DATE: Wednesday October 7, 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

STAFF/OTHER: Charlie Baker, Executive Director Regina Mahony, Planning 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 5:46 PM by the chair, Mike O’Brien.

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

3. Approval of September 2, 2020 Joint Executive & Finance Committee Minutes
   JOHN ZICCONI MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE
   SEPTEMBER 2, 2020 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES WITH EDITS. MOTION
   CARRIED UNANIMOUSLY.
   The following edits were requested:
   • The Jericho Fire Department “is” a 501(c)(3)
   • Page 4, Lines 6 & 7 - Update the words “approved” and “schedules”

   ER Steamboat Solar, LLC.; Shelburne; # 20-23339-NMP
   Regina noted that this project has been in front of the Executive Committee several times
   before. This is a request for the actual application. The application is for a Certificate of Public
   Good filed with the Vermont Public Utility Commission for a 150kW solar project at 6000
   Shelburne Road in Shelburne, Vt. The CCRPC finds the project meets the ECOS Energy Goal (#17)
   of the 2018 ECOS Plan, suitability policies and complies with the plan’s constraint policies.
   Constraints exist; statewide agricultural soils will be impacted by the project. CCRPC will defer
   to the Vermont Agency of Agriculture, Food and Markets and is not requesting further
   information or action related to this constraint at this time. Chris Shaw asked about the height
   of the fence. Regina stated she is not sure what conversations have been had about the fence
   height at either the town or state level.
   JOHN ZICCONI MADE A MOTION, SECONDED BY BARD HILL TO APPROVE THE LETTER AS
   PRESENTED TO ENCORE RENEWABLE ENERGY. MOTION CARRIED UNANIMOUSLY.

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

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

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

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

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

b. Legislative Update: Charlie noted that the Legislature and Governor made the FY21 budget
work, but that FY22 will be more challenging. A narrowed down version of the ACT 250 bill was
passed; Governor Scott will likely veto this. Charlie expects this to be a topic in the next session.
Charlie said Housing Bill S237 will become law and the Climate Change Bill has also become law
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after overriding the Governor’s veto. Regina stated the Marijuana bill may have land use
implications and is likely to become law.

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

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

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

9. **Other Business:** None needed.

10. **Executive Session:** None needed.

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

Respectfully submitted,
Amy Irvin Witham