

**ANNUAL MEETING AGENDA**  
**Wednesday, June 15, 2022, 5:00 pm**  
**Hula, 50 Lakeside Ave., Burlington, VT**



**5:00 p.m. - Social hour, hors d'oeuvres, cash bar**

**5:30 p.m. - CCRPC Business Meeting – Hybrid option**

Join Zoom Meeting: <https://us02web.zoom.us/j/89650626866>

One tap mobile: +16468769923,, 89650626866#+

Dial in: 1-646-876-9923 and enter Meeting ID: 896 5062 6866

**CCRPC BUSINESS MEETING AGENDA**

1. Call to Order
2. Changes to the Agenda (Action; 1 min.)
3. Public Comment Period on Items NOT on the Agenda
4. Approve Minutes of May 18, 2022, Meeting \* (Action; 1 min.)
5. Consent agenda – TIP Amendments \* (MPO Action; 1 min.)
6. Warn Public Hearing for FY23-26 Transportation Improvement Program (TIP) \* (MPO Action; 1 min.)
7. Election of Officers and Executive Committee for FY23 \* (Action; 2 min.)
8. Appointment of CCRPC Member and Alternate to Lamoille Basin Water Quality Council\* (Action; 1 min.)
9. FY23 Meeting Calendar \* (Action; 1 min.)
10. Staff Recognition/Resolutions \* (Action; 1 min.)
11. Chair/Executive Director's Updates (Information; 1 min.)
12. Committee/Liaison Activities & Reports \* (Information; 1 min.)
  - a. Executive Committee ([draft minutes](#) June 1, 2022) \*
    - i. Act 250 Sec 248 letters (3)
  - b. Transportation Advisory Committee ([draft minutes](#) June 7, 2022) \*
  - c. Clean Water Advisory Committee ([draft minutes](#) June 7, 2022) \*
  - d. Equity Advisory Committee ([draft minutes](#) June 6, 2022) \*
  - e. Planning Advisory Committee (June 8, 2022 minutes to be included next month)
13. Adjournment (Action; 1 min.)

**6:00 p.m. – Hula welcome, opening remarks, service recognition**

**7:30 p.m. – Adjourn**

*\*Attachment*

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. \*21 or [emma.vaughn@ccrpcvt.org](mailto:emma.vaughn@ccrpcvt.org), no later than 3 business days prior to the meeting for which services are requested.*

Upcoming Meetings - Unless otherwise noted, all meetings are held primarily virtually:

- Long Range Planning Committee - Tuesday, June 14, 2022, 7pm
- Equity Advisory Committee – Tuesday, June 28, 2022, 11am
- Executive Committee – Wednesday, July 6, 2022, 5:45pm
- Transportation Advisory Committee – Tuesday, July 5, 2022, 9am
- Clean Water Advisory Committee - Tuesday, July 5, 2022, 11am
- CWAC MS4 Subcommittee - Tuesday, July 5, 2022, ~12:30pm
- Planning Advisory Committee – Wednesday, July 13, 2022, 2:30pm
- CCRPC Board Meeting - Wednesday, July 20, 2022, 6:00pm

Tentative future Board agenda items:

July 20, 2022	Public Hearing for FY23-26 Transportation Improvement Program (TIP) All Hazard Mitigation Plan CEDS Update Committee Appointments Equity update
August	NO MEETING
September 21, 2022	New member Training prior to meeting Committee appointments, if needed Park and Ride Plan Update Active Transportation Plan Update Equity update Town of Bolton Enhanced Energy Plan?

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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
REGULAR MEETING MINUTES  
**DRAFT**

DATE: Wednesday, May 18, 2022  
TIME: 6:00 PM  
PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and  
REMOTE ATTENDANCE via ZOOM MEETING VIDEO

PRESENT:	Bolton:	Vacant	Buel's Gore:	Garret Mott
	Burlington:	Andy Montroll	Burlington:	Max Schindler (Alt)
	Charlotte:	Deirdre Holmes (Alt)	Colchester:	Renae Marshall (Alt)
	Essex:	Tracey Delphia (Alt)		
	Essex Junction:	Dan Kerin	Essex Junction:	Elaine Haney (Alt)
	Huntington:	Barbara Elliott	Hinesburg:	Mike Bissonnette
	Jericho:	Catherine McMains	Jericho:	Wayne Howe (Alt)
	Milton:	Absent	Richmond:	Bard Hill
	St. George:	Absent	Shelburne:	John Zicconi
	Shelburne:	Jeff Carr (Alt)	So. Burlington:	Chris Shaw
	Underhill:	Kurt Johnson (Alt)	Westford:	Absent
	Williston:	Andrew Watts	Winooski:	Mike O'Brien
	Cons/Env.:	Absent	VTrans:	Amy Bell
	VTrans:	Matthew Langham	VTrans:	Matthew Arancio
	FHWA:	Christopher Jolly	Bus/Ind:	Absent
	GMT:	Absent	Agriculture:	Absent
	Socio/Econ/Housing:	Absent		
Others:	CCTV, Kevin Harms		Norm Baldwin, BTV	
CCRPC Staff:	Charlie Baker, Executive Director		Regina Mahony, Planning Pgrm Mgr.	
	Eleni Churchill, Transp. Program Mgr.		Forest Cohen, Sr. Business Mgr.	
	Amy Irvin Witham, Business Office Mgr.		Christine Forde, Sr. Transp. Planner	
	Dan Albrecht, Senior Planner		Jason Charest, Senior Transp. Planner	
	Marshall Distel, Senior Transp. Planner			

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by the Chair, Catherine McMains.
2. Public Comment Period on Items NOT on the Agenda. There were none.
3. Action on Consent Agenda -MPO Action. There was none.
4. Approve Minutes of the April 20, 2022 Board Meeting.  
BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE APRIL 20, 2022, BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED WITH ONE ABSTENSION FROM RENAE MARSHALL.
  - Edit: page 5 Line 31 update "then" to "than"
  - Edit: page 6 Line 40 update "not" to "now"

5. Public Hearing for Major TIP Amendment, Champlain Parkway for May 18, 2022

The Board Packet included the following TIP amendments:

- Champlain Parkway, Burlington, Vt., Project HC001, Amendment FY22-33. Description of TIP Change: Increase construction amount from \$35,000,000 to \$62,747,145. This is a 79% increase in project cost compared to what was in the TIP and is defined as a Major Amendment according to CCRPC's TIP Amendment Policy and requires a Public Hearing.
- Exit 17 Improvements, Colchester, Vt., Project BT050, Amendment FY22-34. Description of TIP Change: Change TIP funding for this project to align with the State FY23 Transportation Capital Program and maintain fiscal constraint. The TIP has construction funds for this project beginning in FY22 and the Capital Program delays construction to begin in FY24
- Bridge-23 on US Route 2, Williston, Vt., Project BR067, Amendment FY22-35. Description of TIP Change: Add a new project to the TIP in FY22 to replace Bridge 23 on US2 over an unnamed tributary with related approach and channel work. This is a Major Amendment according to CCRPC's TIP Amendment Policy because it is a new project. Add \$280,000 for PE in FY22 and \$8,000 for right-of-way in FY24. Construction schedule to be determined.

**Public Hearing.** CHRIS SHAW MADE A MOTION, SECONDED BY DAN KERIN, TO OPEN THE PUBLIC HEARING AT 6:05 PM. MOTION CARRIED UNANIMOUSLY. Catherine asked if there were any members of the public present. There were none. She asked for any questions or comments. There were none.

CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO CLOSE THE PUBLIC HEARING AT 6:06 PM. MOTION CARRIED UNANIMOUSLY.

**Approval of the TIP Amendment.** ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE TIP AMENDMENT AS PRESENTED. MPO VOTE:

Bolton: Absent	Burlington: Yes (4)	Charlotte: Yes
Colchester: Yes (2)	Essex: Yes	Essex Jct: Yes
Hinesburg: Yes	Huntington: Yes	Jericho: Yes
Milton: Absent	Richmond: Yes	St. George: Absent
Shelburne: Yes	South Burlington: Yes (2)	Underhill: Yes
Westford: Absent	Williston: Yes	Winooski: Yes
VTrans: Yes		

MOTION CARRIED WITH 20 OF 24 VOTES AND 14 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

6. FY23 Unified Planning Work Program (UPWP) & Budget Public Hearing and Vote.

**Public Hearing.** BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO OPEN THE PUBLIC HEARING AT 6:07 PM. MOTION CARRIED UNANIMOUSLY.

Charlie referred members to the FY23 Unified Planning Work Program and Budget memo included with the packet. Catherine asked if any members of the public were present. There were none. She asked for any questions or comments. There were none.

BARBARA MADE A MOTION, SECONDED BY CHRIS SHAW, TO CLOSE THE PUBLIC HEARING AT 6:09 PM. MOTION CARRIED UNANIMOUSLY.



**Approval of the Transportation Portion of the FY23 UPWP & BUDGET** BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE TRANSPORTATION PORTION OF THE FY23 UPWP AND BUDGET. MPO VOTE:

Bolton: Absent	Burlington: Yes (4)	Charlotte: Yes
Colchester: Yes (2)	Essex: Yes	Essex Jct: Yes
Hinesburg: Yes	Huntington: Yes	Jericho: Yes
Milton: Absent	Richmond: Yes	St. George: Absent
Shelburne: Yes	South Burlington: Yes (2)	Underhill: Yes
Westford: Absent	Williston: Yes	Winooski: Yes
Vtrans: Yes		

MOTION CARRIED WITH 20 OF 24 VOTES AND 14 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE ENTIRE FY23 UPWP AND BUDGET. FULL RPC VOTE. MOTION CARRIED UNANIMOUSLY.

7. VPSP2 Bridge Priorities:

Christine Forde referred members to the 2024 Transportation Project Prioritization memo and the VPSP2 Transportation Value Scores for Chittenden County State and Town Highway Bridges – Asset Driven and Regionally Driven Potential Project chart included with the packet. Christine provided members with a PowerPoint presentation that served to:

- Review the Asset Driven Potential Project List
- Review the Regionally Driven Potential Project List
- Review VPSP2 scores
- Recommend staff to submit projects and scores to VTrans

Asset Driven Projects

- VTrans develops the asset driven project list using their existing asset management systems that evaluate the condition of the transportation infrastructure. Projects totaling 150% of available funding were identified for scoring to determine which projects would provide the highest transportation value.

Regionally Driven Projects (new)

- RPCs may request transportation projects to be added to the Capital Program. Regionally driven projects must be scored using the VPSP2 Workbook and compete with the Asset Driven projects to determine which has the greatest transportation value.

VPSP2 Vision

- To develop a performance-based, data driven project selection & prioritization framework that maximizes the “transportation value” delivered to Vermont taxpayers.

Transportation values determined using a workbook that scores on the following eight criteria:

- Safety
- Asset Condition
- Mobility/Connectivity
- Economic Access
- Regional
- Health Access

- Environment
- Resiliency

Christine reviewed the VPSP2 Year 2 -- State Highway and Town Highway Bridges chart, explained the associated ratings, bridge inspection process and value counts. Dan Kerin asked about traffic volumes on the VT116 bridge over the I-89 in South Burlington. Christine verified that the traffic volume was for VT116 and not I-89.

Christine said the recommendation is to submit regionally driven potential projects to VTrans for scoring and consideration for the Capital Program and submit regional VPSP2 inputs to Vtrans.

DAN KERIN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE SUBMISSION OF THE ASSET AND REGIONALLY DRIVEN POTENTIAL PROJECT LISTS AND SCORES TO VTRANS. MPO ACTION. MOTION CARRIED UNANIMOUSLY.

#### 8. I-89 Study Draft Recommendations

Eleni Churchill and Jason Charest shared a presentation on the I-89 2050 Study with members. Eleni explained that this study is nearing completion after 3 years of effort. She went over the presentation agenda that included: I-89 Study overview, review of the I-89 Corridor Bundles and evaluation results, review the final I-89 Implementation Plan, and conclude with next steps.

##### Project Overview:

Eleni explained that the Advisory Committee included a companion statement to the I-89 Vision Statement to recognize the uncertain times that we live in. the statement reads: "There is significant uncertainty about where people will live and how they will travel in the future due to the COVID-19 pandemic, technology, demographics, and other dynamics. We recognize that the I-89 Vision, Goals, Objectives and implementation actions will need to be reassessed periodically to ensure that they address the evolving situation."

- Vision Statement: The 2050 Vision for the I-89 Corridor through Chittenden County is an interstate system (mainline and interchanges) that is safe, resilient, and provides for reliable and efficient movement of people and goods in support of state, regional, and municipal plans, and goals.
- Goals: Include Safety; Livable, Sustainable and Healthy Communities; Mobility and Efficiency; Environmental Stewardship and Resilience; Transportation Access and Vitality; and System Preservation.
- Eleni explained that to date the study analyzed existing conditions and developed current and future transportation models; developed the Vision and Goals for the I-89 Corridor; evaluated new and improved interchanges in the county; developed and evaluated five bundles of multimodal improvements; and developed a draft I-89 Implementation Plan.

##### Corridor Bundle Overview:

Jason Charest shared information on the development and evaluation of the I-89 corridor bundles.

1. The process started with a *Corridor Assessment* that identified potential recommendations based on various inputs and technical evaluations including Safety, ITS, Transit, Bike/Ped, additional lanes, etc. and continued with interchange evaluation that included two rounds of screening and ended up with selecting three interchange concepts to move forward into the bundle evaluation.

2. Bundle Evaluation: five bundles of multimodal improvements were identified and advanced into the bundle evaluation phase.

- Bundle 1: 2050 Base
- Bundle 2: Transportation Demand Management
- Bundle 3: Bundle 2 + Exit 14 Diverging Diamond Interchange
- Bundle 4: Bundle 3 + Exit 12B
- Bundle 5: Bundle 3 + Exit 13 Single Point Diamond Interchange.

Eleni indicated that the I-89 Advisory Committee met prior to the Board meeting (2:00 pm on the 18<sup>th</sup>) to review the I-89 Corridor Bundles and the draft Implementation Plan. During the meeting, members of the committee offered several edits to the draft plan and then the Advisory Committee unanimously approved the revised I-89 Corridor Implementation plan to guide investments in Chittenden County through 2050. Eleni reviewed the implementation plan with the Board. The I-89 Implementation Plan is attached.

The next step is for the consultant team to develop a draft report for review by the project committees. The final report is expected later in the summer.

Dana Hanley asked if the increased price of gas was factored in to the modeling? Jason said fuel prices are not explicitly modeled as a part of the travel demand model, however, this was looked at in the strategic model work and pricing is the biggest factor in travel reduction.

John Zicconi asked how the effects autonomous vehicles were considered in relation to the study, assuming they will increase Vehicles Miles Traveled (VMT)? Jason explained, we did not look at these this time around. There was an attempt to address these during the 2018 MTP development, however, there are variables and different potential future implications between single owner autonomous vehicles and shared vehicle use through Uber or CarShare type companies. Eleni explained these are items that are woven into the uncertainty of the future, we understand with advancements in technology there will undoubtedly be changes but we cannot make the predictions at the present time. John agreed and said it seems virtually impossible to incorporate future advancements into a study like this and he also wrestles with how to accommodate so many moving parts in these scenarios.

Chris Shaw said with the popularity of e-bikes factoring in opportunities to expand the use could be a real game changer when a TDM 20% reduction is key. Examples would be widening the Interstate and adding protected lanes for electric bikes with 6 to 8 feet of shoulder. This could reduce traffic and emissions for at least 6 months of a year in Vermont. It is disappointing not to see this as an integral part of these types of studies. Bard said he recently saw a full-size electric motorcycle recently. We are moving toward much more of this kind of technology.

Dana asked if these improvements fit into the Circ Alternative Plan? Charlie said that plan dealt with the circumferential traffic movement, and this is an entirely new project that examined the transportation issues around Exit 14. Christine Forde said she typically includes a status update on the Circ Alternative projects during her discussion of the TIP in July.

#### 9. Equity Update

Charlie Baker said we entered a contract with Creative Discourse for phase 2 of our work, and they will be meeting with the Executive Committee in June to discuss further. The focus of training will

1 primarily be with members of the Equity Advisory Committee and staff; however, Board Members  
2 will be invited to attend. Catherine asked Charlie to explain what the Equity Advisory Committee  
3 would be comprised of. Charlie said an initial draft that outlines the responsibility of the committee  
4 was created and we have a solid initial draft. The committee will be comprised of 7 to 9 voting  
5 members, 3 or 4 will be CCRPC Board Members, 4 or 5 community members, and then CCRPC Staff.  
6

7 10. Chair/Executive Director Report

8 a. General Updates. Charlie stated we are in the process of hiring the Business Office Associate  
9 that should wrap up over the next few weeks and our search to hire for the equity position  
10 is on pause until at least this fall. He thanked members for approving the FY23 UPWP and  
11 Budget.  
12

13 b. Legislative Update. Charlie said the 2022 Vermont Legislative session has adjourned. There  
14 were updates to the Bylaw Modernization funding, which will come from the Municipal  
15 Planning Grant side. This was a good result for Regional Planning Commissions, as there is  
16 close to a 50% increase in funding statewide for RPCs. There is also a significant amount of  
17 funding to support municipalities with energy work. There were some last-minute updates  
18 in the Omnibus Housing Bill and Act 250. Charlie is not certain, but thinks the changes were  
19 made so Governor Scott will support the bill. Charlie said Regina will send summaries of the  
20 Legislative updates out to members via e-mail.  
21

22 11. Committee/Liaison Activities & Reports.

23 The minutes for various committees are included with the packet and as links to the online  
24 documents. The Committee minutes included Executive/Finance Committee with Act 250/Section  
25 248 letters, Transportation Advisory Committee, Board Development Committee, Long Range  
26 Planning Committee, UPWP Committee, and the All-Hazard Mitigation Plan Committee.  
27

28 12. Future Agenda Topics. Charlie noted that we plan to hold the annual meeting in June in person at  
29 Hula. He explained we will also set up a Zoom meeting for the business portion in case some board  
30 members are unable to attend in person. He said Emma Vaughn recently sent out an e-mail with  
31 details and a request for an RSVP. Dana said she is excited to check out the Hula space. Charlie said  
32 Emma will send another e-mail with additional details on the location and parking before the end of  
33 May. Charlie believes either Russ Scully or Rob Lair will speak about Hula at our meeting.  
34

35 13. Members' Items, Other business. There was none.  
36

37 14. Adjournment. BARBARA ELLIOTT MADE A MOTION, SECONDED BY DAN KERIN, TO ADJOURN THE  
38 BOARD MEETING AT 7:26 PM. MOTION CARRIED UNANIMOUSLY.  
39

40 Respectfully submitted,  
41 Amy Irvin Witham



## **Chittenden County Regional Planning Commission**

**June 15, 2022**

**Agenda Item 5: Consent Item**

### **Transportation Improvement Program TIP Amendments**

**Issues:**

Make the changes listed below to the FY22 year of the TIP. The FY2022-2025 TIP has not yet been approved by FHWA so these changes will apply to both the FY2020-2023 TIP, which remains in effect, and the FY2022-2025 TIP.

**Shelburne Street Roundabout** (Project HP085, Amendment FY22-37)

**Description of TIP Change:** Move \$3,481,580 in construction funds from FY21 to FY22 and FY23 as follows -- \$2,812,829 in FY22 for a new total of \$7,494,629; \$861,183 plus an additional \$192,432 for a new total of \$2,617,482.

**Reason for the Change:** This project was anticipated to spend more funds for construction in FY21 than were actually needed. The project is anticipated to complete construction in FY22 and FY23.

**Severance Corners Intersection Project** (Project HP110, Amendment FY22-38)

**Description of TIP Change:** Advance funds from FY23 to FY22 as follows -- \$300,000 for preliminary engineering and \$1,250,000 for right-of-way. \$2,323,409 remains for construction in FY23 and additional funds will be added in FY24.

**Reason for the Change:** This project was anticipated to spend the bulk of right-of-way funds in FY23 but VTrans proposes to convert additional funds using Advance Construction financing.

**Milton Salt and Sand Shed** (Project OT051, Amendment FY22-39)

**Description of TIP Change:** This project was awarded a \$300,000 (federal) Transportation Alternatives award in 2022. Add \$200,000 for design in FY22.

**Hinesburg Sidewalk Relocation and Crosswalk Improvements** (Project BP118, Amendment FY22-40)

**Description of TIP Change:** This project was awarded a \$102,460 (federal) Transportation Alternatives award in 2022. Add \$50,000 for design in FY22.

**Staff/TAC**

**Recommendation:**

Recommend that the Board approve the proposed TIP Amendments.

**For more information  
contact:**

Christine Forde  
cforde@ccrpcvt.org or 846-4490 ext. 113



**Chittenden County Regional Planning Commission**

**June 15, 2022**

**Agenda Item 6: Action Item**

**Draft FY2023-2026 Transportation Improvement Program**

**Issues:**

Federal regulations require the Chittenden County Regional Planning Commission (CCRPC), as the designated Metropolitan Planning Organization (MPO) for Chittenden County, to develop and maintain a Transportation Improvement Program (TIP). The TIP contains funding information for transportation projects proposed to spend federal transportation dollars in Chittenden County. Projects must be listed in the TIP to spend federal transportation funds. The TIP includes all modes of transportation including highways, bicycle and pedestrian facilities and transit.

The TIP covers a four-year period, and it must be fiscally-constrained. It is typically updated every year with the assistance of the Transportation Advisory Committee (TAC), the Vermont Agency of Transportation (VTrans), Green Mountain Transit (GMT) and Burlington International Airport.

The TIP lists federal funding amounts in the federal fiscal year when they are expected to be needed. It should be noted that the TIP is a planning and not a budget document. The TIP represents the intent to construct or implement a specific project and the anticipated flow of federal funds. Funds correspond to the following project development phases:

- Scoping – a process that develops safe and effective alternatives based on documented rationale that meet the stated purpose and need while minimizing environmental impacts
- Preliminary Engineering – detailed design of the preferred alternative
- Right-of-Way - process of determining if land rights are needed for construction and negotiation of appropriate compensation
- Construction

The Draft Fiscal Year 2023–2026 Transportation Improvement Program is provided as a separate attachment.

**Staff/TAC**

**Recommendation:**

Recommend that the Board to warn a public hearing for their July meeting for the FY2023–2026 TIP; and that the board approve the TIP in July.

**For more  
information  
contact:**

Christine Forde  
802-238-2261 or [cforde@ccrpcvt.org](mailto:cforde@ccrpcvt.org)



## **CCRPC Board Meeting**

**June 15, 2022**

### **Agenda Item 7: Action Item**

## **Report on Nominations for FY23**

**From:** Mike O'Brien, Board Development Committee Chair

The Board Development Committee met on April 6th and recommends the following the slate of officers for FY2023.

- Catherine McMains, Chair
- Chris Shaw, Vice-Chair
- Bard Hill, Secretary/Treasurer
- Jacki Murphy, At-large for Towns over 5,000
- Michael Bissonette, At-large for Towns under 5,000
- Mike O'Brien, Immediate Past Chair

The Election of Officers occurs at the CCRPC Board's Annual Meeting on June 15, 2022. The bylaw provisions regarding election of Officers and the Executive Committee are as follows (please note that Article VII, Section C. specifies the inclusion of the Immediate Past Chair as a member of the Executive Committee):

### ARTICLE VII. OFFICERS & EXECUTIVE COMMITTEE

#### **A. Election of Officers and Executive Committee**

The Chittenden County Regional Planning Commission shall annually elect three officers, a Chair, Vice-Chair, and Secretary/ Treasurer. In addition, the Chittenden County Regional Planning Commission shall annually elect two municipal Board members to the Executive Committee. One municipal Board member of the Executive Committee shall represent a community of 5000+ population; the other, a community of less than 5000 population, based on information from the latest census or population estimate completed by the US Census Bureau.

The Board Development Committee shall render its report of nominations to fill ensuing vacancies prior to the June meeting. The Board Development Committee may nominate one or more candidates for each office. Candidates may also be nominated from the floor.

The officers of the Chittenden County Regional Planning Commission shall be elected by a two-thirds majority of the Board members present and voting pursuant to 24 V.S.A. § 4343(b). The results of the voting shall be announced at the June meeting of each year. In the event a majority for any office is not reached, the top two vote getters will have a run-off election and the Chittenden County Regional Planning Commission will continue to vote until a majority is reached.



## **Chittenden County Regional Planning Commission**

**June 15, 2022**

### **Agenda Item 8: CCRPC Board Action Item**

#### **Appointments to Lamoille Basin Water Quality Council**

**Background:** Act 76 established a system of Clean Water Service Providers (CWSP) for each of the six Lake Champlain Basins plus the Lake Memphremagog basin to work to identify & prioritize, develop, implement, and maintain non-regulatory water quality projects to help meet required Total Maximum Daily Load allowances for phosphorus. Each CWSP shall empanel a Basin Water Quality Council (BWQC) to assist especially with identification & prioritization and reviewing proposed projects. Each BWQC has nine members allocated as follows: Land Conservation Organizations – 1 seat; Municipalities - 2 seats; Natural Resource Conservation Districts - 2 seats; Regional Planning Commissions – 2 seats, and Watershed Protection Organizations – 2 seats

There are three basins within Chittenden County:

- Northern Lake Champlain Direct Drainages (Basin 5),
- Lamoille River (Basin 7) and
- Winooski River (Basin 8).

The respective CWSPs for each of these Basins has determined that CCRPC is eligible to appoint one member and one alternate for each basin. The Board previously made appointments in February to these Councils. However, Kate Lalley of the Town of Westford staff who was appointed to the CCRPC seat for Basin 7 resigned in May. Dave Allerton of the Town of Milton staff has volunteered to serve as the CCRPC Member. Additionally, we have identified staff, Sai Sarepalli, who can serve as Dave's Alternate

**Staff Recommendation:** Appoint Brad Holden (Town of Underhill) and Sai Sarepalli (CCRPC staff) to serve as CCRPC Member and Alternate, respectively, to the Lamoille Basin Water Quality Council.

**For more information contact:**

Charlie Baker, [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org), 802-735-3500

Dan Albrecht, [dalbrecht@ccrpcvt.org](mailto:dalbrecht@ccrpcvt.org), 802-861-0133





## **Chittenden County Regional Planning Commission**

**June 15, 2022**

**Agenda Item 9: Action Item**

### **FY2023 Schedule of Meetings**

**Issues:**

Vermont's Open Meeting Law requires that public bodies clearly designate the time and place of all regular meetings. Below is the proposed meeting schedule for both the Executive Committee and the CCRPC Commission for the 2023 fiscal year beginning July 2022. Please mark your calendars.

**EXECUTIVE COMMITTEE**

First Wednesday of the Month

5:45 p.m. – 7:00 p.m.

July 6, 2022

August 3, 2022

September 7, 2022 (Joint w/Finance. Comm.)

October 5, 2022

November 2, 2022 (Joint w/Finance Comm.)

December 7, 2022

January 4, 2023

February 1, 2023

March 1, 2023

April 5, 2023

May 3, 2023 (Joint with Finance Comm.)

June 7, 2023

**COMMISSION MEETINGS**

Third Wednesday of the Month

6:00 p.m. – 8:00 p.m.

July 20, 2022

NO AUGUST MEETING

September 14, 2022

October 19, 2022

November 16, 2022

Legislative breakfast December TBD, 2022

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 21, 2023 (ANNUAL MEETING)

The Transportation Advisory Committee (TAC) meets the first Tuesday of each month at 9:00 a.m. (except on Town Meeting Day, when they meet on the 1<sup>st</sup> Wednesday.)

The Clean Water Advisory Committee (CWAC) meets the first Tuesday of each month at 11:00 a.m. (except on Town Meeting Day, when they meet on the 1<sup>st</sup> Wednesday.)

The Planning Advisory Committee (PAC) generally meets bi-monthly on the 2nd Wednesday of the month from 2:30-4:30 p.m.

The Finance Committee meets jointly with the Executive Committee as needed.

**Staff Recommendation:**

That the Commission approve the FY2023 Meeting Schedule.

**For more information  
contact:**

Charlie Baker – [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org) or 802-735-3500

## **RESOLUTION HONORING CHRIS DUBIN FOR 10 YEARS OF SERVICE**

**WHEREAS**, Chittenden County Regional Planning Commission (CCRPC), hired Chris Dubin in June, 2012; and

**WHEREAS**, Chris Dubin has achieved outstanding results in providing transportation planning services and support for the CCRPC Commission, Chittenden County Municipalities, and staff; and

**WHEREAS**, Chris Dubin was promoted to Senior Transportation Planner in 2020; and

**WHEREAS**, over the past 10 years Chris has created, led and championed many initiatives at CCRPC including:

- Leading the annual transportation count and inventory program;
- Effectively guiding and managing the summer intern program;
- Providing valuable assistance to municipalities on meeting the Municipal Roads General Permit requirements;
- Managing numerous water quality and stormwater inventory projects for municipalities; and
- Delivering the very best in municipal assistance for countless transportation and water quality issues.

**WHEREAS**, throughout his career at CCRPC, Chris Dubin has always been professional and held high ethical standards in his work, thereby earning the respect and gratitude of his peers, municipalities, partner agencies, and the public;

**NOW, THEREFORE, BE IT RESOLVED THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION** celebrates Chris Dubin for 10 years of outstanding work, dedication, professionalism, high ethical standards, and support of CCRPC; and looks forward to many more years working together.

**ADOPTED THIS 15<sup>th</sup> DAY OF JUNE, 2022, IN BURLINGTON, VERMONT**



Catherine McMains, Chair

## **RESOLUTION HONORING SAI SAREPALLI FOR 10 YEARS OF SERVICE**

**WHEREAS**, Chittenden County Regional Planning Commission (CCRPC), hired Sai Sarepalli in August, 2012; and

**WHEREAS**, Sai Sarepalli has achieved outstanding results in providing transportation planning services and support for the CCRPC Commission, Chittenden County Municipalities, and staff; and

**WHEREAS**, Sai Sarepalli was promoted to Senior Transportation Planning Engineer in 2020; and

**WHEREAS**, over the past 10 years Sai has created, led and championed many initiatives at CCRPC including:

- Leading the Intelligent Transportation Systems Plan;
- Managing implementation of the Advance Traffic Monitoring System in the county using Bluetooth Censors;
- Acting as Municipal Project Manager for sidewalk construction projects;
- Effectively guiding and leading numerous scoping and planning studies;
- Leading the Rural Roads Safety Program and other safety projects and initiatives in collaboration with municipalities and VTrans; and
- Providing the very best traffic engineering assistance to municipalities and partners.

**WHEREAS**, throughout his career at CCRPC, Sai Sarepalli has always been professional and held high ethical standards in his work, thereby earning the respect and gratitude of his peers, municipalities, partner agencies, and the public;

**NOW, THEREFORE, BE IT RESOLVED THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION** celebrates Sai Sarepalli for 10 years of outstanding work, dedication, professionalism, high ethical standards, and support of CCRPC; and looks forward to many more years working together.

**ADOPTED THIS 15<sup>th</sup> DAY OF JUNE, 2022, IN BURLINGTON, VERMONT**



Catherine McMains, Chair

## **RESOLUTION HONORING JASON CHAREST FOR 15 YEARS OF SERVICE**

**WHEREAS**, Chittenden County Metropolitan Planning Organization (CCMPO) (merging to become part of the Chittenden County Regional Planning Commission (CCRPC) in 2012), hired Jason Charest in June, 2007; and

**WHEREAS**, Jason Charest has achieved outstanding results in providing transportation planning services and support for the CCRPC Commission, Chittenden County Municipalities, and staff; and

**WHEREAS**, Jason Charest was promoted to Senior Transportation Planning Engineer in 2013; and

**WHEREAS**, over the past 15 years Jason has created, led and championed many initiatives at CCRPC including:

- Managing and running the regional transportation model;
- Effectively guiding and leading numerous scoping and planning studies, including the Colchester /Riverside/Barret intersection in Burlington, the East Allen Street corridor in Winooski, the Burlington School District Traffic Control Plans, and others;
- Providing traffic engineering assistance to municipalities and partners; and
- Delivering the very best in municipal assistance for countless transportation issues, initiatives, and studies.

**WHEREAS**, throughout his career at CCRPC, Jason Charest has always been professional and held high ethical standards in his work, thereby earning the respect and gratitude of his peers, municipalities, partner agencies, and the public;

**NOW, THEREFORE, BE IT RESOLVED THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION** celebrates Jason Charest for 15 years of outstanding work, dedication, professionalism, high ethical standards, and support of CCRPC; and looks forward to many more years working together.

**ADOPTED THIS 15<sup>th</sup> DAY OF JUNE, 2022, IN BURLINGTON, VERMONT**



Catherine McMains, Chair

## **RESOLUTION HONORING BRYAN DAVIS FOR 15 YEARS OF SERVICE**

**WHEREAS**, Chittenden County Metropolitan Planning Organization (CCMPO) (merging to become part of the Chittenden County Regional Planning Commission (CCRPC) in 2012), hired Bryan Davis in May, 2007; and

**WHEREAS**, Bryan Davis has achieved outstanding results in providing transportation planning services and support for the CCRPC Commission, Chittenden County Municipalities, and staff; and

**WHEREAS**, Bryan Davis was promoted to Senior Transportation Planner in 2012; and

**WHEREAS**, over the past 15 years Bryan has created, led and championed many initiatives at CCRPC including:

- Leading CCRPC's Transportation Demand Management activities;
- Effectively guiding the Way to Go! Challenge and PARK YOUR CARbon week;
- Managing the development of Active Transportation Plans in 2017 and 2022;
- Successfully managing numerous scoping and other planning projects including the Winooski Avenue Corridor Study in Burlington.
- Playing a key role in CCRPC's Title VI, Public Participation Plan, and related equity work; and
- Delivering the very best in municipal assistance for countless transportation issues, initiatives, and studies.

**WHEREAS**, throughout his career at CCRPC, Bryan Davis has always been professional and held high ethical standards in his work, thereby earning the respect and gratitude of his peers, municipalities, partner agencies, and the public;

**NOW, THEREFORE, BE IT RESOLVED THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION** celebrates Bryan Davis for 15 years of outstanding work, dedication, professionalism, high ethical standards, and support of CCRPC; and looks forward to many more years working together.

**ADOPTED THIS 15<sup>th</sup> DAY OF JUNE, 2022, IN BURLINGTON, VERMONT**



Catherine McMains, Chair

## **RESOLUTION HONORING ELENI CHURCHILL FOR 15 YEARS OF SERVICE**

**WHEREAS**, Chittenden County Metropolitan Planning Organization (CCMPO) (merging to become part of the Chittenden County Regional Planning Commission (CCRPC) in 2012), hired Eleni Churchill in February, 2007; and

**WHEREAS**, Eleni Churchill has achieved outstanding results in providing transportation planning management services and support for the CCRPC Commission, Chittenden County Municipalities, and staff; and

**WHEREAS**, Eleni Churchill was promoted to Transportation Program Manager and has managed the transportation planning staff since 2015; and

**WHEREAS**, over the past 15 years Eleni has created, led and championed many initiatives at CCRPC including:

- Leading our corridor studies since joining the CCRPC, including most recently the I-89 2050 Plan;
- Effectively guiding and leading transportation staff in carrying out the full range of plans, studies, and technical analyses;
- Delivering the very best in municipal assistance for countless transportation issues, initiatives, and studies;
- Supporting multiple VTrans efforts including Modal Plans, the Strategic Highway Safety Plan and other safety programs, other initiatives such as a new congestion policy for urban/growth areas; and
- Playing a key role in the management team of CCRPC.

**WHEREAS**, throughout her career at CCRPC, Eleni Churchill has always been professional and held high ethical standards in her work, thereby earning the respect and gratitude of her peers, municipalities, partner agencies, and the public;

**NOW, THEREFORE, BE IT RESOLVED THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION** celebrates Eleni Churchill for 15 years of outstanding work, dedication, professionalism, high ethical standards, and support of CCRPC; and looks forward to many more years working together.

**ADOPTED THIS 15<sup>th</sup> DAY OF JUNE, 2022, IN BURLINGTON, VERMONT**



Catherine McMains, Chair

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
JOINT FINANCE AND EXECUTIVE COMMITTEE MEETING MINUTES  
DRAFT

DATE: Wednesday, June 1, 2022

TIME: 5:30 PM

PLACE: Remote Attendance via ZOOM Meeting

PRESENT:	Catherine McMains, Chair	Mike O'Brien, Immediate Past Chair
	Jeff Carr, Finance	Bard Hill, at large <5000 (5:45PM)
	Chris Shaw, Vice-Chair (5:44PM)	John Zicconi, Treasurer
	Jeff Carr, Finance	Michael Bissonette, Finance

ABSENT: Jacki Murphy, at large >5000

STAFF:	Charlie Baker, Executive Director	Regina Mahony, Planning Prog. Mgr.
	Eleni Churchill, Transp. Prog. Mgr.	Forest Cohen, Senior Business Mgr.
	Amy Irvin Witham, Business Office Mgr.	Bryan Davis, Senior Planner
	Dan Albrecht, Senior Planner	

1. Call to Order, Attendance. The Finance Committee meeting was called to order at 5:33 PM by the Treasurer, John Zicconi. Charlie said the auditor selection and the FY22 3<sup>rd</sup> Quarter Journal entries would be presented.

John asked if anyone had any changes to the agenda or discussion items. There were none.

2. Auditor Selection. Forest referred members to the memo included with the packet. He explained the Request for Proposals (RFP) was issued in early May. The RFP was posted on the Vermont Bid Registry, directly mailed to several area audit firms, and posted to the CCRPC website. A few firms replied and stated they did not have the capacity to take on new clients. We received two proposals: one from our current auditor, Sullivan, Powers & Company and one from RHR Smith & Company. The proposals and fee schedules were very similar. Forest said RHR Smith did not explicitly state they would attend and present audit findings to the Board, so we are not sure this is included in their scope or budget.

John Zicconi asked how long we have worked with Sullivan, Powers & Co. Forest answered, a little over ten years. Charlie added Sullivan, Powers and Co. have been very engaged with both the Executive Committee and Board and have been very open to feedback provided by members. Charlie said he has not done any direct work with RHR Smith and Co., however, based upon discussions during the time we negotiated our indirect rate MOU with VTRANS, he does have some concerns about how they approached those conversations. John asked if the only reason we are looking to switch is for the potential to have new eyes and new perspectives. Charlie explained Sullivan & Powers routinely changes out staff members who are assigned to CCRPC audits. John said he feels good about having a long-term relationship with Sullivan, Powers & Co., he has confidence in their reputation, and they meet his criteria for us to continue working with them. Jeff Carr agreed with John, he is also very confident with Sullivan, Powers & Co. and the work they do. Jeff said he has known Fred Duplessis (CPA at Sullivan, Powers & Co.) and thinks the fees are very competitive. In his experience they have always been very good to work with, they ask the right

questions, are respectful and work with staff appropriately when on site. He agrees staying with Sullivan, Powers & Co. is a solid choice.

JEFF CARR MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO NEGOTIATE AND ENTER INTO CONTRACT WITH SULLIVAN, POWERS & CO., P.C. MOTION CARRIED UNANIMOUSLY.

3. FY22 3<sup>rd</sup> Quarter Journal Entries

Forest referred members to the Journal Entries dated January 2022 through March 2022, included with the packet. There were no questions or comments. Jeff said he did not have any questions, but he wanted to mention he learned VOBCIT is an acronym for the Vermont Online Bridge and Culvert Inventory Tool.

JEFF CARR MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE QUARTERLY JOURNAL ENTRIES FOR JANUARY 2022 THROUGH MARCH 2022. MOTION CARRIED UNANIMOUSLY.

4. Call to Order, Attendance. The Executive Committee meeting was called to order by the Chair, Catherine McMains 5:45PM

5. Changes to the Agenda, Members items. There were no changes to the agenda or members items although Charlie mentioned that the equity consultant will join us at 6:30 PM so there may be an opportunity to address later items on the agenda before that time.

6. FY22 3<sup>rd</sup> Quarter Financial Reports.

Forest referred members to the memo included with the packet and provided a financial review covering the period of January 1, 2022, through March 31, 2022.

Balance Sheet – March 31, 2022.

- Cash in checking at \$390,619 (operating)
- Cash in Money Market \$306,381 (reserve)
- Current assets over liabilities, \$839,654
- Deferred Income Communities - match: \$102,304

Statement of Revenues & Expenses through March 31, 2022

- FY22 Year to Date Surplus/Deficit (unaudited) \$3,254

Income Statement through March 31, 2022

Forest provided a financial comparison of the same period during the previous fiscal year and pointed to more cash on hand this period as compared to the same time last year. Overall, it is a healthy balance sheet. We are tracking close to budget at 75% through FY22 with revenues over expenses at \$3,254. Forest said this suggests the approved indirect rate of 79.83% is in line with our indirect cost rate, which is good because the goal was to reduce the swing in either direction.

Jeff wondered if 2021 had been a normal more typical year (without COVID), how would the numbers look? Forest said the cash levels are actually a bit higher in comparison to the years before COVID. Bard asked if we should compare this fiscal year to other, more typical, pre-COVID years? Jeff said we should feel good about where we are, but not too good. Forest said this was not a bad year from a financial standpoint. Charlie agreed and said this is a good year in terms of the goal. Forest said perfection would balance to \$0 and being at \$3200 is relatively close. Forest pointed out



the local dues were budgeted at a negative number for midyear. However, at this point in FY22, we have typical levels of local dues remaining. This could change during the final quarter if we receive large invoices for consultants working regional projects. If we don't draw down all the dues as match the remaining amount will end up as revenue. The result would swing the final revenues over expenses figure to a more positive amount than the budgeted deficit of about \$22,000. Charlie said our final quarter is typically good and agrees we should move into a positive direction at this point. Jeff said this is based on having more project work to complete over the last quarter and the fact that vacation time for staff typically happens in the early part of the fiscal year.

Forest explained the CCRPC is receiving more cash disbursements up front, as opposed to reimbursed, than in the past. ACCD paid the full Pandemic Response of \$75K at the beginning of the fiscal year, also ACCD Energy Implementation dollars are being paid quarterly like regular ACCD funds. Forest believes this is contributing to the positive cash flow. He reminded everyone we are planning on and expect ACCD funds, but we shouldn't allocate more cash to long term reserves or otherwise over-extend ourselves in case we must return funds later. It is important to not book the cash as revenue until it is earned which is why the Revenues over Expenses do not reflect these cash balances.

7. Approval of the May 2, 2022, Joint Executive and Finance Committee Meeting Minutes

MIKE O'BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE MAY 2, 2022, JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

The financial portion of the meeting concluded at 6:02 PM. Jeff said goodbye and excused himself from the meeting.

8. Act 250 & Section 248 Applications.

a. 0 Mercier Drive – Preferred Site Request; Colchester; #22-0458-AN

Regina referred members to the application letter included with the packet. Per the application, this is a request to designate the proposed solar net-metering facility at 0 Mercier Drive in Colchester, Vt., as a preferred site. The CCRPC has reviewed the project's conformance with the 2018 ECOS Plan, which gained a Determination of Energy Compliance in August of 2018. The CCRPC understands the local constraint as identified in the letter, steep slopes, will be avoided on-site. Based on this, the project meets suitability policies and constraints policies outlined in the 2018 ECOS Plan. These comments are based on information currently available; CCRPC may have additional comments as the process continues. Regina stated, at this point, we are simply clarifying this is a preferred site. JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE LETTER TO AEGIS RENEWABLE ENERGY, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

b. 413 Hibbard Road – Preferred Site Request and 45-day Notice; Milton; #22-1834-AN

Regina referred members to the application letter included with the packet. Per the application, letter to be submitted to Aegis Renewable Energy included with the packet. The project is for a 150kW solar project to be located at 413 Hibbard Road in Milton, VT. The project meets the intent of the Energy Goal #17, of the 2018 ECOS Plan and the location meets the suitability policies of the 2018 ECOS Plan.

Our review indicates the following constraints may be impacted by the project as follows:

State known constraints:

- Rare, threatened, and endangered species
- River Corridors

State possible constraints:

- Agricultural Soils

The CCRPC supports this site as a preferred site for net metering if the constraints are avoided and/or mitigated. These comments are based on information currently available; we may have additional comments as the process continues. We understand the projected may change between the submittal of the advance notice and the final petition. CCRPC will review the project location again with each new submittal to confirm our findings.

JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE APPLICATION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY

c. 321 Bear Trap Road – Preferred Site Request and 45-day Notice: Milton; #22-1674-AN

Regina referred members to the application letter included with the packet. Per the application, letter to be submitted to Downs, Rachlin, Martin included with the packet. The project is for a 146kW solar project to be located at 321 Beartrap Road in Milton, VT. The project meets the intent of the Energy Goal #17, of the 2018 ECOS Plan and the location meets the suitability policies of the 2018 ECOS Plan. Our review indicates the following constraints may be impacted by the project,

State known constraints:

- Rare, threatened, and endangered species

State possible constraints:

- Agricultural and Hydric Soils
- Vt. Conservation Design Highest Priority Forest Blocks

The CCRPC supports this site as a preferred site for net metering if the known constraints are avoided and/or mitigated. These comments are based on information currently available; we may have additional comments as the process continues. We understand the projected may change between the submittal of the advance notice and the final petition. CCRPC will review the project location again with each new submittal to confirm our findings.

Regina r

JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE 45-DAY NOTICE LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY

At 6:08 PM Catherine stated, since Sue McCormack from Creative Discourse would not arrive until 6:30 PM to present an update on Equity work, we will skip agenda item 9 and move down the agenda to item 10.

9. Equity Work Update

Charlie welcomed Sue McCormack from The Creative Discourse Group at 6:29 PM. Sue let everyone know she was here to answer any questions about the next phase of Equity work the CCRPC was moving into. She said she would also discuss the focus of the upcoming training workshops. She explained equity work can be very complex and it is important to make the most out of the limited time allocated. She said the work was designed around what Creative Discourse has learned from

1 working with the CCRPC staff and Equity Advisory Committee to date. An important theme is  
2 engagement with the community; the CCRPC wants to ensure they are engaged with the  
3 community, especially when making decisions about resource allocations and making sure the  
4 decisions are truly aligned with all members within our communities. Sue said there seems to be a  
5 sense of nervousness in relation to staff wanting to engage in Equity work but also to make sure  
6 they are saying the right things. She explained Creative Discourse has tried to develop a four-part  
7 workshop series. The first one will help the CCRPC have productive conversations with all members  
8 of our communities with lessons on how to practice and normalize equity conversations for staff  
9 and Board members alike. She explained Creative Discourse intends to provide information in the  
10 workshop sessions that can be brought back to communities and staff. The design for each session is  
11 to provide a short bit of content and then engage in productive conversations that can be  
12 implemented in the work we do. The second workshop will be about how to change culture and be  
13 more inclusive. The third workshop will be about power. She explained there are different kinds of  
14 power people hold, also ways power can be distributed across communities. The final training  
15 session will have a focus on how to engage with people, locally and regionally. All of these trainings  
16 point toward helping people become more engaged with community members and ways to create  
17 pathways that allow for all to have a meaningful voice.

18  
19 Chris Shaw asked Sue to remind him of what the focus of the first session first session was. Sue  
20 explained the focus was on how to have productive conversations about equity and inequality. He  
21 asked if each session would follow the same format and if she could give an example of the content  
22 and the length of the sessions. Sue explained the first session would begin with definitions, for  
23 example, what does equity mean? Also, looking at micro aggressions, which are small incremental  
24 things that can cause harm, and how can we make changes and actions we can take. Creative  
25 Discourse will provide tips on how to engage actively and purposefully, what can we make sure we  
26 do and do not do to increase the effectiveness of these conversations.

27  
28 Mike asked how we can reach out to people, it is one thing to learn strategies, but how do we reach  
29 out in order to create the involvement we are looking to find. Sue said we are building toward this;  
30 and the topic will be featured in the last session. She said the sessions are about becoming  
31 comfortable, understanding the culture of the organization, and understanding the power of the  
32 organization. Oftentimes people are working to get by day to day, it is important that we are  
33 intentional and that when people do show up, we make sure their voices have an impact. Once  
34 we've laid the groundwork, we can move into the actual work.

35  
36 John Zicconi said he is curious, he has a bit of background in understanding the difficulties that are  
37 associated with inequality and equity in healthcare, but he is not sure how to best explore this  
38 within transportation and municipal work. Bryan Davis agreed and said there is a different approach  
39 that we need to take. Bryan provided a recent example; he is doing outreach for the Active  
40 Transportation Plan, and it was suggested that he reach out to the Imam at the Mosque in  
41 Burlington. He said in doing so, there is potential to bring a different voice of the community into  
42 play. Bryan wants to make sure he can engage in a way that represents many.

43  
44 Sue stated it is challenging to fit all the information into condensed, 90-minute sessions, however,  
45 Creative Discourse understands there are limits to the time people can invest. Creative Discourse  
46 will work to make the most of the time that is given. She said the four Equity training workshop  
47 sessions are scheduled as ZOOM meetings from 5:30 PM to 7:00 PM on the following dates:

- 48 • Tuesday, July 26, 2022

- Tuesday, August 30, 2022
- Thursday, September 29, 2022
- Monday, October 24, 2022

These trainings will be targeted towards the Equity Advisory Committee and staff with an invitation for all board members to participate at their discretion.

Bard asked if there could be larger sessions, for communities and municipality support as well? Sue said she thinks there will be an opportunity for the CCRPC to create space and facilitate these types of larger scale learning opportunities across our municipalities.

10. CWSP edits to Admin and Operating Policy and Procedures revisions

Charlie referred members to the memo included with the packet. He explained the State of Vermont adopted Clean Water Service Provider rules and we need to update our policies and procedures. These are basically changes we need to incorporate to function as a Clean Water Service Provider (CWSP). There were several additions and clarifications related to procurement. Staff prepared edits within sections, "Part 2 – Procurement Policy" (page 35, and 39-45) as well as "Appendix C" (pages 69, 70, and 81).

Charlie asked members if they had any questions. Chris Shaw was curious about using Disadvantage Business Enterprise (DBE) versus Women Business Enterprise (WBE) and wonders if this was in the evaluation piece or not? Charlie replied, yes, this was factored into the statement on page 44, "*Good faith effort soliciting DBE's. The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program.*" Charlie explained "DBE" is the more inclusive term.

John identified a typo on page 42, "*terms for firms, organizations are municipalities selected pursuant to Environmental Protection Rule Chapter 39 may be for three years*" to "*organizations, or municipalities.*" John stated CCRPC staff did a very nice job with the edits.

Dan stated he is also involved in the EPA Brownfields Program grants and the language used is typically written through the Vermont Department of Transportation lens, and this was our chance to clean up references and provide a bit more clarity and detail in how the Department of Environmental Conservation (DEC) guidance is different from the Transportation guidance.

JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADOPT EDITS AND REVISIONS TO THE CCRPC's ADMIN AND OPERATING POLICIES AND PROCEDURES DOCUMENT. MOTION CARRIED UNANIMOUSLY.

11. Draft Annual Meeting Agenda

Charlie referred members to the June 15, 2022, Annual Meeting agenda included with the packet. Charlie asked members if they had any suggestions. Chris noted the date is listed as 2019 and needs to be updated. Charlie reviewed the order of the evening and explained the business portion of the meeting would be an abbreviated hybrid Zoom option with a start time of 5:30 PM. He thinks it will run between 10 and 15 minutes. He reminded members we will need a quorum for this portion of the meeting. He said the rest of the evening would be informal. There will be time to socialize, but we will also take some time to publicly recognize staff and board members. Charlie moved on to review future agenda items, including a public hearing for the FY23-26 TIP, All Hazard Mitigation

1 Plan, Committee Appointments, Equity Training updates, Park and Ride Plan updates, CEDS update  
2 and new Board member training. Catherine feels it works best to hold new Board member training  
3 sessions in the fall. Everyone agreed. Charlie said there will be Equity training sessions scheduled,  
4 however, there will not be specific training for the Board, but rather just briefings. Charlie noted the  
5 training sessions will be open to anyone, including Board members, if they would like to attend.  
6

7 12. Chair/Executive Director Report

8 a. Legislative Updates

9 Charlie explained there are a lot of detailed items and multiple bills. He and Regina will work to  
10 distribute a detailed summary to members. Bard said it is an unusual year, and there are a lot  
11 of items people may be interested in. Regina said Vermont League of Cities and Towns (VLCT)  
12 will put forth a summary which will be helpful. Catherine said FY23 will be a good budget year  
13 for municipalities based on all of the ARPA funding, however, FY24 could prove to be quite  
14 difficult.  
15

16 b. General Updates

17 Charlie said we hired a Business Office Associate, Philip Wyn Burbidge. Philip begins work on  
18 Monday, June 6<sup>th</sup>.  
19

20 13. Other Business: There was none.  
21

22 14. Executive Session: (personnel matters) JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS  
23 SHAW, TO MOVE INTO AN EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS WITH THE  
24 FOLLOWING MEMBERS IN ATTENDANCE: MIKE O'BRIEN, CATHERINE MCMAINS, JOHN ZICCONI,  
25 CHRIS SHAW, BARD HILL, and staff, CHARLIE BAKER, BEGINNING AT 7:04 PM. MOTION CARRIED  
26 UNANIMOUSLY.  
27

28 JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO EXIT THE EXECUTIVE SESSION AT  
29 7:07 PM. MOTION CARRIED UNANIMOUSLY.  
30

31 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, THAT THE EXECUTIVE COMMITTEE  
32 RECOGNIZE EMPLOYEE ACHIEVEMENT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SPEND UP TO  
33 100% OF THE FY23 SALARY BUDGET, AS DETERMINED BY THE EXECUTIVE DIRECTOR, FOR STAFF AND  
34 AS DETERMINED BY THE EXECUTIVE COMMITTEE FOR THE EXECUTIVE DIRECTOR. ALL IN  
35 ATTENDANCE IN FAVOR. MOTION CARRIED UNANIMOUSLY.  
36

37 15. Adjournment: John expressed his appreciation for the time he served on the Executive Committee.  
38 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE MEETING AT 7:12  
39 PM. MOTION CARRIED UNANIMOUSLY.  
40

41 Respectfully submitted,  
42 Amy Irvin Witham

June 2, 2022

Eric Phaneuf  
Aegis Renewable Energy  
340 Mad River Park, Suite 6  
Waitsfield, VT 05673

Re: 0 Mercier Drive – Preferred Site Request (#22-0458-AN)

Dear Mr. Phaneuf,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of a request to designate the proposed solar net-metering facility at 0 Mercier Drive in Colchester, VT as a “preferred site” submitted by Aegis Renewable Energy. The subject parcel is owned by the Town of Colchester. CCRPC has reviewed this project’s conformance with CCRPC’s 2018 Chittenden County ECOS Plan, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018.

Our previous review of the proposed project, outlined in a letter submitted to Aegis on March 3, 2022, resulted in a finding that the proposed project meets the goals of the 2018 ECOS Plan. CCRPC understands the local constraint that was identified in that letter, steep slopes, will be avoided on-site. Therefore, the proposed project also meets the suitability policies and the constraints policies in the 2018 ECOS Plan related to the siting of renewable energy facilities. Therefore, CCRPC finds that the proposed facility is located on a “preferred site.”

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

Please feel free to contact me with any questions.

Sincerely,

Charlie Baker  
Executive Director

CC: CCRPC Board, Aaron Frank – Town Manager





June 2, 2022

Eric Phaneuf  
Aegis Renewable Energy  
340 Mad River Park, Suite 6  
Waitsfield, VT 05673

Re: 413 Hibbard Road – 45-day Notice of Application (#22-1834-AN)

Dear Mr. Phaneuf,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of the 45-day notice of application submitted by Aegis Renewable Energy for the construction of a 150kW solar array to be located 413 Hibbard Road in Milton, VT. The subject parcel is owned by the Eric Bissonnette. CCRPC has reviewed this project’s conformance with CCRPC’s 2018 Chittenden County ECOS Plan, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018.

#### ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the *2018 ECOS Plan*: “Move Chittenden County’s energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State’s Comprehensive Energy Plan goals.”

Strategy 2, Action 4b of the ECOS Plan states “CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan’s goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment.” Development of this solar facility helps implement this action.

The Plan’s suitability policies help determine whether projects are cost effective, and the Plan’s constraint policies help determine whether projects respect the natural environment:

#### Suitability Policies

The *2018 ECOS Plan* recommends the location of renewable energy generation facilities in appropriate locations, as defined by the policies in Strategy 2, Action 4b. The project as proposed meets the following suitability policy:

1. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is not located within a designated center.

CCRPC finds that the location of this project meets the suitability policies of the 2018 ECOS Plan.

#### Constraints Policies

The *2018 ECOS Plan* states that development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field



verified (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e). Our review indicates that two State known constraints may be impacted by the project:

- Rare, threatened and endangered species: Information from the Agency Natural Resources indicates the possible location of existence of a rare, threatened, or endangered species in the vicinity of the proposed project. CCRPC requests that the petitioner identify the existence, or not, of rare, threatened, or endangered species in the full petition. If this constraint exists on site, the full petition should confirm that no new infrastructure will impact this constraint; unless approval is received from the Vermont Agency of Natural Resources.
- River Corridors: Part of the proposed facility is possibly located within a River Corridor. CCRPC requests that the full petition confirm that no new infrastructure will be located within the River Corridor; unless approval is received from the Vermont Agency of Natural Resources.

Our review indicates that one State possible constraints may be impacted by the project:

- Agricultural Soils: The proposed project appears to be located on agricultural soils of statewide importance. CCRPC requests that impacts to the agricultural soils be minimized in accordance with the recommendations of the Vermont Agency of Agriculture, Food, and Markets.

The CCRPC supports the identification of this site as a preferred site for net metering if the known constraints are avoided, and impacts to the possible constraints are mitigated..

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

Please feel free to contact me with any questions.

Sincerely,

Charlie Baker  
Executive Director

CC: CCRPC Board, Don Turner – Town Manager





340 MAD RIVER PARK, SUITE 6  
WAITSFIELD, VT 05673  
802-560-0055  
WWW.AEGIS-RE.COM

REVISIONS			
NO.	DESCRIPTION	DATE	BY

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PLAN TYPE-USE

CONCEPTUAL – FOR  
PUC ADVANCED NOTICE  
PURPOSES ONLY

PROJECT TITLE AND DETAILS

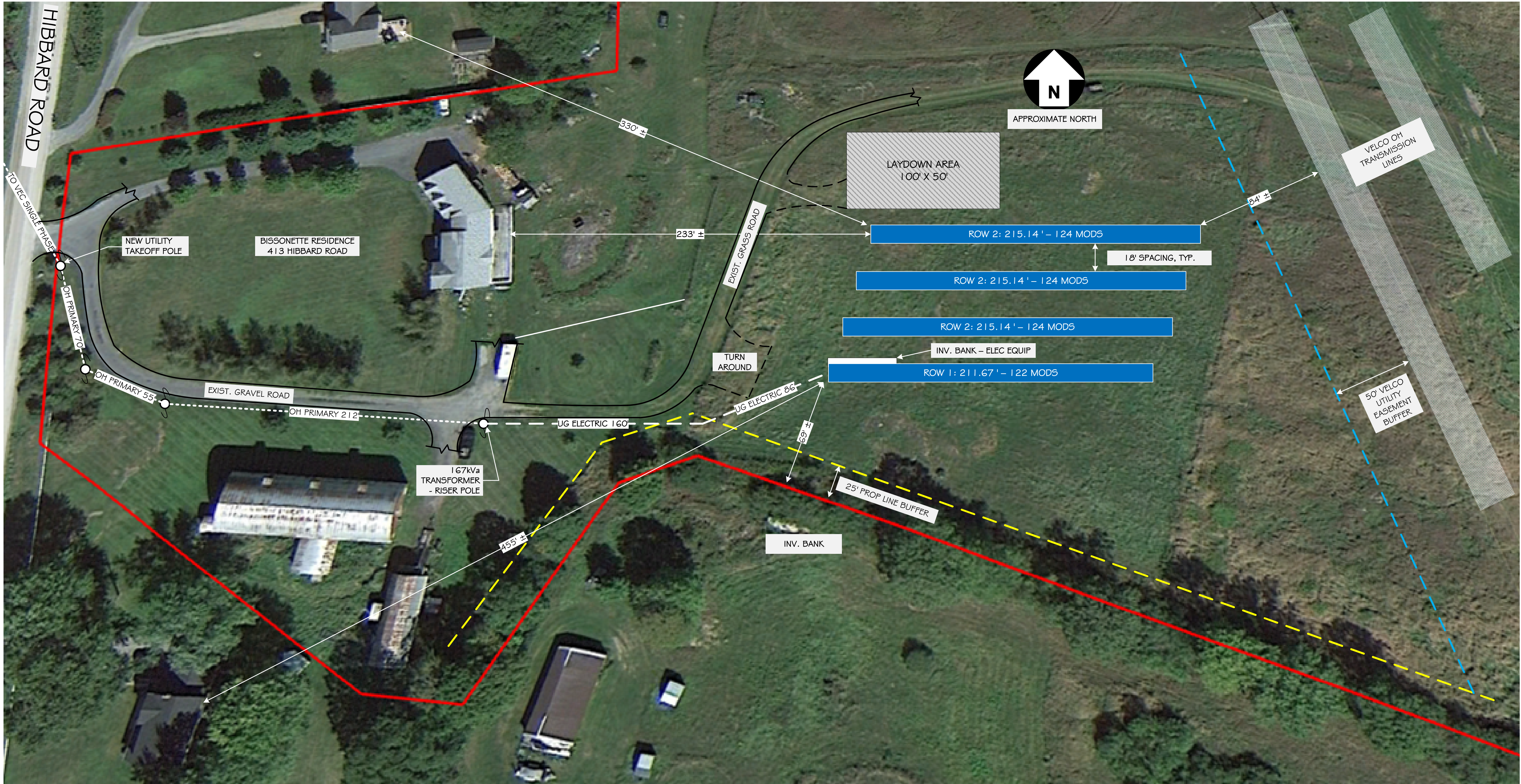
BISSONETTE GM ARRAY  
413 HIBBARD ROAD  
222,300 WATTS DC  
150,000 WATTS AC

SHEET TITLE

CONCEPTUAL  
SITE PLAN

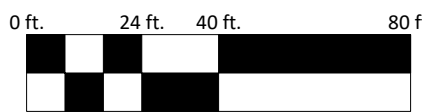
DATE:	MAY 04, 2022
SCALE:	1" = 40'
PROJECT NO:	22BISPV01
DRAWN BY:	TAF
PROJECT ENGINEER:	TAF
APPROVED BY:	LAYOUT/CON

C2-01.1



CONCEPTUAL SITE PLAN

SCALE: 1" = 40' (D SIZE: 24X36")



LINE LEGEND	
----- OH PRIMARY -----	UTILITY OH PRIMARY LINES (1 Ø) SERVICE
--- UG ELECTRIC ---	UG SECONDARY ELECTRIC LINES
-----	PROPERTY LINES
-----	25' PROP LINE BUFFER
-----	50' VELCO TRANSMISSION LINE BUFFER

HATCH LEGEND	
[Blue Box]	PHOTOVOLTAIC MODULES
[Hatched Box]	LAYDOWN AREA
[Grey Box]	VELCO TRANSMISSION LINES

SYSTEM INFORMATION
DESIGN WIND SPEED: 115 MPH
DESIGN SNOW LOAD: 60 PSF
UTILITY & SERVICE TYPE: GMP - SINGLE PHASE (1 Ø)
TRANSFORMER: 1-167KVA POLE MOUNTED TRANSFORMER
OVERHEAD ELEC. SVC. LF: 437'
UNDERGROUND ELEC SVC LF: 246'
MODULE TYPE / QTY.: ZN SHINE ZXIM7-SHLD177 540W (494)
SYSTEM SIZE (DC & AC): 222,300 W DC - 150,000 W AC
RACKING SYSTEM: RBI-TERRAS MART
TILT ANGLE: 30°
DRIP HEIGHT: 36"
ARRAY AZIMUTH: 180°
INVERTERS - QTY.: FRONIUS PRIMO 15.1-0 (10 EACH)
MDP SIZE: 800A

ELECTRICAL EQUIPMENT CHARACTERISTICS	
INVERTERS - FRONIUS PRIMO 15.0-1 (10) INPUT DATA ▪ MAX INPUT CURRENT: 33.0A/18.0A ▪ TOTAL MAX DC CURRENT: 51A ▪ MAX INPUT VOLTAGE: 600V ▪ MPPT VOLTAGE RANGE: 320-480V ▪ NUMBER OF PPT: 2 OUTPUT DATA ▪ MAX OUTPUT POWER (240V): 15,000W ▪ MAX CONT OUTPUT CURRENT: 62.5A ▪ OCPD/AC BREAKER SIZE: 80A ▪ GRID CONNECTION: 208-240V	MODULES - ZN SHINE ZXIM7-SHLD144 450W STANDARD TEST CONDITIONS (STC) ▪ QUANTITY: 494 ▪ MAX POWER VOLT (VMP): 41.40V ▪ MAX POWER CURRENT (IMP): 10.87A ▪ OPEN CIRCUIT VOLTAGE (VOC): 49.90V ▪ SHORT CIRCUIT CURRENT (ISC): 11.44A ▪ WEIGHT: 28 KG - 61.60 LBS ▪ DIM: 6.87' X 3.41' X 1.18"

PARCEL DATA
▪ PARCEL SPAN #: 396-123-14090
▪ PARCEL SIZE: 110.14 ACRES
▪ ARRAY AREA: 0.55 ACRES
▪ LAYDOWN AREA: 5,000 SF - TEMPORARY
▪ TURN AROUND AREA: 640 SF
▪ TRENCHING SF: 1,200 SF±
▪ NO TREE CUTTING REQUIRED
▪ PARCEL SIZE AND PROPERTY LINE DATA FROM VT ANR ATLAS AND VT OPEN GEODATA PORTAL





Natural Resources Atlas  
Vermont Agency of Natural Resources

vermont.gov



LEGEND

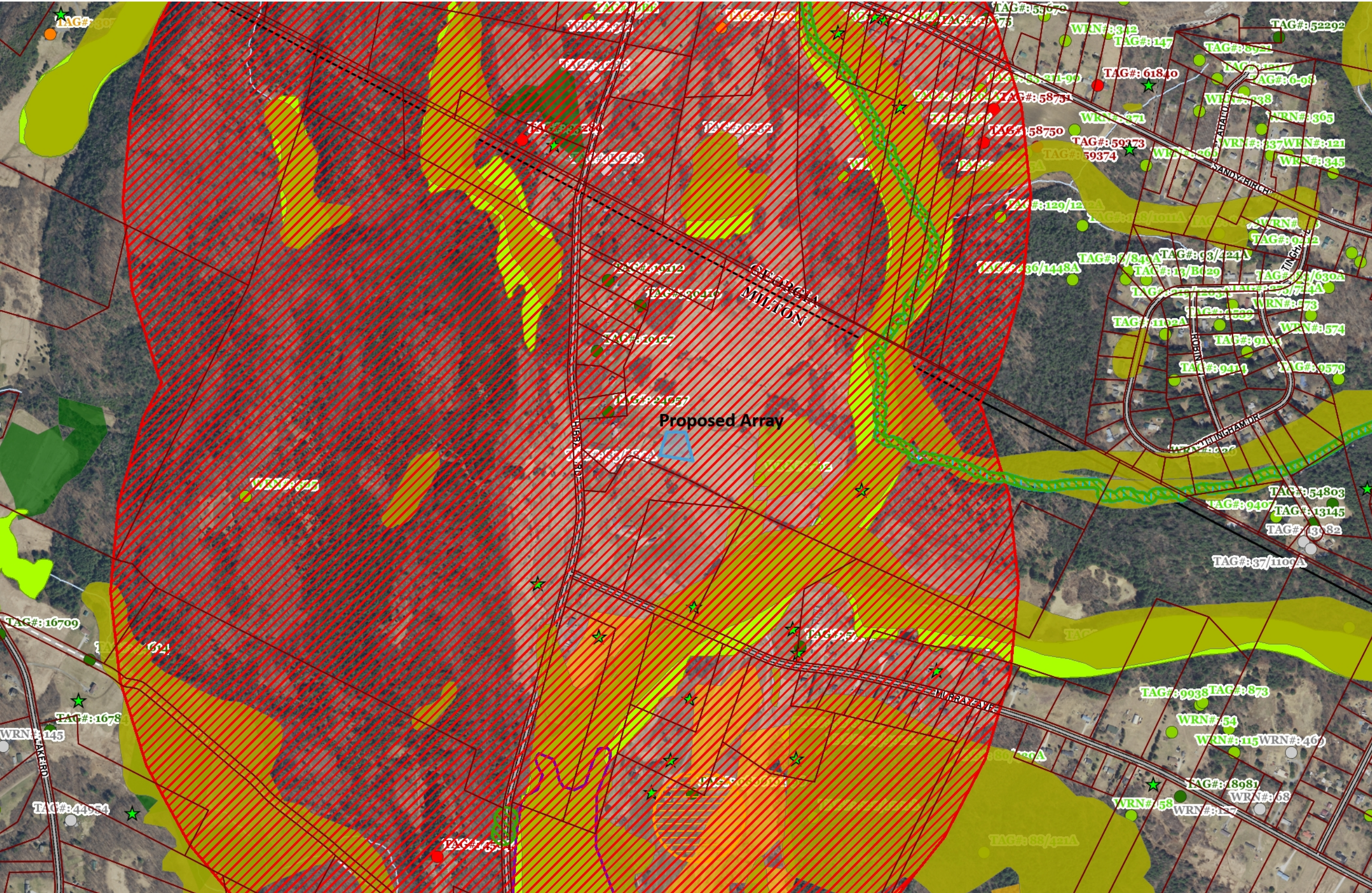
- Rare Threatened Endangered Species
- Threatened or Endangered
  - Rare
- Significant Natural Community
- Uncommon Species and Other Feature
- Animal
  - Plant
  - Natural Community
- Deer Wintering Areas
- Vernal Pools Confirmed – AE/VCE
- Vernal Pools Unconfirmed – AE/VCE
- Wetland Projects
- 303(d) List of Impaired Streams and Rivers
- Wetland - VSWI
- Class 1 Wetland
  - Class 2 Wetland
  - Buffer
- Wetlands Advisory Layer
- Wetland Restoration Potential (Lake Champlain 2017)
- 0.600000 - 1.000000
  - 1.000001 - 2.000000
  - 2.000001 - 3.000000
  - 3.000001 - 4.000000
- Private Wells
- GPS Located
  - Screen Digitized
  - E911 Address Matched
  - Welldriller/Clarion
  - Unknown Location Method
  - Incorrectly Located
- Parcels (standardized)
- Roads
- Interstate
  - US Highway; 1
  - State Highway
  - Town Highway (Class 1)
  - Town Highway (Class 2,3)
  - Town Highway (Class 4)
  - State Forest Trail
  - National Forest Trail

**1: 9,090**

1in = 758 ft.  
1cm = 91 meters

NOTES

Map created using ANR's Natural Resources Atlas



462.0 0 231.00 462.0 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



GREEN MOUNTAIN POWER  
163 ACORN LANE  
COLCHESTER, VT 05446

VERMONT DIVISION FOR HISTORIC PRESERVATION  
ONE NATIONAL LIFE DRIVE  
DEANE C. DAVIS BUILDING, 6TH FLOOR  
MONTPELIER, VT 05620-0501

VERMONT DEPARTMENT OF PUBLIC SERVICE  
112 STATE STREET  
MONTPELIER, VT 05620-2601

VERMONT AGENCY OF AGRICULTURE FOOD &  
MARKETS  
116 STATE STREET  
MONTPELIER, VT 05620-2901

TOWN OF MILTON SELECTBOARD  
43 Bombardier Road  
Milton, VT 05468

TOWN OF MILTON  
PLANNING AND ZONING COMMISSION  
43 Bombardier Road  
Milton, VT 05468

Chittenden County Regional Planning Commission  
110 W Canal St #202, Winooski, VT 05404

CAMERON JAMES P & PENNY S  
453 HIBBARD RD  
MILTON, VT 05468

VERMONT AGENCY OF NATURAL RESOURCES  
1 NATIONAL LIFE DRIVE  
DAVIS 2  
MONTPELIER, VT 05620

MARCELINO AURELI SHANNON D  
449 HIBBARD RD  
MILTON, VT 05468

JONES RICHARD R & DRENNA S  
445 HIBBARD RD  
MILTON, VT 05468

BEAUCHEMIN ALAN J  
441 HIBBARD RD  
MILTON, VT 05468

MAYNARD CHARLES J & SUSAN L  
PO BOX 427  
MILTON, VT 05468

FITZPATRICK KELLY & MICHAEL  
423 HIBBARD RD  
MILTON, VT 05468

LEWIS JESSE R & JILL M  
417 HIBBARD RD  
MILTON, VT 05468

COLI JOSHUA & GRUEL REGINA  
403 HIBBARD RD  
MILTON, VT 05468

BESSETTE ANTHONY  
1024 DUNSMORE RD  
SWANTON, VT 05488

DUFFY DOUGLAS H & MELISSA  
383 MURRAY AVE  
MILTON, VT 05468

COMPAGNON JASON M & ROCHELEAU BRITTNI L  
377 MURRAY AVE  
MILTON, VT 05468

SMITH REGINALD L JR & VICTORIA A  
365 MURRAY AVE  
MILTON, VT 05468

SMITH REGINALD L & THERESA A  
365 MURRAY AVE  
MILTON, VT 05468

JANECZEK STEPHEN M  
1361 SANDY BIRCH RD  
MILTON, VT 05468-4390

MCDEVITT JOHN V & MARY P  
1413 SANDY BIRCH RD  
MILTON, VT 05468-4334

NADEAU ROGER EMILIEN JR & SHELLY FLEMING  
1603 SANDY BIRCH RD  
MILTON, VT 05468-4337

PEERY LISA GALE & PHILIP D  
49 SAND HILL RD  
GEORGIA, VT 05468-4477

PLAVECKI MICHAEL  
1387 SANDY BIRCH RD  
MILTON, VT 05468

SANDY BIRCH ROAD LLC  
744 POND RD  
FAIRFIELD, VT 05455-5556

SHANGRAW JOSHUA A & ILONA M  
492 NOTTINGHAM DR  
MILTON, VT 05468-4307

SMITH DENNIS & SHUEH LING  
472 NOTTINGHAM DR  
MILTON, VT 05468

TREMBLAY PAUL  
1467 SANDY BIRCH RD  
GEORGIA, VT 05468

BISSONETTE ERIC  
413 HIBBARD RD  
MILTON, VT 05468

June 2, 2022

Josh Leckey  
Downs Rachlin Martin  
PO Box 190  
Burlington, VT 05402-0190

Re: 321 Bear Trap Road – 45-day Notice of Application (#22-1674-AN)

Dear Mr. Leckey,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of the 45-day notice of application submitted by WRS Investment, Inc. for the construction of a 146kW solar array to be located at 321 Bear Trap Road in Milton, VT. The subject parcel is owned by the WRS Investment, Inc.. CCRPC has reviewed this project’s conformance with CCRPC’s 2018 Chittenden County ECOS Plan, which gained a Determination of Energy Compliance from the Vermont Department of Public Service on August 9, 2018.

#### ECOS Energy Goal

CCRPC finds that this project meets the intent of the Energy Goal (Goal #17) of the *2018 ECOS Plan*: “Move Chittenden County’s energy system toward a cleaner, more efficient and renewable system that benefits health, economic development, and the local/global climate by working towards the State’s Comprehensive Energy Plan goals.”

Strategy 2, Action 4b of the ECOS Plan states “CCRPC supports the generation of new renewable energy in the County to meet the Vermont Comprehensive Energy Plan’s goals of using 90% renewable energy by 2050, in a manner that is cost effective and respects the natural environment.” Development of this solar facility helps implement this action.

The Plan’s suitability policies help determine whether projects are cost effective, and the Plan’s constraint policies help determine whether projects respect the natural environment:

#### Suitability Policies

The *2018 ECOS Plan* recommends the location of renewable energy generation facilities in appropriate locations, as defined by the policies in Strategy 2, Action 4b. The project as proposed meets the following suitability policy:

1. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is not located within a designated center.

CCRPC finds that the location of this project meets the suitability policies of the 2018 ECOS Plan.

#### Constraints Policies

The *2018 ECOS Plan* states that development should be located to avoid state and local known constraints that have been field verified, and to minimize impacts to state and local possible constraints that have been field

verified (Strategy 3, Action 1.f and Strategy 4, Action 1.f and Action 2.e). Our review indicates that State known constraints may be impacted by the project:

- Rare, threatened and endangered species: Information from the Agency Natural Resources indicates the possible location of existence of a rare, threatened, or endangered species in the vicinity of the proposed project. CCRPC requests that the petitioner identify the existence, or not, of rare, threatened, or endangered species in the full petition. If this constraint exists on site, the full petition should confirm that no new infrastructure will impact this constraint; unless approval is received from the Vermont Agency of Natural Resources.

Our review indicates that two State possible constraints may be impacted by the project:

- Agricultural Soils and Hydric Soils: The proposed project appears to be located on agricultural soils of statewide importance. CCRPC requests that impacts to the agricultural soils be minimized in accordance with the recommendations of the Vermont Agency of Agriculture, Food, and Markets.
- Vermont Conservation Design Highest Priority Forest Blocks – The proposed project is sited within a Highest Priority Forest Block. CCRPC recommends that the petitioner work with the Agency of Natural Resources to minimize potential impacts to this constraint.

The CCRPC supports the identification of this site as a preferred site for net metering if the known constraints are avoided, and impacts to the possible constraints are mitigated.

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

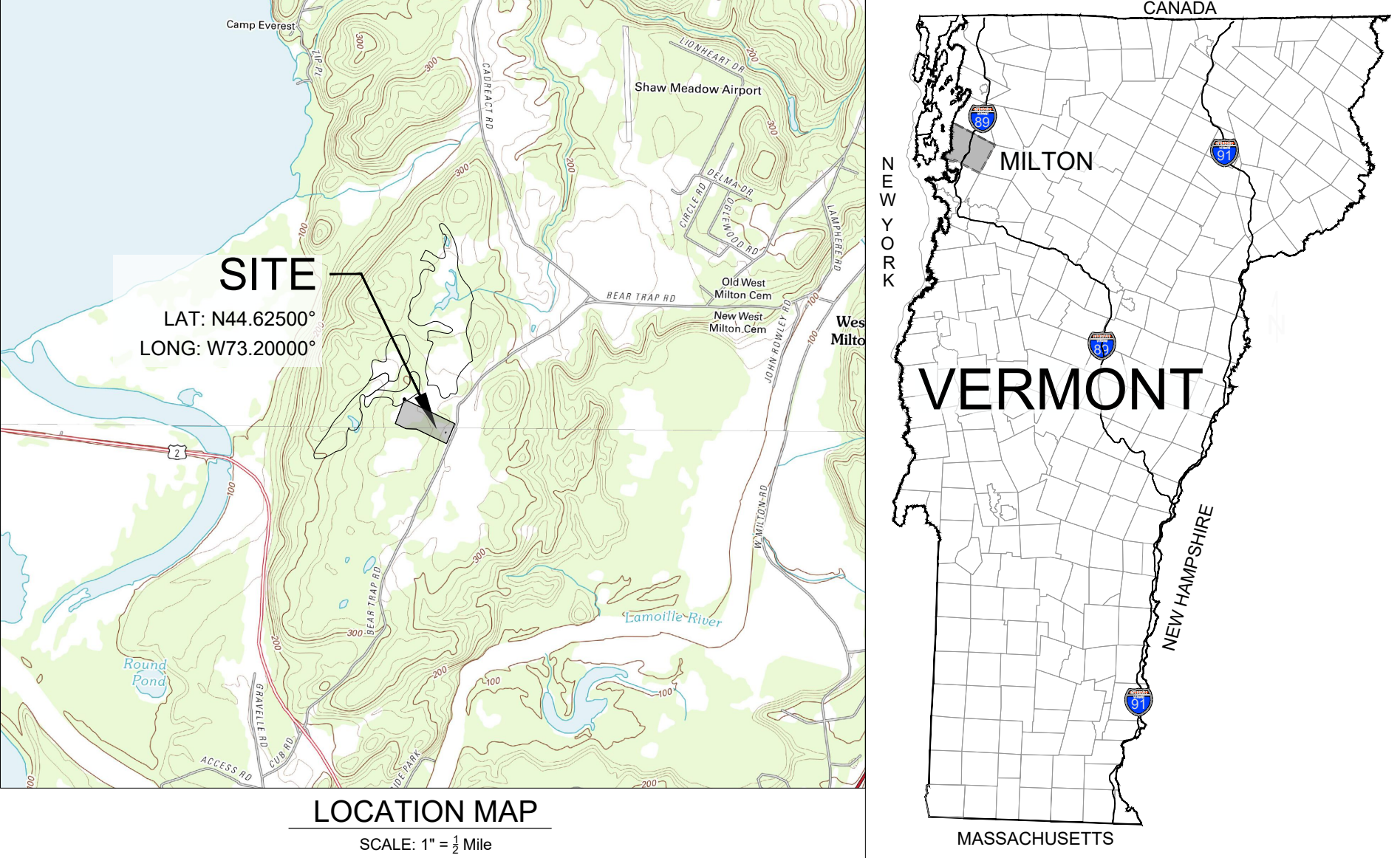
Please feel free to contact me with any questions.

Sincerely,

Charlie Baker  
Executive Director

CC: CCRPC Board, Don Turner – Town Manager





# BEAR TRAP ROAD SOLAR PROJECT

321 Bear Trap Road  
Milton, Vermont

STERLING MOUNTAIN  
SOLAR, LLC

1777 Center Road  
Hyde Park, VT 05655  
www.sterlingmountainsolar.com



164 Main Street, Suite 201  
Colchester, Vermont 05446  
P: (802) 878-0375  
www.krebsandlansing.com

ISSUED FOR PERMIT REVIEW  
NOT FOR CONSTRUCTION

## SOURCE DATA LEGEND

MAPPING SOURCE DATA USED FOR PLAN COMPIATION

Civil Engineering:

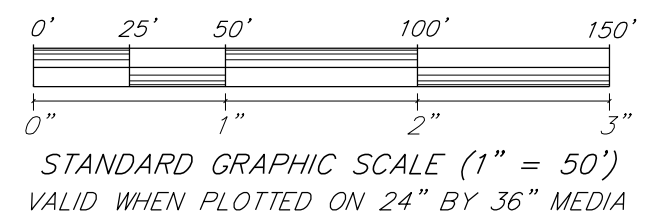
Krebs and Lansing Consulting Engineers, Inc.  
164 Main Street, Suite 201  
Colchester, Vermont 05446

## LEGEND

- EXISTING POWER POLE
- APPROXIMATE PROPERTY LINES
- APPROXIMATE PROJECT PARCEL
- EXISTING OVERHEAD POWER
- EXISTING GRADE CONTOUR LINES (10-FOOT INTERVALS)
- EXISTING GRADE CONTOUR LINES (2-FOOT INTERVALS)
- SOLAR SETBACKS
- PRIMARY AGRICULTURAL SOIL BOUNDARY
- EXISTING TREE LINE
- PROPOSED SECURITY FENCE
- UGP - UGP
- PROPOSED UNDERGROUND POWER
- PROPOSED FIXED SOLAR PANEL RACKING
- PROPOSED RELOCATED DRIVEWAY
- PROPOSED VEGETATIVE CLEARING (NO STUMPING)

## NOTES:

- ASPECTS OF PLAN ARE APPROXIMATE AND DERIVED FROM AERIAL PHOTOGRAPHY.
- THE HORIZONTAL COORDINATE SYSTEM IS BASED ON NAD83 VERMONT STATE PLANE 4400 (US SURVEY FEET). ELEVATIONS ARE BASED ON THE NAVD88 (US SURVEY FEET).
- EXISTING GROUND CONTOUR ELEVATIONS ARE BASED ON LIDAR DATA (1' CONTOURS DERIVED FROM 2013 - 2017 Q2 LIDAR DATA - STATEWIDE) DOWNLOADED FROM THE VERMONT CENTER FOR GEOGRAPHIC INFORMATION.
- UTILITIES ARE NOT WARRANTED TO BE COMPLETE OR ACCURATE. CONTRACTOR SHALL CONTACT DIG SAFE BEFORE BEGINNING ANY EXCAVATION.
- THIS IS IN NO WAY A BOUNDARY SURVEY. PROPERTY LINES ARE FROM TAX MAP INFORMATION PROVIDED BY THE TOWN.
- THIS IS A PRELIMINARY DESIGN PLAN. FINAL DESIGN WILL BE MODIFIED TO MATCH EQUIPMENT PURCHASED AND POSSIBLE PERMIT CONSTRAINTS REVEALED DURING PROJECT'S REVIEW.



## Proposed Solar Array

REV. NO.	REVISIONS/COMMENTS	DATE

Drawing Title:

SITE PLAN

DATE of Issue: 05/09/2022

Drawn by: SDG Checked by: GTD

Project No.: 22183 Scale: 1" = 50'

Drawing No.: Rev No.:

C-100



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION ADVISORY COMMITTEE  
MINUTES

DATE: Tuesday, June 7, 2022  
TIME: 9:00 a.m.  
PLACE: Virtual Meeting via Zoom

**Members Present**

Amy Bell, VTrans  
Matthew Arancio, VTrans  
Dave Pelletier, VTrans  
Tina Bohl, VTrans  
Bryan Osborne, Colchester  
Bob Henneberger, Seniors  
Dennis Lutz, Essex  
Dierdre Holmes, Charlotte  
Dean Bloch, Charlotte  
Barbara Elliott, Huntington  
Ravi Venkataraman, Richmond  
Kirsten Jensen, Milton  
Sandy Thibault, CATMA  
Chris Damiani, GMT  
Adam Wechsler, Jericho  
Tom DiPietro, South Burlington  
Robin Pierce, Essex Junction

Bruce Hoar, Williston  
Jon Rauscher, Winooski  
Jonathon Weber, Local Motion  
Mary Anne Michaels, Rail  
Tom DiPietro, South Burlington

**Staff**

Charlie Baker, Executive Director  
Eleni Churchill, Transportation Program Manager  
Bryan Davis, Senior Transportation Planner  
Christine Forde, Senior Transportation Planner  
Marshall Distel, Senior Transportation Planner  
Sai Sarepalli, Senior Transportation Planning Engineer  
Jason Charest, Senior Transportation Planning Engineer

**Guest**

Jonathan Slason, RSG

1. Bryan Osborne called the meeting to order at 9:02 AM.

**2. Consent Agenda**

DENNIS LUTZ MADE A MOTION TO APPROVE THE CONSENT AGENDA, SECONDED BY BOB HENNEBERGER. THE MOTION PASSED UNANIMOUSLY.

**3. Approval of May 2, 2022 Minutes**

BARBARA ELLIOTT MADE A MOTION TO APPROVE THE MINUTES OF MAY 2, 2022, SECONDED BY JONATHON WEBER. THE MOTION PASSED UNANIMOUSLY.

**4. Public Comments**

No comments from the public.

**5. FY2023-2026 Draft TIP**

Christine Forde, CCRPC, provided background on the Transportation Improvement Program (TIP), reviewed the various sections and components of the document, and gave a presentation on the draft FY2023–2026 TIP. Note that airport items are included for information purposes only because the CCRPC, as a metropolitan planning organization (MPO) doesn't have control over aviation funds. Christine noted this is a large TIP which reflects a number of large projects that have been in development for a number of years. For example, the New Facility/Major Roadway Upgrades category includes the Champlain Parkway, Railyard Enterprise, and Exit 17. The Safety/Traffic Operations/ITS category has the highest number of projects (18). There is a significant amount of transit funding which goes to Green Mountain Transit. The TIP also includes a number of Circ Alternative projects. Jonathon asked if we have a high level sense of how we're doing with system preservation and are we spending enough to keep up with it. Christine says we take a closer look during development of the long range transportation plan. Eleni adds that we'll be looking at performance measures for progress and we'll have more information in the fall. Dennis said it's important that we look in retrospect at

1 the Circ Alts projects and whether they addressed the congestion they were designed to address since the  
2 Circ Highway wasn't constructed.

3 DENNIS LUTZ MADE A MOTION THAT THE CCRPC BOARD WARN A PUBLIC HEARING FOR  
4 THEIR JULY MEETING FOR THE FY2023–2026 TIP, AND THAT THE BOARD APPROVE THE  
5 TIP IN JULY, SECONDED BY SANDY THIBAUT. THE MOTION PASSED UNANIMOUSLY.  
6

## 7 **6. Regional Park & Ride Plan Update and Discussion**

8 Jonathan Slason, RSG, gave a brief overview of the project purpose and schedule, reviewed the revised  
9 vision and goals, shared an facility inventory and commute shed map, noting the absence of a facility in  
10 the south/Rt 7 area, shared a summary of facility findings and occupancy data (there has been a decline in  
11 use during COVID), pointed out the decline in transit ridership and correlation in lower Park and Ride  
12 use, and presented the methodology to screen, prioritize and implement future facilities.  
13

14 Jonathon Weber suggested that Park and Rides closer to Burlington consider including bikeshare stations,  
15 and he noted that Local Motion is working with VTrans to relocate the existing bike lockers in Burlington  
16 and Winooski to Park and Ride facilities and they can evaluate and the utilization rates at some point. He  
17 also asked that this team push a little harder on the quality of the bike facilities connecting to Park and  
18 Rides which are often located on state highways, and painted bike lanes are high stress facilities and he'd  
19 like to see facilities with a bicycle level of traffic stress of 1 or 2. He asked if we have data to support that  
20 Park and Rides are reducing greenhouse gas emissions and vehicle miles traveled? Jonathan Slason said  
21 we know there's consolidation at these facilities, but we don't know exactly what that looks like at this  
22 time, so let's see if can track how much consolidation onto transit or into cars or on bikes is happening.  
23

24 Deirdre asked if there is a way to measure demand for a potential facility that doesn't yet exist, such as in  
25 Charlotte? Jonathan said there is demand correlated with certain activities, and that would be a location to  
26 go to, and it's primarily the commuting mode that we're looking to shift at a Park and Ride, and we know  
27 how many people are employed in a location, we know generally where they work because of census data  
28 and employment data, so we know how many people are going to the same origin and destinations, so we  
29 can roughly connect the percentage of people who can combine trips, and we know areas with limited  
30 access to transit to get to those locations, so level of transit access and number of employed persons gives  
31 a starting point.  
32

33 Chris from GMT noted that two of the biggest factors from the transit perspective are the frequency of  
34 service and the travel time of bus versus car. He also asked why the Ferrisburg/Vergennes facility wasn't  
35 included on the Route 7 corridor as it's served by TVT for the Link route. Jonathan said the team didn't  
36 have data on its occupancy and we didn't do an existing facility summary of it because it's outside the  
37 county, but we should acknowledge that's it's just outside the county boundary. Jonathan asked Chris if  
38 the travel time of the buses is tracked, and if it's changed over time, has there been more or less  
39 congestion, and is this something that could be shared? Chris says GMT has tracked this at certain times  
40 and will look into what is available to share. Jonathan mentioned the ridership demand piece and noted  
41 that Steven Falbel, Steadman Hill provided some data but if there are data points or trends that would be  
42 valuable to include in the plan to show correlation on Park and Ride occupancy and transit ridership to let  
43 him know.  
44

45 Sandy agreed with Jonathon Weber that other transportation options need to be near these facilities such  
46 as in Colchester. She noted that parking utilization is impacted by things like working from home, there's  
47 been a decline at UVM and on the Hill. CATMA will be conducting their fall survey and said they could  
48 add a question to it to get additional data. Jason Charest asked if a question could be included to  
49 understand people's willingness to share a vehicle with others. Sandy noted it might be related to people's  
50 schedules rather than comfort.  
51

52 Jonathan suggested that rather focus on facility prioritization, the Plan instead consider what would be the  
53 necessary steps for implementation.

Amy Bell asked what role do municipal park and rides play in this Plan, it seems like the focus is on state facilities? There might be smaller scale facilities that play a role in meeting Park and Ride demand. Jonathan says RSG has been carrying out the work regardless of facility ownership and jurisdiction, but notes that the implementation and maintenance would matter by jurisdiction. He asked CCRPC staff to respond as to whether and how implementation would be affected by the municipal versus state facilities. Eleni would like to consider this further and the role that/potential impact of smaller municipal facilities. Amy suggests that those local facilities could meet demand in areas where this study shows but doesn't indicate facility. Need to consider how many might be needed if existing ones are currently being utilized to their full potential.

The TAC gave consensus on the direction RSG is headed. The project is slated to be complete by the end of July. Deirdre asked if RSG has come across a price per gallon that changes people's driving behavior? Jonathan said there isn't specific price but there is price elasticity so that as fuel prices increase, behavior changes to some extent. Also, new technologies like being able to attend meetings virtually can affect transportation behavior.

#### **7. I-89 2050 Study Update**

Eleni Churchill, CCRPC, gave an overview of the project including vision, goals, and schedule. Jason Charest, CCRPC, then reviewed the project process including a corridor assessment and corridor "bundles" evaluation. Bob asked if electrification of fleet and impacts on fuel consumption were taken into account? Yes that was part of bundle 2 which modeled 90% of light duty fleet being electric. Eleni reviewed a table of final recommendations (short, medium, long term) which were approved by the CCRPC Board in May. This includes forming a monitoring committee that will meet to review data, metrics, transportation demand management (TDM) implementation and so on. The TDM bundle includes an aggressive scenario in the short term, and the implementation and resulting impacts will provide important data and information about other future needed I-89 investments from this study. The next step is to work on completing the final draft report. <https://envision89.com/>

#### **8. E&D Summit Recap**

Marshall Distel, CCRPC, provided an overview and recap of the Third Annual E&D (Elders and Persons with Disabilities) Transportation Summit held June 3 in Burlington. This event was aimed at providers and partners from around the state. The agenda and presentations are available at: <https://vtrans.vermont.gov/public-transit/E-and-D> Sandy noted that CATMA is hosting a transportation summit in the fall and will be in touch about some of the information from the E&D Summit.

#### **9. Status of Projects and Subcommittee Reports**

See bulleted list at the end of the agenda for current CCRPC projects. TAC members are encouraged to ask staff for more information on the status of any of these on-going or recently completed projects.

#### **10. CCRPC Board Meeting Report**

In May the Board had a public hearing for and voted to approve a Major TIP Amendment, held a public hearing for and voted to approve the FY23 UPWP and Budget, voted to approve the submission of the VPSP2 Asset and Regionally Driven Potential Project List to VTrans, heard a staff presentation on the I-89 2050 Study draft recommendations, heard an update on CCRPC equity contract and tasks, and heard other updates from the Executive Director.

#### **11. Chair/Members' Items**

- 2022 VTrans Bicycle and Pedestrian Grant Program is open. Applications must be received by 1:00 p.m., June 8. <https://vtrans.vermont.gov/highway/local-projects/bike-ped>
- VTrans Municipal Roads Grants-in-Aid program announced – letters of intent due June 24, for more information visit <https://vtrans.vermont.gov/highway/Municipal-Grant-in-aid-Program> or

1 contact Ross Gouin, 802-595-2381, [Ross.Gouin@vermont.gov](mailto:Ross.Gouin@vermont.gov).

- 2 • Safe Streets and Roads for All: The Bipartisan Infrastructure Law (BIL) established the new Safe  
3 Streets and Roads for All (SS4A) discretionary program to support regional, local, and tribal  
4 initiatives through grants to prevent roadway deaths and serious injuries.

- 5 ○ SS4A website with the notice of funding opportunity (NOFO):

6 <https://www.transportation.gov/SS4A>

- 7 ○ Webinars with more info: <https://www.transportation.gov/grants/SS4A/webinars>

8 Charlie recognized Dennis Lutz and his upcoming retirement and thank him for his years of service to the  
9 Town of Essex, CCMPO and CCRPC. Dennis said that Aaron Martin will be the new TAC  
10 representative. Dennis will continue with some work for the Town on a part time basis in the fall.

11  
12 The next TAC meeting is scheduled for Tuesday, July 5, 2022 but may be cancelled, we will let TAC  
13 members know.

14  
15 The meeting adjourned at 10:46.

16  
17 Respectfully submitted, Bryan Davis

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
CLEAN WATER ADVISORY COMMITTEE – DRAFT MINUTES

DATE: Tuesday, June 7, 2022  
SCHEDULED TIME: 11 a.m. to 12:15 p.m.  
PLACE: In-person at CCRPC office and ONLINE VIA ZOOM  
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all online unless otherwise noted)		
Bolton:	Hinesburg:	St. George:
Buels Gore:	Huntington: Darlene Palola	Underhill:
Burlington:	Jericho: Tom Joslin	Westford:
Charlotte:	Milton: Dave Allerton, Kirsten Jensen	Williston: Christine Dougherty
Colchester:	Richmond: Ravi Venkataraman	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo	South Burlington: Dave Wheeler, Christine Gingras	VANR:
Burlington Airport: Catie Calabrese (EIV)	University of VT: Lani Ravin	CCRPC Board:
Friends of the Winooski River: Michele Braun (arr. 11:17 p.m.)	Lewis Creek Assoc:	Winooski NRCD: Remy Crettol
Other Attendees: DEC: Karen Bates, Jim Pease Other: Dean Pierce (Northwest RPC)		
CCRPC Staff: Dan Albrecht, Sai Sarepalli, Charlie Baker		

- 1. Call to Order.** Co-chair, Annie Costandi called the meeting to order at 11:01 a.m.
- 2. Changes to the Agenda and public comments on items not on the agenda** None.
- 3. Review and action on draft minutes of May 30, 2022** After a brief recap by Albrecht, *Palola made a motion, seconded by Wheeler to approve the minutes as drafted with a minor correction on line 21 to read “basin” instead of “basing.” MOTION PASSED.*
- 4. Vermont Wetlands Program**
  - overview of DEC’s proposal to update the Vermont Significant Wetlands Inventory (VSWI), generally determine wetland types as Class II, and revise the Vermont Wetland Rules to clarify map update and determination
  - how DEC reviews municipal stormwater treatment & road runoff treatment projects when they intersect with wetlands
  - Wetland Restoration Project online tool**

Laura Lapierre, DEC Wetlands Program Manager, presented on the topics noted above. [Note: See her presentation posted at Committee webpage]. Key points and points of discussion were as follows:

  - DEC is requesting comments on the proposal to update the Vermont Significant Wetlands Inventory (VSWI), generally determine wetland types as Class II, and revise the Vermont Wetland Rules to clarify map update and determination procedures. See webpage here:  
<https://dec.vermont.gov/watershed/wetlands/rulemaking>
  - Comments will be accepted until July 1<sup>st</sup> and are best transmitted to DEC via this form:  
<https://forms.office.com/g/r36x9vAHv7>
  - Work is moving towards completion in Chittenden County. Some of the towns in the State with the most additions of wetland include Charlotte, Essex, Richmond, Shelburne and Williston.
  - You can view progress on these proposed updates to the inventory by visiting the project webpage here:  
<https://vtanr.maps.arcgis.com/apps/instant/nearby/index.html?appid=f862dbe013c54fc9be6fa7d26b8e1f2d>

- 1 • The formal rule will be filed in August and public meetings will take place during August-September
- 2 after which it will go to LCAR and then in February the Rule and the Map will be formally adopted.
- 3 • Regarding how DEC Wetlands address road runoff and municipal and development projects that
- 4 might impact wetlands she stressed the importance of contacting DEC early in the process both to get
- 5 an accurate field delineation and to brainstorm how best to assure project success by minimizing
- 6 impacts to wetlands.
- 7 • Wheeler raised concerns about situation where to stormwater treatment practice discharges into a
- 8 wetland but that wetland is not providing any of the defining wetland values such as retention but
- 9 DEC makes it a challenge to repair an outfall in that wetland where significant erosion is occurring.
- 10 He also noted that some stormwater ponds and gravel wetlands are providing wetland style benefits
- 11 such as habitat for ducks, muskrats, etc. Lapierre responded that with that type of situation they would
- 12 like to have the applicant construct a smaller stormwater pond but pair it with elements to restore some
- 13 of the abutting wetland.
- 14 • Pierce asked, in the case of a Clean Water Service Provider project that treats an existing, non-
- 15 permitted municipal runoff, what would be different for improving an outfall that impacts a wetland?
- 16 Lapierre indicated that the overarching question with any wetland review is “can the applicant avoid
- 17 or minimize impacts?” They would also ask the applicant to work within the existing footprint.
- 18 • Regarding the Wetlands Restoration Potential mapping tool, this is located within the ANR Atlas
- 19 mapping tool: First go to: <http://tiny.cc/wetlands>, this brings up the wetland theme (Wetland
- 20 Inventory Map), then scroll down to Watershed Protection and make sure the layer called “Wetland
- 21 Restoration Potential (Lake Champlain 2017) is selected. You can then click on each polygon to see
- 22 how it scores in terms of potential and value. Note that this 2007 layer (which was updated in 2017)
- 23 was given to NRCS & USFWS so be sure to check with them first that they don’t already have a
- 24 project underway there
- 25 • Wheeler noted that with regards to the 3-9026 permit (aka Wetlands General Permit) it would be better
- 26 if the triggering thresholds were higher and allowed some more impact. The City is looking at
- 27 locations where some sort of project needs to happen but some of the wetlands that are located near a
- 28 stormwater treatment practice are not really providing the values. Regarding Operations &
- 29 Maintenance, for operations like the City of South Burlington which do regularly maintain ponds, etc.
- 30 it would be great if DEC would acknowledge that. Lapierre noted it would be great for her to see
- 31 examples of projects for natural areas that need a better outfall. Wheeler indicated he would follow up
- 32 with her.
- 33 • Lapierre provided the following links in the chat:
- 34 Wetland Screening Tool: <https://anrmaps.vermont.gov/websites/wetlandScreening/>
- 35 Wetland Inventory Maps: <http://tiny.cc/wetlands>
- 36 Landowners Guide To Wetlands: <https://dec.vermont.gov/watershed/wetlands/what/guide>
- 37 Hire a Wetland Consultant: [https://dec.vermont.gov/watershed/wetlands/what/id/wetland-consultant-](https://dec.vermont.gov/watershed/wetlands/what/id/wetland-consultant-list)
- 38 [list](https://dec.vermont.gov/watershed/wetlands/what/id/wetland-consultant-list)
- 39 Program Inquiry Form: <https://dec.vermont.gov/watershed/wetlands/contact>
- 40 You Tube Channel:
- 41 [https://www.youtube.com/watch?v=oDzL6NRIGgs&list=PLLXVJCF6Lbmkg4ZPOiAg2Yybklskik](https://www.youtube.com/watch?v=oDzL6NRIGgs&list=PLLXVJCF6Lbmkg4ZPOiAg2YybklskikMQ)
- 42 [MQ](https://www.youtube.com/watch?v=oDzL6NRIGgs&list=PLLXVJCF6Lbmkg4ZPOiAg2YybklskikMQ)

#### 44 5. **Update on Clean Water Service Providers for Northern Lake Champlain, Lamoille & Winooski**

45 **Basin and Act 76 Implementation** Dan Albrecht and Dean Pierce provided brief updates on the start-up  
46 operations for the CWSPs they administer, Basin 5 and Basin 7, respectively. Pierce noted that the Basin 7  
47 Council at its most recent meeting in late May had approved an Interim Public Participation Policy,  
48 discussed guidance for subgrants from the Basin 7 CWSP to project manager organizations and began to  
49 discussion of how to weigh the co-benefits of projects and project prioritization processes.  
50 Pierce provided the following link in the chat: Tentative date of next Lamoille BWQC meeting is June 23 at  
51 11 am. The Lamoille BWQC web page is <https://www.nrpcvt.com/cwsp-water-quality-councils> Agendas  
52 and minutes at <https://www.nrpcvt.com/cwsp-agendas-minutes>  
53 Albrecht noted the Basin 5 Council discussed operating policies, conflict of interest policy and a public  
54 participation policy. As Basin 5 CWSP, the CCRPC also issued an RFQ for Subcontractor Services to



1 identify water quality project engineering firms for either the CCRPC or its subgrantees to use. He hopes to  
2 issue an RFQ soon as well for Subgrantee Project Manager/Implementor to identify NRCDS, watershed  
3 groups, land trusts, municipalities and other organizations that the CCRPC could then provide grants to for  
4 non-regulatory phosphorus reduction projects. He provided the following in the chat:

5 <https://www.ccrpcvt.org/northern-lake-champlain-cwsp/>

6 He noted that the Basin 8 Council has been meeting as well and having exploratory discussions similar to  
7 those of Basins 7 and 5. He provided the following in the chat: [https://centralvtplanning.org/about/minutes-](https://centralvtplanning.org/about/minutes-agendas-staff-reports/winooski-basin-water-quality-council/)

8 [agendas-staff-reports/winooski-basin-water-quality-council/](https://centralvtplanning.org/about/minutes-agendas-staff-reports/winooski-basin-water-quality-council/)  
9

- 10 6. **Updates by Staff** Albrecht noted that CCRPC recently updated its procurement policies to meet  
11 requirements for CWSP work. He also noted to the members that their town clerk or town manager may be  
12 in touch with them regarding reappointment to this Committee. He welcomed the new member from  
13 Jericho, Tom Joslin. Costandi noted that VAOT had sent out an email to towns noting that applications for  
14 Grants-in-Aid are due back to them on June 24<sup>th</sup>. Albrecht noted that if any towns needed help completing  
15 the application, they can contact Chris Dubin at the CCRPC.

- 17 7. **Updates by Members and Guests** Michele Braun, Executive Director of Friends of the Winooski River  
18 gave a brief but comprehensive overview of WNCRD's mission and recent operations. [ Note: See her  
19 presentation posted at the Committee webpage]. She noted the following projects that include a specific  
20 Chittenden County element were: StormSmart home stormwater assessments, an artist in residence in  
21 program that worked in schools in Burlington, South Burlington, and Richmond, working with Stone  
22 Environmental to complete a design at the Richmond School to meet their 3-acre permit and the River of  
23 Light paddle will happen on August 12<sup>th</sup> and goes from Heineberg bridge in Colchester to the mouth of the  
24 Winooski River. She also noted several projects that have a regional focus that will also benefit  
25 Chittenden County.

26 Karen Bates noted as part of the Winooski TBP process and that she would be happy to facilitate a  
27 conversation to improve collaboration between the MS4 Rethink Runoff program and FWR's efforts  
28 (using its LCBP grant) to develop shared messaging and assessment protocols among groups who do  
29 residential stormwater outreach and assessment. Albrecht suggested having this an agenda at an MS4  
30 Subcommittee meeting.

31 Tom Joslin introduced himself as new Jericho member. He used to work at Vermont DEC Water  
32 Infrastructure Division but is now retired and running his own water and climate research lab. He is  
33 currently doing research on Bio-char for wastewater treatment and stormwater treatment. Early results are  
34 promising especially for nitrogen reduction.

35 Albrecht noted that MARC has published an RFP for Design Implementation Block Grants which are due  
36 on July 7th. [Note: See link at ]. Feel free to reach out to him if you would like the CCRPC to administer  
37 a grant on your behalf and manage the consultant we can do that. RFPs issued by the CWSPs for non-  
38 regulatory water quality projects will likely be issued later this summer.  
39

- 40 8. **Items for July 5<sup>th</sup> Agenda** More on CWSP operations for Basins 5, 7 and 8; potential presentation by  
41 WNRCD on their operations.  
42

- 43 9. **Adjournment.** The meeting adjourned at 12:16 p.m.  
44  
45

*Respectfully submitted, Dan Albrecht*

## **Minutes (DRAFT)**

### **CCRPC Equity Advisory Committee Meeting**

**Monday, June 6, 2:00-3:00pm | Via Zoom**

**Attendees: Mike O'Brien, Elaine Haney (Members); Emma Vaughn, Bryan Davis, Charlie Baker (CCRPC Staff); Sue McCormick, Nadia DuBose (The Creative Discourse Group)**

1. Establish context for the work

Sue gave an update and recap to re-establish the group and noted that the original task included having an Equity and Engagement Manager onboarded, which has been postponed. Charlie noted that we need to get clarity about the Equity Advisory Committee (EAC) before we sign on another staff person.

2. Review and refine process for inviting members

Sue and Nadia walked through the suggested process for inviting members (covered in agenda item 3), including some updates to the task as noted on the agenda. Sue noted that part of the second phase is to support CCRPC [staff] in serving as a convener.

3. Identify timeline and next steps

Nadia and Sue shared updates, including the commitment to 4 1-hour meetings with the existing EAC to support the group as it goes through the solicitation process and to help recruit new members. They noted the second part of that task would be to convene the expanded EAC up to 6 times (1 hour each). TCDG suggests 4 of those working hours could be a half-day summit focused on relationship building and helping to set the foundation for the work ahead. Charlie asked what's coming out of the 4-hour session, and Sue explained: The group norms, relationship building, shared understanding, review of recommendations, general conversation about roles. TCDG will participate and help the group get to know each other, learn, and leave with some shared agreements. There is room to clarify the direction of the EAC once the expanded group convenes. Charlie asked about where a formal statement would fit in, and Sue noted that it would follow that initial work. The following 2 1-hour meetings would be focused on the action plan. The group agreed with this approach.

The group discussed inviting people to join. Elaine noted that we have an existing list of partner organizations, focus groups, and other people who are interested – Bryan and Emma will review and refine. Sue and Nadia walked through the process: There will be a general invitation, and then individual custom invitations to folks who may be interested who we already have relationships with (through the summit, focus groups, or other means). The intention is to invite people to participate but make it fully reciprocal – “what would make it really valuable for you to participate?” It's important to get clear about how we are inviting people to the table because their lived experiences and expertise would add tremendous value to the conversation. At the time we invite them, we are hoping they say yes – and we need to



ask them what we can do for them in order for them to participate. Partner organizations might include AALV, Old Spokes Home, CVOEO. The group discussed CCRPC's existing volunteer stipend policy and Emma shared the form with the group via chat (available here:

[https://www.ccrpcvt.org/wp-](https://www.ccrpcvt.org/wp-content/uploads/2016/01/CCRPC_PPP_Stipend_Policy_and_AC_Enrollment_Form.pdf)

[content/uploads/2016/01/CCRPC\\_PPP\\_Stipend\\_Policy\\_and\\_AC\\_Enrollment\\_Form.pdf](https://www.ccrpcvt.org/wp-content/uploads/2016/01/CCRPC_PPP_Stipend_Policy_and_AC_Enrollment_Form.pdf)),

noting that it is due for a review and update. The group agreed that Emma would draft the initial invitation language and aim to get it to TCDG for review by Friday, 6/10.

The group discussed the process for officially bringing on new members once they agree to participate. Charlie explained that with other CCRPC committees, the Board generally relies on the expertise of the committee to make recommendations. Elaine agreed with this approach. Mike agreed and noted that the process of bringing names to the Executive Committee, then the Board, is what is used for other committees. The group discussed and agreed with this approach.

#### 4. Next meeting

The next EAC meeting is scheduled for Tuesday, June 28 from 11:00am-12:00pm. The meeting ended at 3:02pm.