

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

5 DATE: Wednesday January 6, 2021

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

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

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

16 Emma Vaughn, Communications Mgr.
17

18 OTHERS: Susan McCormack, Founder, Creative Discourse
19

20 1. Call to Order, Attendance. The meeting was called to order at 5:45 PM by the Chair, Mike O'Brien.
21

22 2. Changes to the Agenda, Members' Items. Charlie noted Susan McCormack will join us at 6:15 PM,
23 considering this, Agenda item 4 will be moved after Agenda item 5.
24

25 3. Approval of December 2, 2020 Executive Committee Meeting Minutes

26 ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE
27 DECEMBER 2, 2020 EXECUTIVE COMMITTEE MEETING MINUTES, WITH EDITS. MOTION CARRIED
28 UNANIMOUSLY.

- 29 • EDIT: Page 2, Line 29: Delete the word "Committee" from "Executive Committee Session"
30

31 4. FY21 UPWP & Budget Mid-year Adjustment (previously Item 5)

32 Charlie referred members to the FY21 Mid-Year Budget and UPWP Draft documents included with
33 the packet. Charlie explained there were two major changes. The first have to do with new land use
34 projects including the Comprehensive Economic Development Strategy grant and several municipal
35 assistance projects including addressing several Zoning Administrator vacancies within our
36 municipalities where CCPRC staff is providing help. The other is in the transportation consultant
37 dollars, as the I89 Study is over budget by about \$160,000 in FY21. This was due to numerous
38 additional concepts and analyses we asked the consultant to do for new and improved interchanges.
39 Jeff asked if we have done proper outreach to all communities that could possibly be affected by the
40 I89 project. Charlie stated, yes, we have conducted a lot of outreach and solicited feedback from
41 the community. Additionally, we have had multiple conversations with the South Burlington City
42 Council and various committees about the benefits and impacts of the following I89 interchanges:
43 12B, 13 and 14. Despite these adjustments, we still end with a net \$18K revenue over expenses.
44 We adjusted our indirect rate to reduce the swing. Jeff asked if the EDA Grant we are working on is
45 within our region. Charlie explained that it is a multi-county CEDS with Chittenden, Addison, and
46 Rutland counties together, as "West Central Vermont".
47

Meeting Minutes

1 JEFF CARR MADE A MOTION, SECONDED BY JOHN ZICCONI, TO RECOMMEND THE BOARD APPROVE
2 THE PROPOSED MID YEAR ADJUSTMENT for FY21 UPWP AND BUDGET. MOTION CARRIED
3 UNANIMOUSLY.

4
5 Jeff Carr excused himself at 6:06 PM
6

7 5. Act 250 & Section 248 Applications (previously Item 4).

8 a. Section 248, Bolton Valley Solar, LLC, Bolton, 20-3676-AN

9 Regina noted this project has been seen previously. This is the 45-day notice application
10 submitted for the construction of a 150 kW solar array, to be located on Roosevelt Highway
11 (US 2) in Bolton, Vermont. CCRPC has identified the proposed site as a “preferred site” for net-
12 metering, the project meets the intent of the Energy Goal (#17) of the 2018 ECOS Plan and
13 suitability policies. The CCRPC identified the following two State possible constraints: Flood
14 Hazard Area and Agricultural Soils, and one local possible constraint, Flood Hazard Area II. The
15 subject property also contains several other known and possible constraints as identified in the
16 2018 ECOS Plan, however, the draft site plan indicates that these constraints will be avoided.
17 These constraints include a deer wintering area, slopes greater than 25%, and Vermont
18 Conservation Design Highest Priority Forest Blocks. These comments are based on the
19 information currently available; we may have additional comments as the process continues.
20 We understand the project may change between the submittal of the advance notice and the
21 final petition.
22

23 ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE LETTER TO
24 ALL EARTH RENEWABLES, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
25

26 b. Act 250 Application, The Burton Corporation, Burlington; #4C0174-6, 4C0368-3

27 Regina explained the CCRPC staff has reviewed this ACT 250 application for the redevelopment
28 of an existing 83,000 square foot manufacturing building into a mixed-use facility, including a
29 performing arts center (currently known as Higher Ground, in South Burlington), and associated
30 parking improvements. The project is located at 266 Queen City Park Road, Burlington,
31 Vermont. The City of Burlington’s Development Review Board has approved the project. The
32 CCRPC finds the proposed project to be in conformance with, and consistent with, the Planning
33 Areas of the 2018 Chittenden County ECOS Plan. These comments are based on the information
34 currently available and the CCRPC may have additional comments as the process continues.
35 Members asked about the traffic impacts. Regina explained that the City imposed restrictions
36 on the use that limit the size of events during the PM peak hour; and combined with the change
37 of use from office to event space the PM trip generation is projected to be much less than
38 currently exists. While there are problematic intersections in the area (which Champlain
39 Parkway is expected to alleviate), the impact from this project is negligible. Member discussion
40 ensued. Members requested the addition of a sentence to the letter that will address potential
41 traffic issues for neighboring residents in the late evening, even though there are not road
42 capacity issues. Regina and Eleni will revise the letter and send a copy to members for review
43 before approval. Catherine asked that the typo in line 2 also be corrected.
44
45

46 6. Racial Equity Consultant Draft Scope of Work

47 Charlie introduced Susan McCormack, the founder of our equity consulting firm, Creative Discourse.
48 Susan explained they assembled a draft Scope of Work document over the holidays and asked how

1 members would like the presentation of this to go. Mike requested she provide an overview. Susan
2 said it is great to see the CCRPC wanting to address racial equity in a serious way. She explained it is
3 very difficult to make meaningful changes when systems are in place. The approach Creative
4 Discourse takes, is to build networks of relationships, incorporating many groups to engage in
5 dialogue with diverse voices, to share stories, and to incorporate data. They also offer a multi-racial
6 and multi-ethnic team as they want to model the work they are doing. Creative Discourse takes a
7 race-first approach, as the legacy of racism has been in our county for hundreds of years. Susan
8 explained that several municipalities served by the Commission have already started doing some of
9 this work. She said there are multiple phases, and the assessment and planning will begin with an
10 equity audit. Her team wants to understand what individual perspectives are and how individuals
11 feel about the CCRPC overall. She explained community engagement is very important; to begin this
12 there will be a survey and a review of policies and procedures. To accomplish equity work in a
13 meaningful way, the formation of an internal group is very important. The group should be
14 comprised of both staff and board members. The hope is to create and develop a shared
15 understanding of what the work is about and what the goals are. Finally, a planned meeting to bring
16 together, in a regional fashion, diverse voices that promote community and discussion. The next
17 phase is to assemble a small group, up to twenty people, where leaders and community members
18 participate in an open forum that promotes dialogue and shared learning. The third phase is the
19 implementation phase, where we share the discoveries and begin to do the work. Charlie stated we
20 will want to coordinate with any municipal efforts to make sure we are not duplicating efforts and
21 also share information throughout all the municipalities. Susan agreed. She explained, when we
22 form the internal team, we will want to hold meetings in multiple towns. She feels shared learning
23 is very important, to have informed dialogues where people can talk and makes sense of things
24 together. Bard stated he does not want the focus to be a cycle of education; he would rather see a
25 focus on outcomes and measures of actual change. He understands the foundation of education
26 and culture being of importance but wants to ensure moving forward to a new point is
27 incorporated. Susan agreed, this work needs to be about outcomes. Member discussion ensued.
28 Charlie explained this type of work is also a part of our ECOS plan, including indicators that highlight
29 progress. Charlie asked members if we should revise the scope and then bring Susan and her team
30 at Creative Discourse under contract. Susan felt 2-3 weeks would be reasonable to tighten up the
31 draft and finalize a contract. Mike suggested we bring this back to the Executive Committee at the
32 February meeting. Members agreed. Charlie and Mike thanked Susan for being a part of our
33 meeting tonight.

34
35 Susan excused herself at 6:54 PM.

36
37 7. Legislative Briefing debrief & Policy Participation review

38 Charlie referred members to the Policy Participation document included with the packet and
39 reminded members this is a running list of policy items we may want to participate in. Mike
40 suggested including this information in the next Board packet to provide an overview to Board
41 Members. John reminded everyone we said we would revisit this list every six months and agrees it
42 should go before the board. Members agreed.

43
44 8. Chair/Executive Director Report

45 a. All Hazards Mitigation Plan

46 Charlie said we did not secure the consulting contract from Vermont Emergency Management.
47 We may have a small amount of funding in our work program to help, but it is not the significant

1 amount we thought we might have. The State of Vermont hired the same consultant that they
2 are using for the State Response Plan.

3 b. State Rail Plan

4 Charlie explained that a draft State Rail Plan will be rolled out soon. The Transportation Advisory
5 Committee will review and approve comments on this plan. Charlie asked if there is a need to
6 bring these comments to the Board. We are not sure what the deadline to submit comments is,
7 but Eleni feels it is likely to be late February or early March. Charlie stated we can discuss more
8 at our February meeting.

9 c. Clean Water Service Provider

10 The Draft Rule is out for comment. This was discussed at yesterday's Clean Water Advisory
11 Committee meeting. Final comments will be recommended at the February CWAC meeting and
12 brought before the Board. We will have a discussion with Board members regarding the role we
13 are assuming.

14

15 9. Draft CCRPC Board Meeting Agenda. Charlie reminded members of a previous discussion on
16 municipal powers/self-governance, and we will want to invite someone to speak on this at an
17 upcoming Board meeting. He explained the municipal powers idea is the proposal to pass charter
18 changes to bypass Legislative approval, after a power has been approved by the Legislature for one
19 municipality and allow approval by a town vote. If this is the case, there should be consistency for
20 other towns. Charlie will include information on the I-89 Study, as well an update on Racial Equity
21 efforts. We will need to assemble the equity committee, but we can wait until we have the
22 consultant under contract. Eleni reminded everyone that the Mid-Year Adjustment needs to be on
23 the January Board agenda as well as a public forum for the FY22 UPWP.

24

25 10. Other Business: There was none.

26

27 11. Executive Session. ANDY MONTROLL MADE A MOTION, SECONDED BY JOHN ZICCONI, TO MOVE
28 INTO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITH CHARLIE BAKER IN
29 ATTENDANCE BEGINNING AT 7:15 PM. MOTION CARRIED UNANIMOUSLY.

30

31 BARD HILL MADE A MOTION, SECONDED BY ANDY MONTROLL, TO EXIT THE EXECUTIVE COMMITTEE
32 SESSION AT 7:38. MOTION CARRIED UNANIMOUSLY.

33

34 ANDY MONTROLL MADE A MOTION, SECONDED BY CATHERINE MCMAINS, THAT THE EXECUTIVE
35 COMMITTEE RECOGNIZE EMPLOYEE ACHIEVEMENT AND DEDICATION AND AUTHORIZES THE EXECUTIVE
36 DIRECTOR TO SPEND UP TO 100% OF THE MID-YEAR ADJUSTMENT FY21 SALARY BUDGET AS
37 DETERMINED BY THE EXECUTIVE DIRECTOR FOR STAFF AND AS DETERMINED BY THE EXECUTIVE
38 COMMITTEE FOR THE EXECUTIVE DIRECTOR. MOTION CARRIED UNANIMOUSLY.

39

40 12. Adjournment: CHRIS SHAW MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN AT 7:41
41 PM. MOTION CARRIED UNANIMOUSLY.

42

43 Respectfully submitted,

44 Amy Irvin Witham

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