by the
21 Executive Director, however, the Executive Committee would review if it was related to the
22 Executive Director. Mike asked how the board is apprised of these issues? Members discussed.
23 Charlie noted that the document currently provides for an appeal to VTrans if someone is
24 dissatisfied with the Executive Director's determination. Mike requested the Executive Committee
25 be notified of any complaints. Members agreed. Charlie suggested that this edit as well as an edit
26 to notify the Executive Committee about the conclusion of the complaint process be added.
27

28 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL TO RECOMMEND BOARD
29 APPROVAL OF THE FTA TITLE VI PROGRAM DRAFT WITH REQUESTED EDITS. MOTION CARRIED
30 UNANIMOUSLY.
31

32 7. Chair/Executive Director Report

33 a. **Organizational Update; COVID and Finances.** Charlie explained not much has changed
34 regarding office use due to COVID. Staff continues to work mostly from home and is at the
35 office infrequently. Although remote work procedures were implemented quickly, in terms of
36 processing invoices and payables, it is going very well. Charlie said financially, there has not
37 been any report of changes to funding and budgets, however, FY22 could be concerning. Mike
38 asked if there is still interest from CATMA in sharing office space. Charlie is not sure, but he will
39 check. Charlie said meetings continue to be virtual, but in the future, we are looking to create a
40 hybrid model, that incorporates in person with video participation. Regina noted the feeling of
41 virtual meetings is very different from holding in person meetings; discussions are missing the
42 element of personal interaction and not as lively. Members agreed.
43

44 b. **Legislative Update:** Charlie noted that the Legislature and Governor made the FY21 budget
45 work, but that FY22 will be more challenging. A narrowed down version of the ACT 250 bill was
46 passed; Governor Scott will likely veto this. Charlie expects this to be a topic in the next session.
47 Charlie said Housing Bill S237 will become law and the Climate Change Bill has also become law

1 after overriding the Governor's veto. Regina stated the Marijuana bill may have land use
2 implications and is likely to become law.

- 3
4 c. **Clean Water Service Provider Update:** Charlie explained the DEC has been very open with
5 sharing draft version of the rules. Regina attended a Clean Water Advisory Committee meeting
6 yesterday and said they are not yet at the stage of formal rulemaking. Regina said Dan asked
7 that comments from the CWAC be submitted before Friday, however, for the most part, the
8 draft appears to be in pretty good shape. Charlie said the DEC is very concerned about the
9 conflict of interest with the council and conversations around this are taking place with DEC
10 now, as they are developing the rules and regulations.

11
12 Charlie reminded everyone he is continuing to present our annual reports to municipalities; he
13 wanted to pass along credit and praise to staff for the services being provided. He said the towns he
14 has met with to date have all expressed appreciation and thanks to the CCRPC staff for the great
15 work and support being provided.

16
17 8. Draft CCRPC Board Meeting Agenda

18 Charlie reviewed the October Board Meeting Agenda with members. Charlie said he will confirm
19 Secretary Joe Flynn will join the meeting. Members discussed the proposed agenda including, the
20 FTA Title VI Program, an Interstate-89 Study update, discussion of the Legislative Breakfast and
21 Annual Dues. Charlie said the Legislative Breakfast will be held virtually the second week of
22 December. He is wondering if our virtual meeting platforms allow breakout sessions with smaller
23 groups to facilitate conversations and networking. Emma said yes, we can offer options to hold
24 smaller breakout sessions within larger virtual meetings. Charlie asked EC and Board members to
25 think about whether we should have breakouts and whether they should be by topic or by
26 municipality. Bard asked if VTrans could be asked to provide towns notice of road work and
27 maintenance before the work occurs. Eleni agreed to contact them.

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29 9. Other Business: None needed.

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31 10. Executive Session: None needed.

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33 11. Adjournment: ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI TO ADJOURN THE
34 EXECUTIVE COMMITTEE MEETING AT 6:48 PM. MOTION CARRIED UNANIMOUSLY.

35
36 Respectfully submitted,
37 Amy Irvin Witham
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