

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 EXECUTIVE COMMITTEE MEETING MINUTES  
3 DRAFT  
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5 DATE: Wednesday March 3, 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 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.

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

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

14 Emma Vaughn, Communications Mgr.  
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17 OTHERS:  
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19 1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by the Chair, Mike O'Brien.  
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21 2. Changes to the Agenda, Members' Items. Mike stated there are two additional Act 250/Section 248  
22 applications. The first, Rice Lumber in Shelburne (Act 250) and the second, Bolton Solar (Section  
23 248). Regina sent the letters out to members in an e-mail prior to the meeting.  
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25 3. Approval of February 3, 2021 Joint Executive & Finance Committee Meeting Minutes  
26 CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE  
27 FEBRUARY 3, 2021 JOINT FINANCE & EXECUTIVE COMMITTEE MEETING MINUTES, AS PRESENTED.  
28 MOTION CARRIED UNANIMOUSLY.  
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30 4. Act 250 & Section 248 Applications

31 a. Section 248 Application, 4 Acorns, LLC; Hinesburg; #21-0250-NMP

32 Regina referred members to the Section 248 Petition to be filed with the Vt. Public Commission  
33 for the 150kW solar project on Observatory Road in Hinesburg, Vt. She explained the CCRPC  
34 previously reviewed the 45-day notice of application and found the site of the proposed facility  
35 to be a "preferred site". The CCRPC finds the project meets the intent of the Energy Goal (Goal  
36 #17) and the location of this project meets the suitability and constraint policies of the 2018  
37 Chittenden County ECOS Plan.  
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39 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS  
40 PRESENTED TO NILS BEHN, ACORN ENERGY SOLAR 4, INC. MOTION CARRIED UNANIMOUSLY.  
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42 b. Full Petition Application, Bolton Solar, Bolton

43 Regina noted this project has been seen previously and referred members to the letter they  
44 received via e-mail, prior to the meeting. The petition request is for the construction of a 150  
45 kW solar array to be located on Roosevelt Highway (US 2) in Bolton, Vermont. She explained the  
46 CCRPC previously reviewed the 45-day notice of application and found the site of the proposed  
47 facility to be a "preferred site". The CCRPC identified the following two State possible  
48 constraints: Flood Hazard Area and Agricultural Soils. The petitioner acknowledges the

## Meeting Minutes

1 constraints and is proposed mitigation strategies. The CCRPC requests the impacts to the  
2 constraints be in conformance with the Vt. Agency of Natural Resources and Agriculture.  
3 Members briefly commented on the location of the project.

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

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8 c. Act 250 Application, Rice Lumber, Shelburne: #4C0824-4A

9 Regina referred members to the letter they received via e-mail, prior to the meeting. She  
10 explained this project is an Act 250 Application for a subdivision to create lots 4A and 5A in the  
11 Rice Lumber PUD; PUD lot line adjustments; and the extraction of rock. In terms of land use  
12 planning areas, the project is fine, the CCRPC found the proposed project to be consistent and in  
13 conformance with the Planning Areas of the 2018 Chittenden County ECOS Plan. The  
14 application does not include any proposed buildings, but it is important to note the location of  
15 the stormwater system adjacent to Route 7 on lots 4 & 5 may conflict with adherence to 9(L)  
16 when buildings are proposed. These comments are based on the information currently available  
17 and the CCRPC may have additional comments as the project continues.

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19 Regina explained, because no buildings are proposed, there are not any traffic impacts to  
20 review. However, in 2013 when Rice Lumber was first proposed we had recommended some  
21 access management at the time. Specifically, we asked for existing curb cuts to be closed. That  
22 didn't happen at the time; and Regina has asked transportation staff and VTrans if there is any  
23 reason to make this argument again. Regina explained that she was only able to ask folks about  
24 this today, and she hasn't heard back yet. Members discussed traffic patterns in the area. John  
25 stated, access management, despite what is existing, is going to be interesting and critical.  
26 Regina explained if members were uncomfortable with issuing an approval at this time, the  
27 letter can be emailed to the Committee once we hear back from transportation staff and  
28 VTrans. The prehearing conference is in mid-March and the hearing is in late March. John said  
29 he did not see any problem with approving the current letter, considering this is just a  
30 subdivision and there are no impacts on the access points associated with this particular  
31 application. Members agreed.

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33 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS  
34 PRESENTED TO DISTRICT #7 COORDINATOR. MOTION CARRIED UNANIMOUSLY

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36 John asked for more information on the potential for stormwater conflicts. Regina explained  
37 the second site plan with the letter includes the grading plan. The location intended to manage  
38 the stormwater is adjacent to Route 7, on Lots 4 & 5. She explained, 9L is the anti-sprawl  
39 criteria, and it requires that sites be designed in a more walkable friendly design – i.e., parking  
40 lots behind buildings instead of in the front. John asked how this becomes a sprawl issue and  
41 how 9L applies at all? Regina said it does not apply, currently because no buildings are  
42 proposed; but if they install the stormwater management system where it currently is on the  
43 grading plan it will make it difficult to put buildings there when they are ready to. Charlie  
44 explained that the bus runs along Route 7 and any buildings put in this location should be  
45 designed in such a way that it is easy to access the bus.

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1 5. Comments on State Rail Plan

2 Mike referred members to agenda item 5. Comments on State Rail Plan. **John Zicconi excused**  
3 **himself at 6:12PM due to potential conflict of interest for this topic.**  
4

5 Eleni referred members to the CCRPC Comments on Draft State Rail Plan document included with  
6 the packet. Eleni explained we would like our comments on the Rail Plan be recommended for  
7 Board approval. Mike asked Eleni to provide members with an overview. She explained the Draft  
8 includes recommended initiatives divided into three tiers of priority. CCRPC staff reviewed the Plan  
9 and had a few comments on priority policy areas and requested clarification on other areas of the  
10 Plan.  
11

12 In terms of priority, we suggested moving the following items from the second tier into the first tier:

- 13 • Page #47: Burlington Railyard Enterprise Project should be moved from the second to the  
14 priority set because the project was added to the proposed State Capital Program for FY22.  
15 Additionally, the note on table 6.1 should be updated to reflect the status of the REP and correct  
16 the statement that this project is seeking grant funding.
- 17 • Page #47: We recommend breaking the Passenger Rail Station Improvements into individual  
18 projects given the differing timeframes and priorities and Essex Junction improvements should  
19 be within the first set of priorities.
- 20 • Page #48: We feel this is a worthwhile effort and recommend publicizing existing voluntary  
21 efforts of railroads and encouraging “freight as a good neighbor” be moved from the second to  
22 the first set of priorities.
- 23 • Page #49: The Burlington to Essex track improvements and connecting the *Ethan Allen Express*  
24 with the *Vermont* should be elevated to the second priority set. This connection is necessary  
25 to increase ridership and achieve the State energy goal of quadrupling Vermont-based  
26 passenger rail trips to 400,000 annual trips.

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28 Mike asked about the timing of the second priority set. Eleni explained there is currently no  
29 timeframe associated with any of this. These are proposed project to be worked on over the next 5  
30 years. Eleni explained every 5 years they update this plan. The updates allow access to funding and  
31 identify projects that can be worked on.  
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33 Eleni reviewed the following requested clarifications with members:

- 34 • Page #1: Even though we understand why commuter rail is not addressed in the State Rail Plan  
35 but included in the Public Transit Plan, it will be helpful to briefly describe the reasons for this.  
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- 37 • Page #21: Provide more details to explain Positive Train Control.
- 38 • Page #32: It will be important to reference training first responders with regards to hazardous  
39 materials being moved by rail.
- 40 • Page #34: For the performance measures listed here, are there associated target years related  
41 to those not being met?  
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- 43 • Page #38: In table 6.1, connecting the *Ethan Allen Express* with the *Vermont* should be given  
44 an ID#. Rather than highlighting this as a complicated issue, it would be beneficial to detail how  
45 this would connect Vermont’s eastern and western corridor intercity rail services to increase  
46 ridership.  
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## Meeting Minutes

- 1 • Page #40: In table 6.1, the initiative to explore transit-oriented development (TOD) could use  
2 more details. What does municipal support look like? RPC's should be added to as an involved  
3 party in these discussions.  
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- 5 • Page #50: The funding discussion could be more robust in terms of detailing opportunities to  
6 address the projected rail funding gap. There was a mention of innovative funding approaches  
7 in table 6.1, but no details were provided. It would be beneficial to reference the potential of  
8 public-private-partnerships.  
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10 ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW TO RECOMMEND THE COMMENTS  
11 ON THE STATE RAIL PLAN BE FORWARDED TO THE BOARD FOR APPROVAL. MOTION CARRIED  
12 UNANIMOUSLY.  
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14 **6:28PM John Zicconi rejoined the meeting**  
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16 6. Racial Equity Update – Committee Appointments

17 Charlie provided two updates. First, he explained we are now under contract with Creative  
18 Discourse and second, we are currently working to establish an equity committee. Following  
19 conversations from the last meeting, Sue and her team updated the proposal. Charlie explained  
20 although there were specific changes detailed, the overall purpose remained the same. Charlie  
21 explained in Phase I, the goal is to establish an internal CCRPC Equity Leadership Team that will lead  
22 and champion the work. This team will consist of five to seven people, made up of two or three  
23 Board members and two staff members. Staff members will likely include Bryan and Emma as well  
24 as one person from the Creative Discourse team. Charlie is hopeful at least one Executive  
25 Committee member is interested as well as up to three more Board members. Mike would like to  
26 wait and see how many Board members express interest before we select an Executive Committee  
27 member. Bard feels it is important to clearly outline the expectations in terms of the time  
28 commitment. Mike asked if Charlie, Emma, and Bryan could put together an e-mail to solicit  
29 interest from Board members. Charlie said he will send a separate e-mail to board members in  
30 advance of the meeting. Members agreed this is a good plan.  
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33 7. Chair/Executive Director Report

- 34 a. Annual Meeting: Charlie said we typically hold our annual meeting and elect officers at the June  
35 Board meeting. He anticipates we will have to hold a virtual June Board meeting to take care of  
36 the elections. We can push an in-person meeting out to the fall, perhaps September. Charlie  
37 mentioned possibly reserving the Hula Lakefront space for the fall meeting. Members agreed  
38 Hula could be a nice venue.
- 39 b. UPWP Update: Charlie stated the FY22 UPWP is moving along well. There was one major  
40 development as the Federal Highway Administration informed us more money is available.  
41 Typically, there is a total of \$2.4 million dollars, however, this year there was an extra \$800K.  
42 Because of this surplus, we did not have to make a lot of difficult decisions and there was  
43 enough money to fund the requests. The limitation will be with our ability to provide local  
44 match. So, this extra funding may be spread over the next two or three years. Charlie said we  
45 also need to make sure we have adequate staffing resources to handle the proposed workload.  
46 Since the UPWP Committee meets at the end of March, we will have the FY22 DRAFT UPWP to  
47 review at our next meeting. John asked if the additional funds would be forfeited if not used  
48 within the fiscal year? Charlie explained, no, the timeframe is approximately four years.

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c. Legislative Update

Charlie stated the legislature is at the mid-point and there are a few bills of RPC interest, including a Rental House Registry Bill; this would take some responsibilities away from Town Health Officers and shift this work of a statewide inspection system to the Division of Fire Safety. Senator Sirotkin continues to work on the Housing Bill that would help incentivize towns to update zoning to encourage housing in smart growth locations. Bard wanted to point out there is a scale of affordability which could be an issue for medium and small towns. Charlie explained this works to encourage more housing in our village centers. Charlie said Broadband continues being worked on with various RPCs around the State helping with this. Charlie said the Project Based Tax Incremental Funding (TIF) bill may not move forward, which would likely affect Westford and Huntington as they are trying to get community wastewater to the villages. Mike asked what the incremental split would be from the state property tax; Charlie was not sure. Charlie said the RPC's have requested a 20% increase in the Regional Planning Grant. Since there has not been an increase to program funding since 2002, there is some support for this, but it is too early to know if it will be in the approved budget. There is also a weatherization bill being looked at. Charlie said he is not sure of the status, but we may be interested in this at some point.

8. Draft CCRPC Board Meeting Agenda.

Charlie reviewed the March Board agenda with members. He reminded everyone we will need to warn for the FY22 UPWP and Budget vote in May. Other items will be Westford's town plan, and the newly developed VTRANS Project Prioritization. Charlie said Christine Forde was on the committee and we are currently in the testing phase. Charlie would like to invite VTRANS staff to an upcoming Board meeting to explain the Project Prioritization. Charlie said Garret asked about having an EV presentation at some point, he will reach out to VTRANS and VEIC to see if this can happen. Members agreed these are good topics. Charlie asked members if they had any other suggestions.

9. Other Business: There was none.

10. Executive Session. ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITH CHARLIE BAKER IN ATTENDANCE BEGINNING AT 6:57PM. MOTION CARRIED UNANIMOUSLY.

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

11. Adjournment: JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE MEETING AT 7:48PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham