

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

5 DATE: Wednesday October 6, 2021
6 TIME: 5:30 PM
7 PLACE: CCRPC office and Remote Attendance via ZOOM Meeting
8

9 PRESENT: Catherine McMains, Chair Bard Hill, at large <5000
10 Mike O'Brien, Immediate Past Chair Jacki Murphy, at large >5000
11

12 ABSENT: John Zicconi, Treasurer Chris Shaw, Vice-Chair
13

14 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
15 Eleni Churchill, Trans. Program Mgr. Forest Cohen, Senior Business Mgr.
16 Amy Irvin Witham, Business Office Mgr.
17
18

- 19 1. Call to Order, Attendance. The meeting was called to order at 5:35 PM by the Chair, Catherine
20 McMains.
21
- 22 2. Changes to the Agenda, Members' Items. Charlie mentioned he had a request from VTRANS to move
23 the new TIP amendment and item 6 VPSP2 update earlier in the agenda, prior to item 4 at the Board
24 Meeting tonight.
25
- 26 3. Approval of the September 1 and September 15, 2021, Executive Committee Meeting Minutes
27 MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE SEPTEMBER 1,
28 2021, JOINT EXECUTIVE & FINANCE COMMITTEE and THE SEPTEMBER 15, 2021, EXECUTIVE
29 COMMITTEE MEETING MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.
30
- 31 • Edit: September 1, 2021, minutes: pg 5, line 6, update the word *Land* to *Lane*
32
- 33 4. FY23 Dues: Forest referred members to the FY23 Municipal Dues Memo and accompanying dues
34 table included with the packet. He explained staff is recommending a 2% overall increase, which
35 increases the overall dues assessment by \$5,008. Forest and Charlie noted the last increase was in
36 FY20 and dues were held level in FY21 and FY22. Members discussed. Charlie stated we need the
37 increase to be able to bring in additional federal funds.
38
- 39 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO RECOMMEND THE BOARD APPROVE
40 THE 2% INCREASE FOR THE FY23 DUES. MOTION CARRIED UNANIMOUSLY.
41
- 42 5. Personnel Policy Update; Senior Energy Project Manager
43 Forest referred members to the Senior Energy Project Manager and salary range documents
44 included with the packet. He stated this is a grade level 3 position. Forest explained this is a request
45 to approve the update to the CCRPC Personnel Policy by adding this position.
46
- 47 BARD HILL MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE PERSONNEL POLICY
48 UPDATE FOR THE SENIOR ENERGY PROJECT MANAGER POSITION. MOTION CARRIED UNANIMOUSLY.

1
2 6. Act 250 & Section 248 Applications

3 a. Spear Street Solar; South Burlington, VT; #21-2523-AN

4 Regina shared a visual screen shot of the site plan with members and noted this project has
5 been seen previously for the 45-day notice. Per the application letter, this is the Section 248
6 Petition filed with the Vermont PUC for a 500kW solar project located at 600 Spear Street in
7 South Burlington, Vt. for a group net-metering facility. The CCRPC finds the proposed project
8 meets the intent of the Energy Goal (Goal #17) and is in conformance with the 2018 ECOS
9 Chittenden County Regional Plan. The CCRPC review indicates that one state possible constraint
10 will be impacted by the project; the proposed project is located on prime agricultural soils. The
11 CCRPC requests that impacts to the prime agricultural soils be minimized in accordance with
12 recommendations of the VT. Agency of Agriculture, Food and Markets. The project meets the
13 suitability policies as well as the constraints policies, provided the applicant works with the
14 appropriate Vermont state agencies to mitigate impacts of constraint as outlined by the CCRPC.
15 These comments are based on information currently available; CCRPC may have additional
16 comments as the process continues. Mike asked if there are aesthetic considerations, such as
17 fencing. Regina said she doesn't think they are, however, there is a natural boundary of shrubs
18 and trees.

19
20 JACKI MURPHY MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE SECTION 248
21 APPLICATION LETTER AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
22

23 7. Committee member review/volunteers

24 Charlie referred members to the memo included with the packet. Charlie said there will be two
25 motions for the Board, one for the regional board members and a second action for committee
26 appointments. He reminded everyone this was discussed previously, and explained, per the Bylaws,
27 every two years the Board needs to vote on the Regional Board members (Agriculture, Socio-
28 Economic-Housing, Industrial/Business, Conservation/Environmental), currently represented by Tom
29 Eaton, Tim Baechle, Jesse Bridges, Don Meals and Miles Waite. Justin Dextrateur is no longer able
30 to serve as the representative, so we are looking to appoint someone for the Socio-Economic-
31 Housing seat. Charlie said there are a few open spots for Board Members on committees, and we
32 can ask for volunteers at the Board Meeting.
33

34 8. Draft CCRPC Board Meeting Agenda

35 Charlie reviewed the October 20 Board meeting agenda. He noted that the second round of Equity
36 Training is 90 minutes. He also noted the agenda includes the Lamoille Basin Plan Letter, Municipal
37 Dues, and VSPS2. Charlie said tonight, VTRANS would like to move the two transportation items
38 (TIP Amendment and VPSP2 update), prior to item 4. Members discussed and decided this would be
39 fine.
40

41 9. Chair/Executive Director Report

42 a. none
43

44 10. Other Business: There was none.
45

46 11. Executive Session: There was none.
47

1 12. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE
2 MEETING AT 5:56 PM. MOTION CARRIED UNANIMOUSLY.

3
4 Respectfully submitted,
5 Amy Irvin Witham

DRAFT