

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

5 DATE: Wednesday December 2, 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 Jeff Carr, Finance

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

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

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

15 Emma Vaughn, Communications Mgr.

16 OTHERS:
17

18 1. Call to Order, Attendance. The meeting was called to order at 5:48 PM by the Chair, Mike O'Brien.
19

20 2. Changes to the Agenda, Members' Items. There were none.
21

22 3. Approval of November 4, 2020 Executive Committee Meeting Minutes

23 ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE
24 NOVEMBER 4, 2020 EXECUTIVE COMMITTEE MEETING MINUTES AS PRESENTED. MOTION CARRIED
25 UNANIMOUSLY.
26

27 4. Act 250 & Section 248 Applications.

28 a. Bolton Solar, LLC, Bolton Preferred Site Letter

29 Regina noted that this project was seen previously. This came through last year as a 500 kW
30 project and has since been revised. The preferred site designation request is for the
31 construction of a 150 kW solar array to be located on Roosevelt Highway (US 2) in Bolton,
32 Vermont. The CCRPC identified the following State possible constraints: Flood Hazard Area and
33 Agricultural Soils, and one local possible constraint, Flood Hazard Area II. The subject property
34 also contains several other known and possible constraints as identified in the 2018 ECOS Plan,
35 however, the draft site plan indicates that these constraints will be avoided. These constraints
36 include a deer wintering area, slopes greater than 25%, and Vermont Conservation Design
37 Highest Priority Forest Blocks. CCRPC identifies the proposed site as a "preferred site" for net-
38 metering. These comments are based on the information currently available; the CCRPC will
39 review the project application again at the next stage to confirm our initial findings.
40

41 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS
42 PRESENTED TO ALL EARTH RENEWABLES. MOTION CARRIED UNANIMOUSLY.
43

44 5. Amend Section 125 Plan with Dependent Care Account

45 Forest explained in 2018 there was an addition of a Dependent Care Account benefit to the CCRPC
46 Section 125 Plan, however, the addition was not formalized via resolution. The staff requested the
47 Executive Committee approve and execute the resolution amending the CCRPC Section 125 Plan to
48 retroactively add the Dependent Care Account. The amendment requires approval and signatures

1 from the Chair, Vice Chair and Secretary/Treasurer. Members asked for clarification that this is an
2 administrative task. Forest confirmed, yes. ANDY MONTROLL MADE A MOTION, SECONDED BY
3 BARD HILL, TO APPROVE THE RESOLUTION TO AMEND THE CCRPC SECTION 125 PLAN AND
4 RETROACTIVELY ADD A DEPENDENT CARE ACCOUNT. MOTION CARRIED UNANIMOUSLY.
5

6 6. Racial Equity Consultant Selection

7 Charlie referred members to the memo included in the packet. He said we received several
8 responses to the RFQ and have narrowed the pool of candidates. We would like the Executive
9 Committee to participate in the final selection. John Zicconi requested the detailed discussion be
10 moved into an executive session at the end of the meeting. Members agreed.
11

12 7. Legislative Briefing Topics

13 Charlie asked members to share their opinions on his presentation for the upcoming Legislative
14 Briefing. He said he would like assistance in scaling back, editing, and hearing any thoughts or
15 comments members have on the overall agenda and presentation. Charlie explained we typically
16 begin with an overview of our ECOS Plan and the “Circle of Prosperity” which reiterates, “When
17 Chittenden County Prospers, Vermont Prospers”. He went on to provide members an overview of
18 the draft PowerPoint presentation which included the following:
19

- 20 • Legislative Briefing Agenda and Program
- 21 • Implementing Our ECOS Plan
 - 22 ○ The Circle of Prosperity
 - 23 ○ Invest in Chittenden County
- 24 • Racial Equity
- 25 • Invest in Vermont, Chittenden County – Smart Growth
- 26 • Act 250 & Permit System Change
- 27 • Housing
- 28 • Broadband
- 29 • Energy and Climate
- 30 • Regional Dispatch
- 31 • Transportation Investments
- 32 • I-89 2050 Study
- 33 • Water Quality Funding
- 34 • Marijuana
- 35 • Economy and Workforce
- 36 • Mental Health and Substance Use Disorder
- 37 • Invest in Chittenden County Population Health
- 38 • Property Assessment & COVID Impacts
- 39 • Invest in Chittenden County Regional and Municipal Planning
- 40 • CCRPC Resources
- 41 • CCRPC Current Work
- 42

43 Members discussed the importance of the topics. Members agreed that a discussion on Broadband
44 is important. Andy said the state is currently working on the COVID Broadband Plan. He explained
45 there are funds allocated for the project with the State of Vermont Department of Public Service.
46 Charlie asked Andy to serve as the subject matter expert at the Legislative Briefing. Members
47 requested to have at least one municipal representative on the Marijuana topic. Members said the

1 economy and workforce topic needs to be addressed since COVID has negatively affected
2 employment options and there is a high unemployment rate. Members suggested removing the
3 Regional and Municipal Planning topic, since the budget is not likely to allow for an increase.
4

5 Charlie requested member input on the best way to organize the presentation. He explained they
6 typically go through the presentation and open for questions at the end. Members agreed, waiting
7 to take questions at the end is the best approach. Mike suggested time limits be applied. Andy
8 suggested moving the racial equity slide to the end because it serves to tie all the subject matter
9 together and this works as a keystone to lock everything in. Members agreed.
10

11 Eleni excused herself from the meeting at 7:00 PM
12

13 8. Chair/Executive Director Report

14 a. UPWP Mid-year Adjustment. Charlie reminded members we are beginning to look at the UPWP
15 mid-year adjustments. He stated there are a couple of new projects that have come up and
16 adjustments will need to be made. The I-89 Project budget will need to be examined and
17 shifted. More information will be presented on this at the next meeting.
18

19 9. Other Business: There was none.
20

21 10. Executive Session. JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO MOVE INTO AN
22 EXECUTIVE SESSION TO DISCUSS RECORDS RELATING SPECIFICALLY TO THE NEGOTIATION OF
23 CONTRACTS FOR A POTENTIAL RACIAL EQUITY CONSULTANT WITH THE FOLLOWING IN
24 ATTENDANCE: MIKE O'BRIEN, CATHERINE MCMAINS, JOHN ZICCONI, CHRIS SHAW, BARD HILL,
25 ANDY MONTROLL, and staff, CHARLIE BAKER, REGINA MAHONY, FOREST COHEN, AMY IRVIN
26 WITHAM, BRYAN DAVIS, and EMMA VAUGHN, BEGINNING AT 7:03 PM. MOTION CARRIED
27 UNANIMOUSLY.
28

29 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO EXIT THE EXECUTIVE SESSION AT
30 7:48 PM. MOTION CARRIED UNANIMOUSLY.
31

32 11. Adjournment: CATHERINE MCMAINS MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN AT
33 7:49 PM. MOTION CARRIED UNANIMOUSLY.
34

35 Respectfully submitted,
36 Amy Irvin Witham
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