

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

4 DATE: Wednesday July 7, 2021  
5 TIME: 5:45 PM  
6 PLACE: CCRPC office and Remote Attendance via ZOOM Meeting  
7 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair  
8 Mike O'Brien, Immediate Past Chair Jacki Murphy, at large >5000  
9  
10 ABSENT: Bard Hill, at large <5000 John Zicconi, Treasurer  
11  
12 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.  
13 Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.  
14 Emma Vaughn, Communications Mgr. Amy Irvin Witham, Business Office Mgr.  
15

16 1. Call to Order, Attendance. The meeting was called to order at 5:49 PM by the Chair, Catherine  
17 McMains.  
18

19 2. Changes to the Agenda, Members' Items.

- 20 a. Regarding item 13: Charlie said there is no Executive Session for this evening.  
21 b. Regarding item 6d: Regina explained the preferred site request letter for the Town of  
22 Colchester did not arrive so this will be deferred.  
23

24 3. Approval of the June 2, 2021, Executive Committee Meeting Minutes

25 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE JUNE 2, 2021,  
26 EXECUTIVE COMMITTEE MEETING MINUTES, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.  
27

28 4. TIP Amendments

29 Eleni referred members to the TIP Amendment Memo document included with the packet. She said  
30 these are minor amendments and explained CCRPC Staff and TAC recommend the following  
31 requested changes to the FY21 year of the TIP:  
32

- 33 • **Stormwater Retrofit for Four Locations in South Burlington, Project OT050, Amendment**  
34 **FY21-55.** Description of TIP Change: Add \$216,000 in Federal funds for the design of  
35 stormwater retrofit best management practices to implement VTrans Flow Restoration  
36 Plans. This project will address three locations on I-89 – at Exit 13, Exit 14 and north of  
37 Hinesburg Road – and one location on I-189 near Shelburne Road.
- 38 • **Stormwater Retrofit at VT289/VT15, Essex, Project OT049, Amendment FY21-56.**  
39 Description of TIP Change: Add \$48,600 in Federal funds for the design of stormwater  
40 retrofit best management practices to implement VTrans Flow Restoration Plans. This  
41 project will address a location near the VT 289/VT 15 intersection.
- 42 • **VT116/VT2A Intersection Improvements, St. George, Project HP134, Amendment FY21-57.**  
43 Description of TIP Change: Add \$65,000 in Federal Highway Safety Improvement Program  
44 (HSIP) funds for scoping for this intersection project. The FY20 TIP had \$100,00 for scoping  
45 but the funds were not needed in that year. \$20,000 was previously obligated and  
46 additional funds are needed to complete scoping.  
47

1 CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO RECOMMEND BOARD  
2 APPROVAL FOR THE TIP AMENDMENTS. MOTION CARRIED UNANIMOUSLY.

3  
4 5. Updating Bank Account Signers & Resolution

5 Forest Cohen referred members to the memo included with the packet. He explained the change in  
6 the Executive Committee officers necessitates an adjustment to our authorized account signers on  
7 the CCRPC bank accounts and approval of a resolution from our credit union. As Vice Chair, Chris  
8 Shaw will be added as an authorized signer. Mike O'Brien will be removed from the list as the Past  
9 Chair. Signers on the account are the CCRPC Executive Director and officers.

10  
11 MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO AUTHORIZE UPDATES TO THE  
12 CCRPC BANK ACCOUNT SIGNERS. MOTION CARRIED UNANIMOUSLY.

13  
14 6. Act 250 & Section 248 Applications

- 15  
16 a. BPLC, LLC; South Burlington; #4C0473-7A Regina referred members to the Act 250 application  
17 to be submitted to the District Coordinator included with the packet. She explained the project  
18 is described as the release of existing on-site mitigation for primary agricultural soils at 85  
19 Meadowland Drive in South Burlington, VT. Impacts to agricultural soils could instead be  
20 mitigated off-site. We understand that the District Commission intends to narrow the scope of  
21 the hearing to 9B (primary agricultural soils) unless the scope is expanded at the hearing. The  
22 CCRPC finds the project to be consistent with and in conformance with the Planning Areas of  
23 the 2018 Chittenden County ECOS Plan. The comments are based on the limited information  
24 currently available and the CCRPC may have additional comments as the process continues.

25  
26 Mike asked Regina about specifics on the project location and the mitigation of agricultural soils.  
27 Regina referred members to the map, reviewed the area and discussed the area and the plan in  
28 more detail. JACKI MURPHY MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE  
29 LETTER TO THE DISTRICT COORDINATOR, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

- 30  
31 b. SL Maple Solar I, LLC; Charlotte #21-2094-AN Regina referred members to the initial 45-day  
32 notice of a Section 248 Petition application letter to be submitted to Aegis Renewable Energy,  
33 Inc. and the map included with the packet. She reviewed the location and explained this  
34 project is in the very early stages. It is for a 150kW solar project on Carpenter Road in  
35 Charlotte, VT and meets the intent of the Energy Goal #17 of the 2018 ECOS Plan. The location  
36 meets two of the suitability policies of the 2018 ECOS Plan. Some constraints have been  
37 identified and the CCRPC is asking for further information before determining whether this  
38 project is in conformance with the Regional Plan as proposed. The following constraints may be  
39 impacted by the project.

- 40
  - 41 • Class 1 and 2 wetlands
  - 42 • Agricultural Soils and Hydric Soils
  - 43 • Protected Lands
  - 44 • Slopes Greater Than 15%
  - 45 • Land in Active Agriculture
  - 46 • Water Supply Protection

1 The comments are based on information currently available; CCRPC will review the full petition  
 2 before making a final decision regarding the project’s conformance with the ECOS Plan and  
 3 both the suitability and constraints policies.  
 4

5 MIKE O’BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE LETTER TO AEGIS  
 6 RENEWABLE ENERGY, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.  
 7

8 c. UVM Solar Research and Test Facility; Burlington; #21-2171-AN Regina referred members to  
 9 the 45-day notice of application letter to be submitted to Encore Renewable Energy included  
 10 with the packet. She noted that this is a very small project for a 50kW solar project on Intervale  
 11 Road in Burlington VT. The project meets the intent of the Energy Goal #17, of the 2018 ECOS  
 12 Plan and the location meets the suitability policies of the 2018 ECOS Plan. Our review indicates  
 13 the following:  
 14

- 15 • State known constraints:
  - 16 - River Corridors
  - 17 - Rare, threatened and endangered species
  - 18 - Class 1 and Class 2 Wetlands
- 19 • State possible constraints:
  - 20 - Flood Hazard Area
  - 21 - Agricultural Soils
- 22 • Local possible constraint:
  - 23 - Mixed Use, Institutional, Core Campus, and Enterprise Zoning Districts

24  
 25 These comments are based on information currently available; we may have additional  
 26 comments as the process continues. We understand the projected may change between the  
 27 submittal of the advance notice and the final petition. CCRPC will review the project location  
 28 again with each new submittal to confirm our findings.  
 29

30 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE LETTER TO ENCORE  
 31 RENEWABLE ENERGY, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.  
 32

33 d. Town of Colchester, Preferred Site Request  
 34 Regina explained Aaron Frank, Colchester’s Town Manager, requested a preferred site  
 35 designation. We do not yet have all the necessary information to draft the letter. Jacki stated  
 36 this project is located on property that was deeded to the Town by the Department of Defense,  
 37 as it is a portion of Camp Johnson. She said the Town of Colchester is working with both the  
 38 DOD and the Bureau of Land Management to obtain information needed to provide the letter  
 39 to the CCRPC.  
 40

41 7. Legislative Priority check-in

42 Regina referred members to the Potential Policy Participation Topics handout included in the packet  
 43 and provided an overview. She explained there were not many changes to the list. Regina  
 44 discussed and highlighted the following with members:

- 45 • Clean Water Service Provider (CWSP): Regina said the rules are complete, now we will begin  
 46 working to set up the actual process.
- 47 • Transportation Bill and associated projects: Regina explained the statewide Vermont  
 48 Climate Council is figuring out what our role will be in this. The transportation climate

- 1 initiative is working to reduce carbon emissions from the fuel distributors. We will continue  
2 to monitor the Transportation Climate Initiative effort.
- 3 • ACT 250 Reform & Housing: Regina said we will continue to monitor this.
  - 4 • Broadband Deployment: Regina said CCRPC will work with providers and towns on a plan to  
5 connect all areas.
  - 6 • Comprehensive Energy Plan updates (VELCO): The CCRPC has posted a planner position for  
7 an Energy Coordinator. We will continue to monitor this.
  - 8 • Cannabis taxation and regulation: Regina said the bill did not pass and has the same  
9 legislation as it did two years ago. There was, however, a board created at the state level  
10 that will set up framework and rules for this. We will continue to monitor.
  - 11 • Project Specific TIF: This bill did not go anywhere; however, we will continue to monitor as  
12 it may be reintroduced.
  - 13 • Equity Related Bills: We will continue our work on equity; we want to ensure equity is a  
14 focus within our work and within our towns and will monitor this at the State level.
  - 15 • Increased Municipal self-governance: We will work with our municipalities when needed.
  - 16 • Regional Dispatch: We will continue to monitor and look for opportunities to support this.
  - 17 • State Budget Bill and the American Rescue Plan Act (ARPA): We will continue to monitor  
18 and collaborate with VLCT to assist towns with the funding distributions.

19  
20 Regina stated we will also discuss this list at the July Board meeting and reminded everyone we  
21 revisit the list twice yearly.

22  
23 8. Equity Leadership Team Update

24 Charlie said the Equity Leadership team met this morning. Last week six board members attended  
25 an Equity Screening interview session. Chris Shaw said he attended and suggested these sessions be  
26 set up for more than one hour. Catherine agreed, more time may be needed, particularly if there are  
27 more than six people in attendance. Charlie asked if members 90 minutes would be sufficient?  
28 Emma explained Creative Discourse discussed scaling back the introductory period to fit within the  
29 one-hour timeframe. Chris agreed, minimizing the introductory portion of the meeting, and sending  
30 out reading material beforehand could be very helpful. Charlie said there will be a survey sent out  
31 to obtain feedback from the towns on their equity initiatives and to provide information as well as  
32 an update on the work being done by the CCRPC Equity Leadership team. The survey will be added  
33 to the July Board meeting. Charlie said there will also be an Equity Workshop held on Saturday,  
34 November 6. Emma created a Racial Equity page on the CCRPC website that includes notes from the  
35 Equity Leadership Team meetings. Mike suggested we ask Board Members to encourage their  
36 municipalities' participation in the survey at the July meeting.

37  
38 9. Committee Member review/volunteers

39 Charlie said this will be a discussion item at the July Board Meeting. We are updating the ECOS Plan  
40 over the next 18-24 months and need to assemble a Long Range Planning Committee; this will be an  
41 important committee to have members to volunteer for.

42  
43 10. Chair/Executive Director Report

44 a. FY22-25 Transportation Improvement Program

45 Charlie explained the FY22-25 TIP is an action item on the July Board Meeting agenda. Eleni  
46 stated there are a lot of big projects in 2023, we will need to wait and see what remains, since  
47 some of the big projects do change. Christine contacted Charlie to let him know every August

1 there is a possibility for additional funding; this year there will likely be enough funding to add  
2 projects to Chittenden County.

3  
4 b. Public Meeting/Office Opening Updates

5 Charlie explained normal public meeting law is back in effect and there are no longer any  
6 exemptions. He stated we are preparing to hold hybrid meetings. Staff is still predominantly  
7 working remotely. Members asked how ready we are to hold hybrid meetings? Regina and  
8 Charlie explained they met with CCTV and discussed adding a mobile, portable recording device  
9 to use at our board meetings. Regina said we will work with CCTV and test run the equipment  
10 at our October Board meeting. If we feel it works well, it may be worthwhile to purchase.  
11 Charlie said in the meantime, we have basic equipment to hold hybrid meetings that we will  
12 test out at the July Board meeting. Jacki said Colchester has held a couple of hybrid meetings,  
13 however, they had a lot of technical issues right from the start and less than ideal sound  
14 quality. She warned it will be very important to iron out these details beforehand. Members  
15 agreed. Catherine mentioned the convenience of the remote meetings and feels this will be  
16 important to continue in the winter months when driving is difficult. Charlie and members  
17 agreed.

18  
19 11. Draft CCRPC Board Meeting Agenda.

20 Charlie reviewed the July Board agenda with members. He thought this could be a good opportunity  
21 to ask CATMA to present on tele-working trends. Charlie confirmed the meeting calendar for FY22  
22 was approved at the June Board meeting. He reminded members the FY22-25 TIP will be an action  
23 item; we need to hold the public hearing, approve the TIP and certify the planning process. Charlie  
24 explained we typically discuss Committee memberships at the July meeting then finalize the  
25 appointments in September. Mike asked if CATMA was still interested in sharing office space.  
26 Charlie said he has talked with Sandy and their lease is up in March. He will revisit the topic with her  
27 later this year. Charlie also said, with so many new projects on the horizon, we are not sure what  
28 our staffing needs will be. Chris Shaw asked to have a “big picture” discussion regarding all the  
29 projects the CCRPC is working on. Charlie said he will work on putting together a document to  
30 provide an overall picture. Mike suggested there be a breakdown to outline the percentage of  
31 transportation projects versus other projects, like land use. Catherine asked about Board member  
32 training opportunities. Charlie said he is planning to provide an orientation for the new Charlotte  
33 Board members, but he will open this up to everyone. Mike asked to add the “Policy Update” to the  
34 agenda.

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36 12. Other Business: There was none.

37  
38 13. Executive Session: There was none.

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40 14. Adjournment: MIKE O’BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE  
41 MEETING AT 7:08 PM. MOTION CARRIED UNANIMOUSLY.

42  
43 Respectfully submitted,  
44 Amy Irvin Witham