

## REGULAR MEETING AGENDA

Wednesday, September 21, 2022, 6:00 pm

Large Conference Room, CCRPC Offices

110 West Canal Street, Suite 202, Winooski, VT



### Or by Remote Attendance:

Join Zoom Meeting: <https://us02web.zoom.us/j/86939574481>

One tap mobile: + 13017158592,,86939574481#

Dial in: +1 301 715 8592 Meeting ID: 869 3957 4481

**Board Orientation Session: Please use the same meeting link listed above.**

**5:00PM for new members, all members welcome!**

### CONSENT AGENDA –

C.1 Minor TIP Amendment – none

### DELIBERATIVE AGENDA

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Consent agenda - none (MPO Action; 1 min.)
4. Approve Minutes of July 20, 2022, Meeting\* (Action; 1 min.)
5. Multi-jurisdictional All Hazards Mitigation Plan\* (Action; 10 minutes)
6. Park and Ride Plan update\* (Discussion; 20 minutes)
7. Active Transportation Plan update\* (Discussion; 20 minutes)
8. Committee member review/volunteers\* (Discussion; 10 minutes)
9. Equity Advisory Committee Update\* (Discussion; 10 minutes)
10. Regional Plan schedule update\* (Discussion/potential Action; 10 minutes)
11. Chair/Executive Director's Updates (Information; 1 min.)
12. Committee/Liaison Activities & Reports \* (Information; 1 min.)
  - a. [Executive Committee](#) ([final minutes](#) August 3, 2022 and [draft minutes](#) September 7, 2022) \*
    - i. Act 250 Sec 248 letters (3)
  - b. [Transportation Advisory Committee](#) ([final minutes](#) August 3 and [draft minutes](#) September 6) \*
  - c. [Clean Water Advisory Committee](#) ([draft minutes](#) September 6, 2022) \*
  - d. [MS-4 Subcommittee](#) ([final minutes](#) August 2, [final minutes](#) August 24, and [draft minutes](#) Sept. 6)\*
  - e. [Planning Advisory Committee](#) ([final minutes](#) June 8, 2022)
  - f. [Long Range Planning Committee](#) ([draft minutes](#) August 9, 2022) \*
13. Adjournment (Action; 1 min.)

*\*Attachment*

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

*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.*

- Long Range Planning Committee - Tuesday, September 20, 2022, 7pm
- Transportation Advisory Committee – Tuesday, October 4, 2022, 9am
- Executive Committee – Wednesday, October 5, 2022, 5:45pm
- Clean Water Advisory Committee - Tuesday, October 11, 2022, 11am
- CWAC MS4 Subcommittee - Tuesday, October 11, 2022, ~12:30pm
- Long Range Planning Committee - Tuesday, October 11, 2022, 7pm
- Equity Advisory Committee – TBD
- CCRPC Board Meeting - Wednesday, October 19, 2022, 6:00pm
- Planning Advisory Committee – Wednesday, November 9, 2022, 2:30pm

Tentative future Board agenda items:

October 19, 2022	New member Training prior to meeting Park and Ride Plan approval ECOS Plan Update Equity Update Legislative Breakfast Priorities Town of Bolton Enhanced Energy Plan?
November 16, 2022	Active Transportation Plan approval ECOS Plan Update Equity Update Legislative Breakfast Priorities
December (date TBD)	Legislative Breakfast

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

DATE: Wednesday, July 20, 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:	Absent
	Burlington:	Andy Montroll	Burlington:	Max Schindler (Alt)
	Charlotte:	Dana Hanley	Charlotte:	Deirdre Holmes (Alt)
	Colchester:	Jacki Murphy	Essex:	Tracey Delphia (Alt)
	Essex Junction:	Dan Kerin	Essex Junction:	Elaine Haney (Alt)
	Huntington:	Barbara Elliott	Hinesburg:	Mike Bissonnette
	Jericho:	Catherine McMains	Milton:	Absent
	Richmond:	Bard Hill	St. George:	Absent
	Shelburne:	John Zicconi	So. Burlington:	Chris Shaw
	Underhill:	Kurt Johnson (Alt)	Westford:	Absent
	Williston:	Andrew Watts	Winooski:	Abby Bleything (Alt)
	Cons/Env.:	Miles Waite (Alt)	VTrans:	Amy Bell
	VTrans:	Matthew Arancio	VTrans:	Matthew Langham
	FHWA:	Absent	Bus/Ind:	Absent
	GMT:	Absent	Agriculture:	Absent
	Socio/Econ/Housing:	Absent		
Others:	CCTV,	Scott Moody	Guest,	Michael Arnold
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	Emma Vaughn,	Communications Mgr.
	Philip Burbidge,	Business Office Assoc.		

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. Michael Arnold asked if, "there are any plans to invest capital or planning dollars to reduce GMT operating expenses, either through traffic signal priority, bus stop consolidation, or dedicating transit priority lanes"? Charlie said yes, there are multiple layers to this and there are Federal restrictions on how the Federal funds can be used. Eleni said we have looked at transit priority in the past and are working with GMT on the consolidation of bus stops. Eleni told Michael she would be happy to speak with him in depth about this outside of the meeting. Matthew Langham said flex dollars can be used this for preventive maintenance and VTRANS can use flex dollars. Charlie said GMT is updating the transit plan now and looking into additional revenue sources to supplement match dollars. Charlie said GMT is not here tonight to answer the questions, but he believes there are dollars available, but they are having difficulties coming up with match dollars.

3. Action on Consent Agenda -MPO Action. There was none.

4. Approve Minutes of the June 15, 2022, Board Meeting.

BARD HILL MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE JUNE 15, 2022, BOARD MEETING MINUTES, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

5. FY23-26 Transportation Improvement Program (TIP)

a. **Public Hearing.**

BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO OPEN THE PUBLIC HEARING AT 6:06 PM. MOTION CARRIED UNANIMOUSLY. Catherine asked if there were any members of the public present or if anyone had additional comments. There were none.

Christine Forde referred members to the FY2023-2026 Transportation Improvement Plan (TIP) document and provided an overview of the TIP to members. She explained the TIP is a prioritized, fiscally constrained, multi-year list of federally funded multimodal transportation projects and operations within the Chittenden County Regional Planning Commission region. As a federally designated Metropolitan Planning Organization (MPO), the CCRPC must prepare a TIP that covers at least a 4-year period, and it must be fiscally constrained. The FY23-26 TIP includes \$428.2 million in Federal funds for transportation projects in Chittenden County. It is updated yearly with the assistance of the Transportation Advisory Committee (TAC), the Vermont Agency of Transportation, (VTRANS), Green Mountain Transit (GMT) and the Burlington International Airport. She said airport projects are included for information only as the CCRPC does not control FAA funded projects.

Transportation Planning and Project Implementation categories include:

- Long Range Plan – Metropolitan Transportation Plan/ECOS Plan
- Planning Studies/Corridor Studies
- Scoping Studies
- Funding (TIP/STIP/Capital Program)
- Design/Right of Way/Construction

Christine said the TIP is a very large document and this year holds a record amount of dollars. The FY23-26 TIP includes \$428.2 million in Federal funds for transportation projects in Chittenden County.

She explained for projects to be included in the TIP:

- Projects must have completed, or nearly completed the planning process and be ready for design.
- Projects must have funding
- Projects must be listed in the VTrans Capital Project

Christine reviewed the format of the TIP's three sections:

- Section I: Introduction
  - What the TIP is
  - Discussion of Performance Measures
  - Adoption Resolution



- Glossary
- Section II: Projects by Municipality
  - Chittenden County projects that the CCRPC authorizes for obligation of Federal funds.
- Section III: Summary of funding amounts
  - Figures and tables showing Federal funds by CCRPC project use categories and Federal funding sources.

TIP Funding Levels, the amount of Federal Funds in each year (Note: these figures do not include Burlington International Airport).

- FY2023 \$99.9 Million
- FY2024 \$92.4 Million
- FY2025 \$85.5 Million
- FY2026 \$45.5 Million

Christine reviewed TIP projects by use categories, the funds allocations and various projects listed in the FY23-26 TIP. She asked members for any questions or comments. Dana Hanley asked about the \$18 Million dollar allocation under Aviation for noise mitigation. Christine said there are various items under the airport funding, and this is a placeholder. Chris Shaw said noise mitigation is an ongoing topic for municipalities near the airport.

DANA HANLEY MADE A MOTION, SECONDED BY CHRIS SHAW, TO CLOSE THE PUBLIC HEARING AT 6:27 PM. MOTION CARRIED UNANIMOUSLY.

- b. **Action on the TIP.** ANDY MONTROLL MADE A MOTION, SECONDED BY DAN KERIN, TO APPROVE THE TIP 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: Absent	Winooski: Yes
VTrans: Yes		

MOTION CARRIED WITH 20 OF 24 VOTES AND 13 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

- c. **Certification of the Planning Process**

JOHN ZICCONI MADE A MOTION, SECONDED BY DAN KERIN TO CERTIFY THE PLANNING PROCESS. 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: Absent	Winooski: Yes
VTrans: Yes		

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

6. Comprehensive Economic Development Strategy update.

Regina provided members with a PowerPoint presentation on the West Central Vermont, Comprehensive Economic Development Strategy (CEDS). She explained a Comprehensive Economic Development Strategy is a strategy driven plan for regional development. This will be incorporated into our 2023 ECOS Plan. Chittenden County has partnered with three other regions including, most of Addison County, Central Vermont, and most of Rutland County. The goal is that all regions will have an economic development strategy to ensure planning dollars are brought into each region. The Draft CEDS is available at <https://www.westcentralvt.org>. Comments are due by August 12, 2022. The final draft will be complete by the end of September 2022. Key findings include:

West Central Vermont is the most economically impactful region of Vermont. The size, population, economic base, GDP, personal income, level of education and infrastructure set it apart from the rest of the state.

- Diversity
  - Between 2010 and 2020 the White alone population declined. The population of all other groups increased by 95% over the same period.
- COVID Response
  - Federal Assistance
  - Most severe, direct, and lasting impact on the Leisure and Hospitality area
  - Total employment in Retail and Manufacturing areas remains down
  - The Region has generally emerged from the pandemic in a strong economic position
- Economic stability and long term growth are challenged with a labor shortage
- The Region has a high location quotient values for niche manufacturing and value added agricultural products
- The West Central Vermont Region is not immune to economic inequity that exists in the rest of Vermont and the country
  - Gender wage gap
  - Gaps between White residents and BIPOC residents in education attainment, income and homeownership rates all exceed national averages.
- Investing in Infrastructure in areas planned for growth is a regional priority.
  - Supports economic development, but also housing and essential services

Bard said there is a notable difference in diversity in certain regions of Chittenden County and is apparent within our high school communities. Chris wonders if, within the key findings for the outreach and contributions, how higher education and secondary education fit into the model, how were these included? Regina one of the partners is the University of Vermont, as they have a new Office of Engagement. They provided data resources and have been very helpful with the findings.

Deirdre Holmes asked for the context of “resilience” is it referring to economic or climate? Regina explained the intention for the plan is economic resilience, however, resilience is really open to everything we should be thinking about and planning for in an evolving economy. When public funding comes into play, there needs to be a better way to be inclusive. The “first come first serve” process does not adequately serve every group. We need to ensure diverse populations have access to these funds and opportunities. Regina said we are addressing this issue and currently awaiting more information from the Vermont Professionals of Color Network.

1  
2 7. Board and Committee member review/volunteers:

3 Catherine referred members to the FY2023 Regional Board Member and Committee Appointments  
4 document included with the packet. She reviewed the current members of each committee and  
5 highlighted vacant positions. Charlie said the Socio-Economic-Housing position is open, unless Jesse  
6 Bridges, the alternate, is willing to move up. Charlie reminded members Don Meals has retired and  
7 there are openings within the Conservation/Environmental and Clean Water Advisory Committees.  
8

9 Charlie asked if anyone wanted to volunteer to step into any of the open spots? Bard said it is  
10 important that we contemplate diversity and ways we might incorporate racial equity. Charlie there  
11 are 16 community members interested in joining the Equity Advisory Committee.  
12

13 8. Legislative Priority mid-year Review

14 Charlie referred members to the Policy Participation Topics document included with the packet. He  
15 provided a review of each topic and explained there were only a few changes. Charlie asked  
16 members if there were other items they wanted to include or if anything should be removed?  
17

18 Chris said he wondered if we should pay more attention to the challenges of reliable and affordable  
19 childcare in Vermont. If we want to keep college graduates in Vermont, we need to think more  
20 about this. Bard agreed and added there is also an issue with student loan costs, housing costs and  
21 income levels. If recent graduates cannot make enough money to support high student loan  
22 payments and find affordable housing they will not stay in Vermont. He feels we need to focus on  
23 retaining graduates.  
24

25 9. Equity Advisory Committee and Training sessions update

26 Charlie said everyone should have received equity training invitation emails from Emma Vaughn.  
27 The first training session, Productive conversation about racism and inequities scheduled for  
28 Tuesday, July 26 from 5:30 to 7:30 PM. He said there are four sessions and he encouraged everyone  
29 to attend all four. Dana asked what was different from the previous training sessions that were  
30 offered to members? Emma explained the focus of these sessions is practical application and  
31 examples of ways to apply what you learn in day-to-day situations. Charlie said the Equity  
32 Committee is planning to hold a meeting in September that incorporates current members with new  
33 members. He said currently there are 16 interested people. Catherine asked how do we plan to  
34 settle on the right number? Charlie said our equity consultant said the number will be reduced  
35 through attrition as there will be some people who cannot make the scheduled meetings. Jacki said  
36 she agrees with Charlie that the timing of the meetings will be a challenge for some. Charlie most of  
37 the CCRPC committees have people who are interested and follow the information presented even  
38 though they are not able to attend.  
39

40 10. Chair/Executive Director Report

41 a. Expedited TIP Amendment.

42 Charlie referred members to the TIP Expedited Amendment memo included with the packet.  
43 There was no action required by the board. The memo explained the details of an Expedited TIP  
44 Amendment for the following project: **I-89 Culvert Replacement, Richmond, Project BR067,**  
45 **Amendment FY22-41.** The total estimate for preliminary engineering is \$250,000 and for  
46 construction is \$15,820,000. VTrans will use a combination of COVID stimulus funds at 100%  
47 federal funds and National Highway Preservation Program (NHPP) funds at 90% federal and 10%  
48 state.

- Add \$225,000 in NHPP funds in FY22 for preliminary engineering
- Add \$900,000 in COVID stimulus funds for construction in FY22
- Add \$13,428,000 in NHPP funds for construction in FY23. The FY23 funds will be advanced construction funds, and VTrans will ask for the funds through August redistribution if possible. If the funds are awarded, we will need to amend the TIP again in August/September to allow the AC conversion to occur

b. Broadband CUD process

Charlie said, in terms of broadband coverage, outside of Chittenden County, Vermont is moving to Fiber. Chittenden County is mostly cable, and we probably need to be a part of, or set up a Communication Union District (CUD). There will likely be funding available to our municipalities and this item needs to be on the ballot, to vote on this. Regina said the conversations to date have been focused on the municipalities that are not served by Burlington Telecom or Waitsfield Telecom. This issue mostly affects Chittenden Counties central and northern towns. Regina also said the funding that is being provided to Chittenden County is miniscule, because it is based only on the underserved areas. A CUD will ensure that the underserved areas are guaranteed. Catherine asked if the vote will be on the "intent" to join a CUD? Regina said selectboards are planning to ask voters if they want to join a CUD. The ballot question needs to be figured out in August, to be added to the general election before the August 17<sup>th</sup> deadline.

c. Panelope public engagement tool

Charlie said we are looking at this product to see if it would be an effective public engagement tool. He explained South Burlington has used Panelope as a polling tool; it is a verified resident survey tool. We plan to test it and see how well it works. Charlie asked members if they had any questions.

Charlie asked Regina to share her recent new. Regina said she a finalist (one of two candidates) for the open Essex Junction City Planner position. She said she really loves working for the CCRPP and her decision was not in any way a reflection of how she feels about staff or the work she is currently doing.

11. Committee/Liaison Activities & Reports.

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

Bard said he just wanted to bring to everyone's attention that Richmond is looking at what it would be like to partner their regional dispatch for police service with another town.

12. Adjournment. CRHIS SHAW MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE BOARD MEETING AT 7:32 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham



# CHITTENDEN COUNTY RPC

*Communities Planning Together*

**CCRPC Board**

**09/21/2022**

**Agenda Item #5: Multi-Jurisdictional All-Hazards Mitigation Plan (AHMP)**

## **Consider adoption of 2022 Chittenden County Multi-Jurisdictional AHMP**

**Issues:** On September 13, 2022, the CCRPC received notice from Vermont Emergency Management that the draft Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan (AHMP) as well as numerous municipal AHMPs annexed to it, met the requirements of 44 CFR 201.6 pending adoption. The attached resolution for your consideration is modeled after those that each municipality also considers once FEMA authorizes approval.

**Staff Recommendation:** Adoption of the resolution will demonstrate the resolve of the CCRPC to carry out the actions endorsed in the Multi-Jurisdictional AHMP linked below. See Section 6 and especially Table 6-9 for details on these actions.

**Background:** The draft MJAHMP and the municipal AHMPs that are annexed to the Plan were developed by IEM, a national consulting firm, in consultation with CCRPC and the municipalities. For more information, see <http://www.ccrpcvt.org/our-work/emergency-management/hazard-mitigation-plan/>. Once a municipality adopts its FEMA review and approved AHMP, the municipality is eligible to apply for various FEMA grants as well as help meet standards for a favorable match percentage under the State Emergency Relief and Assistance Funds program. Note that the Town of Colchester developed its own stand-alone AHMP earlier in 2022.

**For more information contact:** Dan Albrecht, 861-0133 [dalbrecht@ccrpcvt.org](mailto:dalbrecht@ccrpcvt.org)

**Attachments:** See attached resolution. See final draft of Multi-Jurisdictional AHMP at <http://www.ccrpcvt.org/about-us/commission/agendas-minutes/>



**Resolution: 2012 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan**

**WHEREAS**, the **2017 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan (Plan)** and its attendant municipal All-Hazards Mitigation Plans attached as Annexes analyze hazards and assess risks in the County as a whole and in the individual municipalities; and the Plan and its Annexes recommend the implementation of a variety of actions to mitigate against damage from hazard events; and

**WHEREAS**, municipalities in Chittenden County have historically experienced severe damage from natural hazards and they continue to be vulnerable to the effects of the hazards profiled in the **Plan** which result in loss of property and life, economic hardship, and threats to public health and safety; and

**WHEREAS**, the **2017 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan** and several annexed municipal All-Hazards Mitigation Plans have received an "Approval Pending Adoption" determination from Vermont Emergency Management under the requirements of *44 CFR 201.6*; and

**WHEREAS**, the **Plan** specifically recommends hazard mitigation strategies, and plan maintenance procedures for the CCRPC and recommends several hazard mitigation actions (projects) that will provide mitigation for specific natural hazards that impact the municipalities in the County with the effect of protecting people and property from loss associated with those hazards; and

**WHEREAS**, adoption of this **Plan** and its applicable, annexed municipal All-Hazards Mitigation Plan by an individual municipality and subsequent FEMA Formal Approval will make them eligible for funding to alleviate the impacts of future hazards;

**NOW THEREFORE BE IT RESOLVED** by the Chittenden County Regional Planning Commission:

1. The **2022 Chittenden County Multi-Jurisdictional All-Hazards Mitigation Plan** is hereby adopted as an official plan of the CCRPC;
2. CCRPC staff are hereby directed to pursue implementation of the recommended actions;
3. Future revisions and **Plan** maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as part of this resolution for a period of five (5) years from the date of this resolution; and
4. An annual report on the process of the implementation elements of the Plan will be presented to the CCRPC Board by the Executive Director.

**IN WITNESS WHEREOF**, the undersigned have affixed their signature this \_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
CATHERINE MCMAINS  
CCRPC Chair

\_\_\_\_\_  
CHARLES BAKER  
CCRPC Executive Director

Attest: \_\_\_\_\_



## **Chittenden County Regional Planning Commission**

**September 21, 2022**

**Agenda Item 7: Discussion Item**

### **Regional Active Transportation Plan Update**

**Background:** In FY22 the CCRPC contracted with consultant Toole Design to update the 2017 Regional Active Transportation Plan (ATP). The ATP serves as the active transportation element of the long-range Metropolitan Transportation Plan (MTP). The first ATP was completed in 1993 and is generally updated every 5 years.

As part of the current update, Toole Design has completed four analyses (equity, bicycle network, trip potential, unpaved trails), the results of which have been combined with public input and walk/bike projects on the TIP and MTP to create the preliminary recommendation for a countywide active transportation network described in the attached two memos for review and discussion by the CCRPC Board.

The next steps in the project are to finalize the regional network and infrastructure recommendations, develop a prioritization methodology and scoring criteria to prioritize recommendations, and then package all memos/content into an overarching narrative that describes the purpose and need for the plan update, the planning process, recommendations, and desired outcomes.

To complement the network/engineering recommendations, the Toole Design Team will develop a comprehensive set of program and policy recommendations that directly address the opportunities and needs identified through prior tasks.

**Staff/TAC**

No Action Needed

**Recommendation:**

**For more information  
contact:**

Bryan Davis  
bdavis@ccrpcvt.org or 861-0129



## **Chittenden County Regional Planning Commission**

**September 21, 2022**

### **Agenda Item 8: Action Item**

#### **FY2023 Regional Board Member & Committee Appointments**

Regional Board Member Appointments per the Bylaws: Article IV.C. "... Regional Board members shall be appointed by the Chittenden County Regional Planning Commission for a term of two years for even numbered fiscal years at the June meeting..."

**Agriculture** – Tom Eaton, **Socio-Economic-Housing**: Bruce Wilson, Katherine (Deac) Decarreau (alt.), **Industrial/Business**: Tim Baechle, Alex Demoly (alt.), **Conservation/Environmental**: Miles Waite, \_\_\_\_\_ (alt.).

Committee Appointments per the Bylaws: Article VII.B. "The Chair shall ... with concurrence of the Chittenden County Regional Planning Commission, establish and appoint committees and their members." Article XI: "All Chittenden County Regional Planning Commission Board members are encouraged to participate in a minimum of at least one standing committee. The Chair may appoint ad hoc committees for a specific purpose with the approval of the Chittenden County Regional Planning Commission. Committees should include subject matter experts as needed to provide advice to the Chittenden County Regional Planning Commission Board."

**Finance Committee** (Secretary/Treasurer, Vice Chair and 1 other board member): Bard Hill, Richmond (Chair); Chris Shaw, So. Burlington; and Jeff Carr, Shelburne

**Board Development Committee** (past Chair and up to 4 other board members): Mike O'Brien, Winooski (Chair); Dan Kerin, Essex Junction; Catherine McMains, Jericho; Jeff Carr, Shelburne; \_\_\_\_\_

**Unified Planning Work Program Committee** (3-5 board members Chris Shaw, So. Burlington (Chair); John Zicconi, Shelburne; Michael Bissonette, Hinesburg; Jacqueline Murphy, Colchester; \_\_\_\_\_.

**Transportation Advisory Committee** (1 board member): Barbara Elliott, Huntington

**TAC Interest Group Reps**: Elderly - Bob Henneberger; Bike/Ped - Jonathon Weber; Rail - Mary Anne Michaels; Environmental - Richard Watts; Disabled – Adam Wechsler; Business – Sam Andersen

**Planning Advisory Committee** (1 board member): Wayne Howe, Jericho

**Long Range Planning Committee** (3-6 board members, one of them to be Chair of the LRPC): Max Schindler, Burlington; Abby Bleything, Winooski; Tracey Delphia, Essex; Andy Watts, Williston; Dana Hanley, Charlotte; \_\_\_\_\_.

**Clean Water Advisory Committee**: (1 board member) \_\_\_\_\_; and Tom Eaton as alternate

**ad hoc Brownfields Advisory Committee**: Sam Andersen, GBIC; Matt Vaughan, LCBP; Samantha Dunn, Burlington CEDO; Jon Rauscher; City of Winooski; Dr. Pablo Bose, UVM; Sam Arnold, CHCB; Laurie Stavrand, USCRI; Brett Long, VT Dept of Economic Development (ex officio); Sarah Palmer Bartlett, VT DEC (ex officio); Christine Beling, EPA (ex officio); \_\_\_\_\_, CCRPC Board

**ad hoc All Hazards Mitigation Plan Update Committee**: Chris Shaw, So. Burlington.

**Equity Advisory Committee**: Mike O'Brien, Winooski; Jacqueline Murphy, Colchester; Elaine Haney, Essex Jct.; and Charlie Baker, Emma Vaughn, and Bryan Davis, staff. Community members: TBD

For questions, contact Charlie Baker, 735-3500 or [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org).



# Equity Advisory Committee (EAC) Kick-Off Virtual Workshop

## Saturday, September 10th | 9:00 am - 11:30 am

### Summary

On September 10, 2022, twenty-four people with diverse lived experiences, interests, and expertise came together for a two and a half hour virtual meeting to begin to develop a framework and goals for the newly forming Equity Advisory Committee (EAC) of the Chittenden County Regional Planning Commission (CCRPC). Meeting participants included community members, CCRPC staff and board members, and representatives of municipal and community organizations.

The EAC is being created as part of the CCRPC's ongoing efforts to build the organization's capacity to address systemic racism and inequities in Chittenden County communities. The goal is to achieve a more equitable future for Chittenden County that benefits all residents – especially those who have been marginalized and historically left out of the planning process.

During the meeting participants got to know each other, shared their experiences and recommendations for effective groups, discussed possible roles for the Equity Advisory Committee and prioritized upcoming tasks based on the recommendations in the [organizational equity assessment](#) completed by The Creative Discourse Group.

The following highlights from the workshop represent the key themes from the meeting as well as next steps.

# Characteristics of Effective Groups

*(themes from small group conversations)*

## **Trust**

Members assume good intentions, meet each other where they are, take responsibility when harm occurs, and over time develop a set of shared interests and a shared vision that binds them together.

## **Group agreements**

There are group norms or a code of conduct that guides how the group does its work.

## **Clear goals and purpose**

The group has clarity about the purpose of the group and what the group is trying to accomplish.

## **Diverse membership**

The membership of the group is diverse (including diverse cultures, ethnicity, and perspectives). The presence of young people is valued.

## **Deep listening**

People are able to listen deeply to each other, listen for the purpose of deepening shared understanding, and are able to focus on the message being delivered rather than the messenger.

## **Power to create change**

The group has the power to affect meaningful change.

## **Group is convened with intentionality and care**

People responsible for convening the group are clear about the purpose, follow-up with the group so people know the impact of their work, and provide opportunities for individual interactions with group members in addition to full group work.

# **Role of the Equity Advisory Committee (EAC)**

*(themes from small group conversations about possible roles for the EAC)*

## **Engage with Chittenden County residents**

1. Uplift the stories of diverse community members and ensure that the voices of those most impacted by barriers/access issues are driving decision-making.
2. Ensure that community input is incorporated at the beginning of planning processes, and revisited before plans are finalized.
3. Create a place for open conversations where new ideas and possibilities can emerge.

## **Support the work of the CCRPC Equity & Engagement Manager**

1. Ensure that equity work is embedded throughout the organization.
2. Ensure that the manager has a meaningful role in establishing priorities for the Equity Advisory Committee and helping to lead the EAC's work.

## **Provide accountability**

1. Identify indicators and metrics to guide CCRPC's equity work.
2. Understand and track how resources flow through the organization and out into the community.

## **Identify opportunities for direct action**

1. Proactively identify new possibilities to create a flow of resources that go directly to communities to help solve immediate challenges.

Please [click here](#) for the full notes from small group conversations

# Next Steps

## 1. Opportunities for immediate action

### a. Equity and Engagement Manager Hiring Process

- i. CCRPC is in the process of hiring an Equity and Engagement Manager. We are looking for 2-3 EAC/community members to help review applications this week and meet next Monday, September 19<sup>th</sup> to determine who should be interviewed; we will then be looking for 2-3 EAC/community members to help conduct interviews later this month. **If you are interested and available, please email Emma Vaughn ([evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org)) to volunteer and we will be in touch with next steps.**

### b. Equity Statement Development

- i. We are seeking a few EAC/community members to work with us on developing an equity statement and associated commitments. **If you are interested in helping, please email Emma Vaughn ([evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org)) to volunteer and we will be in touch with next steps.**

### c. EAC Membership

- i. We would like to understand your level of interest in joining the EAC, as well as your availability. **Please fill out this form** to share your thoughts about next steps.

### d. Upcoming Workshop/Trainings

- i. The Creative Discourse Group is hosting two upcoming training sessions for the CCRPC staff and Board members, and we welcome you to attend:
  1. **Distributing Power & Decision-Making:** Thursday, September 29, 5:30-7:00pm
  2. **How to Engage Effectively with People Who Have Been Minoritized or Excluded:** Monday, October 24, 5:30-7:00pm

If you are interested in attending one or both sessions, please email Emma Vaughn ([evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org)) to confirm attendance and we will send you the Zoom details. More details about this series are available [here](#).

## 2. Reconvene Equity Advisory Committee

- a. Suggested agenda items
  1. Create group agreements
  2. Updates on action steps (see #1 above)
  3. Review and refine EAC roles

# Participants

Name	Affiliation
FaRied Munarsyah	The People's Kitchen
Kate Nugent	Winooski Partnership for Prevention
Catarina Campbell	Howard Center
Joanne Crawford	Abenaki Nation of Missisquoi
Cristalee McSweeney	Williston Community Justice
Bruce Wilson	Service Rendered, Arts so Wonderful
Mona Tolba	Cultural Broker / Interpreter
Ragab Mohamed	Community Member
Basim Aldulimi	Community Member
Jasim Muddafar	Community Member
Rachel Batterson	Vermont Legal Aid
Omar Derzi	Community Member
Ahmed Mohamed	Community Member
Melissa Lang	Mercy Connections
Mike O'Brien	CCRPC Board
Malimu Chol Dhoor	Sudanese Foundation of Vermont (SUDFUND VERMONT) Inc.
Elaine Haney	CCRPC Board
Phet Keomanyvanh	Burlington REIB
Elaine Wang	Winooski City Manager
Bryan Davis	CCRPC Staff
Emma Vaughn	CCRPC Staff
Charlie Baker	CCRPC Staff
Susan McCormack	The Creative Discourse Group
KC Williams	The Creative Discourse Group



## **Chittenden County Regional Planning Commission**

**September 21, 2022**

### **Agenda Item 10: Discussion/potential Action Item**

#### **2023 ECOS Plan Update Schedule - update**

**Issues:** The [ECOS Plan](#) includes the region's Regional Plan, Metropolitan Transportation Plan and Comprehensive Economic Development Strategy. We had planned to keep everything on a unified schedule and adopt all three documents by June 2023. However, there are several issues that are causing us to re-think and propose a revised schedule.

Here is a quick list of the issues we are aware of at the moment:

- The need to better incorporate equity and provide time for the newly forming CCRPC Equity Advisory Committee to review.
- The Transportation Equity Framework is to be completed by VTrans in early 2023. It may have some guidance that should be considered in the MTP.
- The Department of Public Service is working on updated energy modelling we expect to be available in early 2023.
- More census data will be released in 2023.
- The CEDS needs to be adopted by the four participating regions by December 2022 per the EDA grant. We will likely seek an extension to March.
- The MTP needs to be adopted by June 2023.
- TDM implementation study begins in FY24 with recommendations in in FY26
- The Regional Plan needs to be adopted by June 2026.

We are recommending that a staggered schedule be considered:

- October to December 2022 – Review Draft #2 CEDS with EAC review
- January to April 2023 – Review Draft MTP with EAC review
- March 2023 – Adopt CEDS after LRPC recommendation
- June 2023 – Adopt MTP after TAC and LRPC recommendations
- July 2023 to January 2024 – Review Draft ECOS Plan with updated energy data and EAC review
- June 2024 Adopt ECOS Plan (including MTP and CEDS) – this time could be extended if desired
- June 2026 - TDM recommendations completed. Consider updating the MTP and ECOS Plan as needed

**Staff**

Provide feedback on draft updated schedule.

**Recommendation:**

**For more  
information  
contact:**

Charlie Baker [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org) or  
Taylor Newton [tnewton@ccrpcvt.org](mailto:tnewton@ccrpcvt.org)

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
FINAL

DATE: Wednesday, August 3, 2022

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM Meeting

PRESENT: Catherine McMains, Chair  
Bard Hill, Secretary/Treasurer  
Chris Shaw, Vice-Chair

Mike O'Brien, Immediate Past Chair  
Michael Bissonette, at large <5000

ABSENT: Jacki Murphy, at large >5000

STAFF: Charlie Baker, Executive Director  
Eleni Churchill, Transp. Prog. Mgr.

Regina Mahony, Planning Prog. Mgr.  
Forest Cohen, Senior Business Mgr.

Amy Irvin Witham, Business Office Mgr.

Philip Burbidge, Business Office Assoc.

Bryan Davis, Senior Planner

Emma Vaughn, Communications Mgr.

1. Call to Order, Attendance. The Executive Committee meeting was called to order at 5:48 PM by the Chair, Catherine McMains.

2. Changes to the Agenda, Members items. There was an addition to the agenda: item 4. Section 248 Applications, the review of a draft letter regarding a petition for 321 Bear Trap Road in Milton.

3. Approval of the July 6, 2022, Joint Executive and Finance Committee Meeting Minutes  
MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE JULY 6, 2022, JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

- #### 4. Act 250 & Section 248 Applications.

- a. 321 Bear Trap Road – Petition (#22-2868-NMP):

Regina explained this is a site plan we have seen before. She shared the letter and map on screen. She explained the CCRPC received a full petition submitted by WRS Investment Inc for the construction of a 146kW solar array to be located at 321 Bear Trap Road in Milton, Vermont. 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. The previous review of the 45-day notice of application indicated the following constraints may be impacted by the project: one known state constraint: rare, threatened, and endangered species; and two possible state constraints: agricultural and hydric soils, and Vt. Conservation Design Highest Priority Forest Blocks. Regina said in the full petition they have directly addressed all the concerns. 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.

Mike asked if the CCRPC letter should be updated to reflect the status of municipal approval? Regina said no; Section 248 projects that get approved at the PUC do not go through local approval. We put that language in Act 250 letters because in that case those projects also get approved at the local level.

Bard asked about the process. He said if a specific item is not warned at least 24-hours in advance, it needs to be tabled until the next meeting. He asked if it is okay to approve the letter. Charlie said the letter came through late and such letters have been handled through e-mail in the past. Charlie and Regina said we will forward this out in an e-mail and then add this as an action item for ratification at next month's meeting.

5. Equity Advisory Committee Update

Charlie said we sent out notices to various organizations to solicit interest in joining the committee a few weeks ago. Charlie said there are approximately 20 people interested. Our consultant, Creative Discourse, and the advisory committee are holding a workshop event on September 10<sup>th</sup> to help review and prioritize the recommendations that came out of the equity assessment report. Charlie said at the workshop there will be discussion on solidifying a smaller number of people to join, as the functioning committee will need to be smaller than 20. Mike asked about stipends for attendance. Charlie said in 2014 we put a policy in the public participation plan on how to compensate people who attend public meetings. The stipend amount was set at \$50.00 per meeting and we plan to use this model for the Equity Advisory Committee. Charlie said this stipend will be offered, as opposed to people having to make a request. Emma said our correspondence has stated we will provide stipends in an amount of at least \$100 for this workshop. We are planning to offer \$150 for this longer workshop and its preparation. Bard feels there should be a written policy of who gets paid and how much. Charlie said we do have a policy; however, we need to update it and bring it back to the Executive Committee for action.

6. Equity and Engagement Manager Job Description

Charlie referred members to the Equity and Engagement Manager job description document included in the packet. He also shared the document on his screen with everyone. Charlie said he, Bryan and Emma made edits to the job description. He explained they wanted the position description to have broader terms. Charlie reviewed the edits and made additional updates based on the suggestions from members. Bryan reminded everyone that the language is continually evolving, and sometimes less formal language attracts different demographics. MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE EQUITY AND ENGAGEMENT MANAGER JOB DESCRIPTION WITH THE EDITS AND UPDATE THE PERSONNEL POLICY DOCUMENT. MOTION CARRIED UNANIMOUSLY.

7. Chair/Executive Director Report

a. FY23-26 Transportation Improvement Program (TIP)

Charlie said he did not really have much more to report since the last meeting. Eleni said there is a lot of funding coming through.

8. Other Business: There was none.

9. Executive Session: MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL ISSUES AT 6:37 PM. MOTION CARRIED UNANIMOUSLY.

MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO EXIT EXECUTIVE SESSION AT 6:51 PM WITH NO ACTION TAKEN. MOTION CARRIED UNANIMOUSLY.

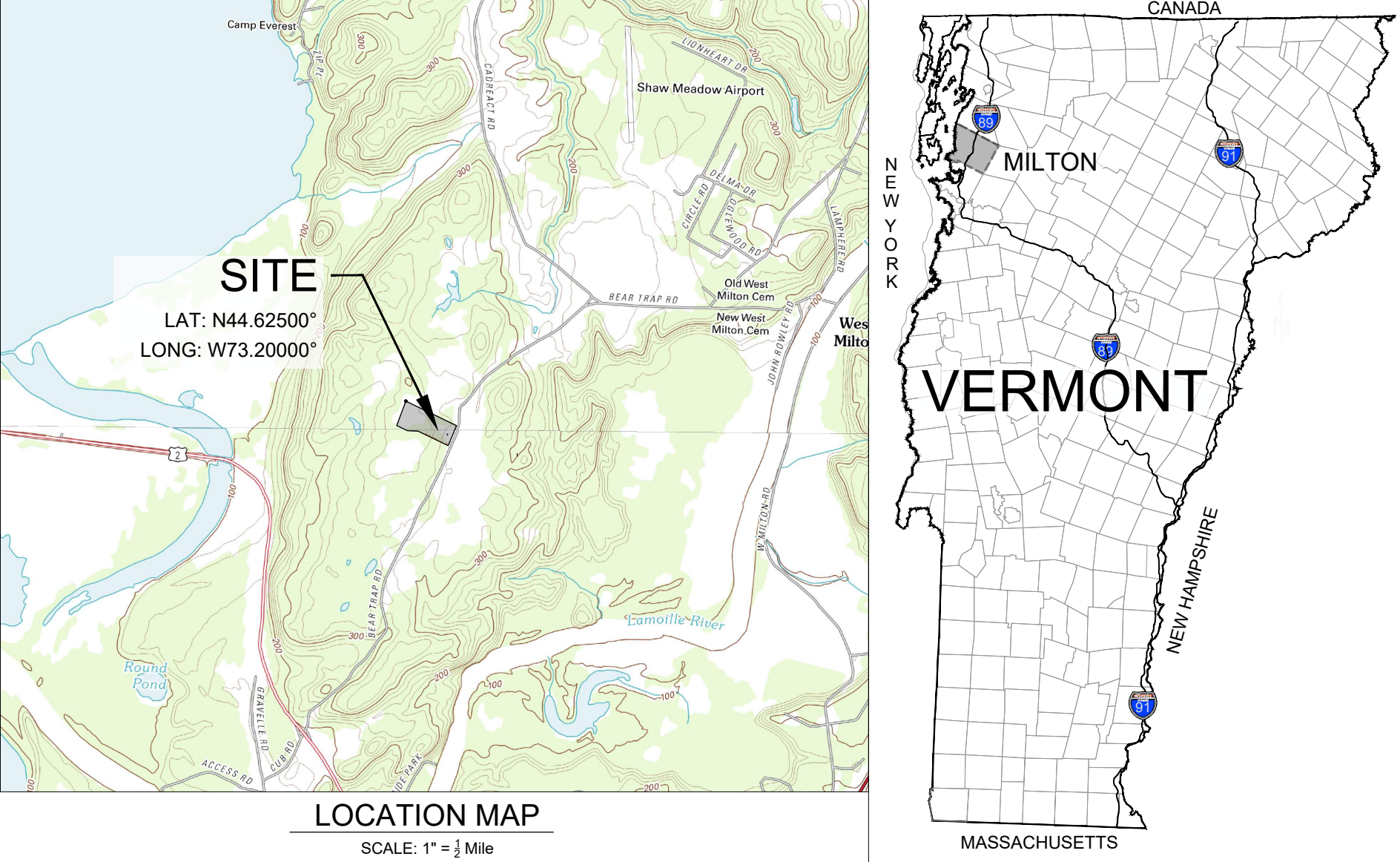
10. Adjournment: CHRIS SHAW MADE A MOTION, SECONDED BY MICHAEL BISSONETTE TO ADJOURN THE MEETING AT 6:51. MOTION CARRIED UNANIMOUSLY.



- 1
- 2 Respectfully submitted,
- 3 Amy Irvin Witham

FINAL





# 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

**KREBS & LANSING**  
CONSULTING ENGINEERS

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

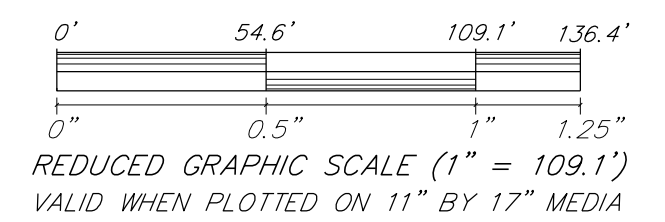
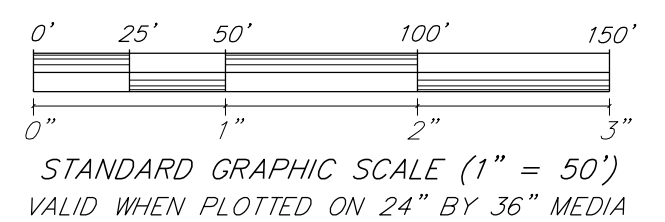
MAPPING SOURCE DATA USED FOR PLAN COMPIATION

Civil Engineering:

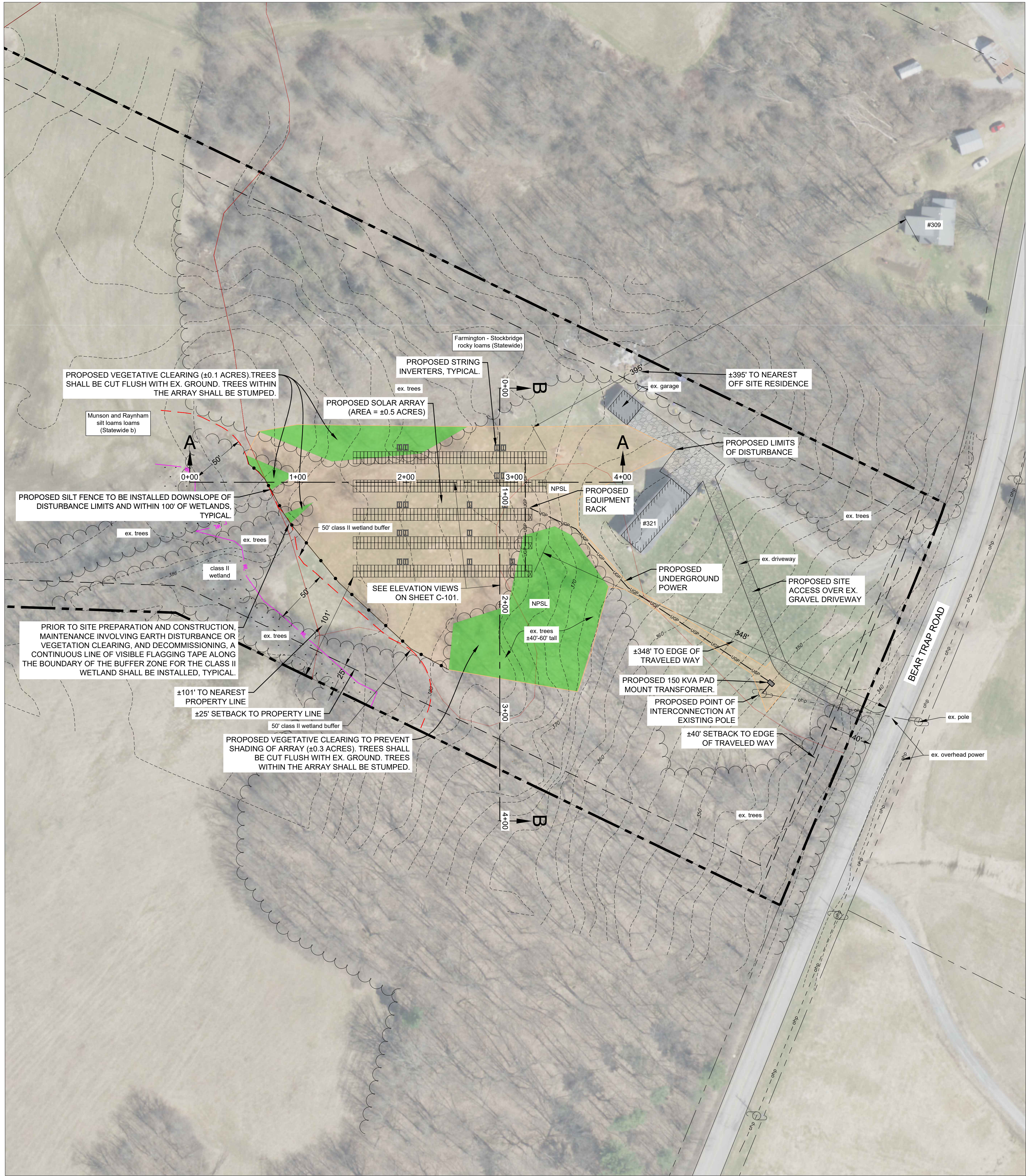
Krebs and Lansing, Consulting Engineers, Inc.  
164 Main Street, Suite 201  
Colchester, Vermont 05446

Environmental:

Fitzgerald Environmental  
18 Severance Green, Unit 203  
Colchester, Vermont 05446



## Proposed Solar Array



## 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
- CLASS II WETLAND
- 50' ENVIRONMENTAL BUFFER
- EXISTING GRAVEL DRIVEWAY
- PROPOSED UNDERGROUND POWER
- PROPOSED FIXED SOLAR PANEL RACKING
- PROPOSED VEGETATIVE CLEARING (NO STUMPING)
- PROPOSED STRING INVERTER
- LIMITS OF DISTURBANCE SUBJECT TO CONSTRUCTION STORMWATER PERMIT. INSTALL CONSTRUCTION LIMIT BARRIER FENCING/FLAGGING AT LIMITS AND MAINTAIN THROUGHOUT CONSTRUCTION.
- TEMPORARY SILT FENCE

## 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 Q12 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.
- ALL PRIMARY AGRICULTURAL SOILS (PAS) ON THE PROJECT SITE SHALL BE PRESERVED IN A MANNER THAT ALLOWS FOR COMPLETE RESTORATION DURING PROJECT DECOMMISSIONING. CONTRACTOR STORE EXCAVATED PAS SOIL IN ACCORDANCE WITH AAFM GUIDELINES. "ACT 250 PROCEDURE: RECLAMATION OF VERMONT AGRICULTURAL SOILS". PAS STOCKPILE AREAS ARE SHOWN ON THE SITE. STOCKPILES SHALL BE SURROUNDED BY SILT FENCE.
- SOIL EXCAVATION FOR CONDUIT TRENCHING IN PAS WILL BE REMOVED AND THEN BACKFILLED IN THE SAME SOIL LAYERS. SOIL DISPLACED BY INSTALLATION OF CONDUIT IS NEGLIGIBLE. IF SAND IS REQUIRED FOR CONDUIT BEDDING THEN PAS SOILS SHALL BE STOCKPILED ON SITE.
- SEE SHEET C-102 FOR EROSION PREVENTION AND SEDIMENT CONTROL DETAILS & NOTES.

## SETBACK DISTANCES

POINT OF INTEREST	DISTANCE FROM NEAREST PROJECT RELATED STRUCTURE TO POINT OF INTEREST
NORTHERN PROPERTY LINE	±117'
EASTERN PROPERTY LINE	±328'
SOUTHERN PROPERTY LINE	±101'
WESTERN PROPERTY LINE	±506'
NEAREST OFF SITE RESIDENCE	±395'
EDGE OF TRAVELED WAY	±348'

## PROJECT AREA CALCULATIONS

PROPOSED VEGETATIVE CLEARING <ul style="list-style-type: none"><li>Proposed vegetative clearing/grubbing = ±18,418 s.f. (±0.42 acres)</li></ul>
PROPOSED DISTURBED SOIL SUBJECT TO CONSTRUCTION STORMWATER PERMIT <ul style="list-style-type: none"><li>Vegetative clearing = ±18,418 s.f.</li><li>Power poles and posts for solar racking = ±500 s.f.</li><li>Trenching for underground power conduit installation = ±1,675 s.f.</li><li>Pad Mount Transformer = ±55 s.f.</li></ul>
Disturbance area subject to construction stormwater permit (including construction staging/misc. other disturbances/construction traffic)= ±70,916 s.f. (±1.63 acres)
EXISTING IMPERVIOUS AREA <ul style="list-style-type: none"><li>Existing roads &amp; building = ±8,354 s.f. (±0.19 Acres)</li></ul>
PROPOSED IMPERVIOUS AREA <ul style="list-style-type: none"><li>Proposed Transformer Pad = ±55 s.f. (±0.001 Acres)</li></ul>
TOTAL PROJECT IMPERVIOUS POST CONSTRUCTION = ±8,409 s.f. (±0.19 Acres)
PROPOSED PROJECT LIMITS Project Limits (defined by the 4 outside corners of the solar array) = ±0.5 Acres
PRIME AG SOILS <ul style="list-style-type: none"><li>Mapped Prime Ag Soil on Project parcel = ±8.39 Acres</li><li>Disturbed Mapped Prime Ag Soils from trenching and pad mount transformer = ±0.01 Acres</li></ul>
WETLAND IMPACTS: <ul style="list-style-type: none"><li>There are no wetland or buffer impacts.</li></ul>

REV. NO.	REVISIONS/COMMENTS	DATE

Drawing Title:

## SITE PLAN

DATE of Issue: 06/29/2022

Drawn by: SDG Checked by: GTD

Project No.: 22183

Scale: 1" = 50'

Drawing No.:

Rev No.:

C-100



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  
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P: (802) 878-0375  
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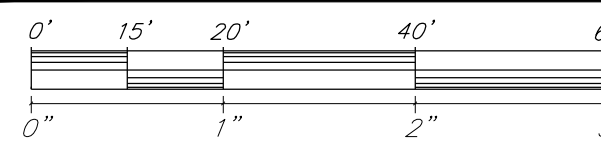
ISSUED FOR PERMIT REVIEW  
NOT FOR CONSTRUCTION

SOURCE DATA LEGEND

MAPPING SOURCE DATA USED FOR PLAN COMPILATION

Civil Engineering:

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



STANDARD GRAPHIC SCALE (1" = 20')  
VALID WHEN PLOTTED ON 24" BY 36" MEDIA



REDUCED GRAPHIC SCALE (1" = 43.64')  
VALID WHEN PLOTTED ON 11" BY 17" MEDIA

Proposed  
Solar Array

REV. NO.	REVISIONS/COMMENTS	DATE

Drawing Title:

ELEVATION VIEWS

DATE of Issue: 06/28/2022

Drawn by: SDC

Checked by: GTD

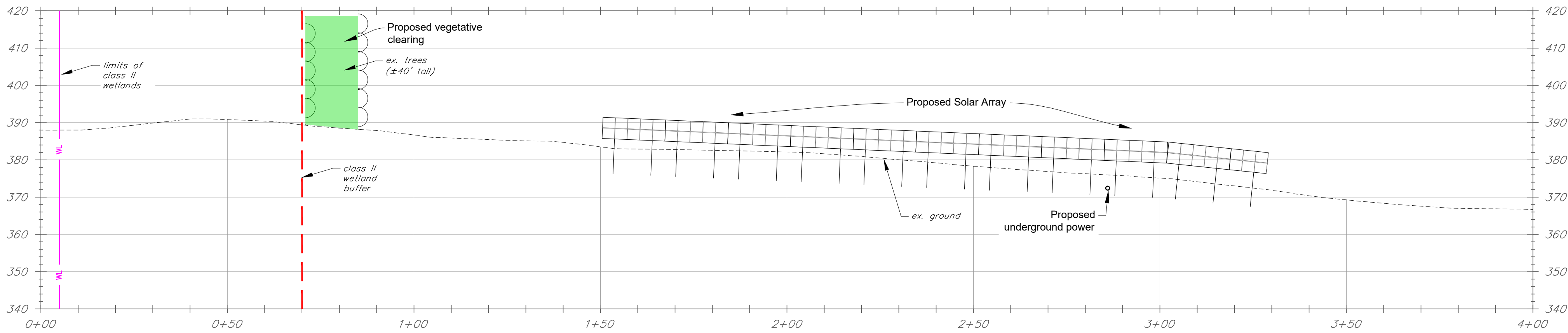
Project No.: 22183

Scale: 1" = 20'

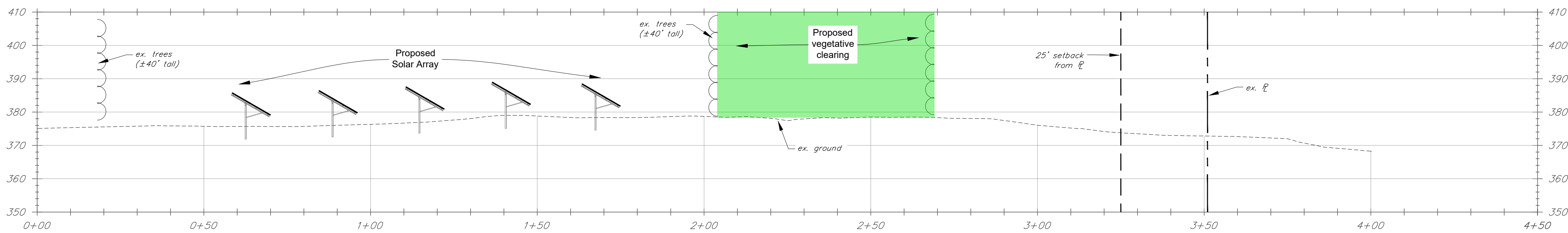
Drawing No.:

Rev No.:

C-101



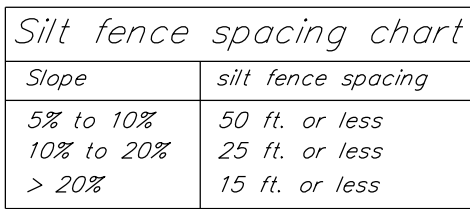
SECTION A-A  
HORZ. & VERT. SCALE: 1" = 20'



SECTION B-B  
HORZ. & VERT. SCALE: 1" = 20'



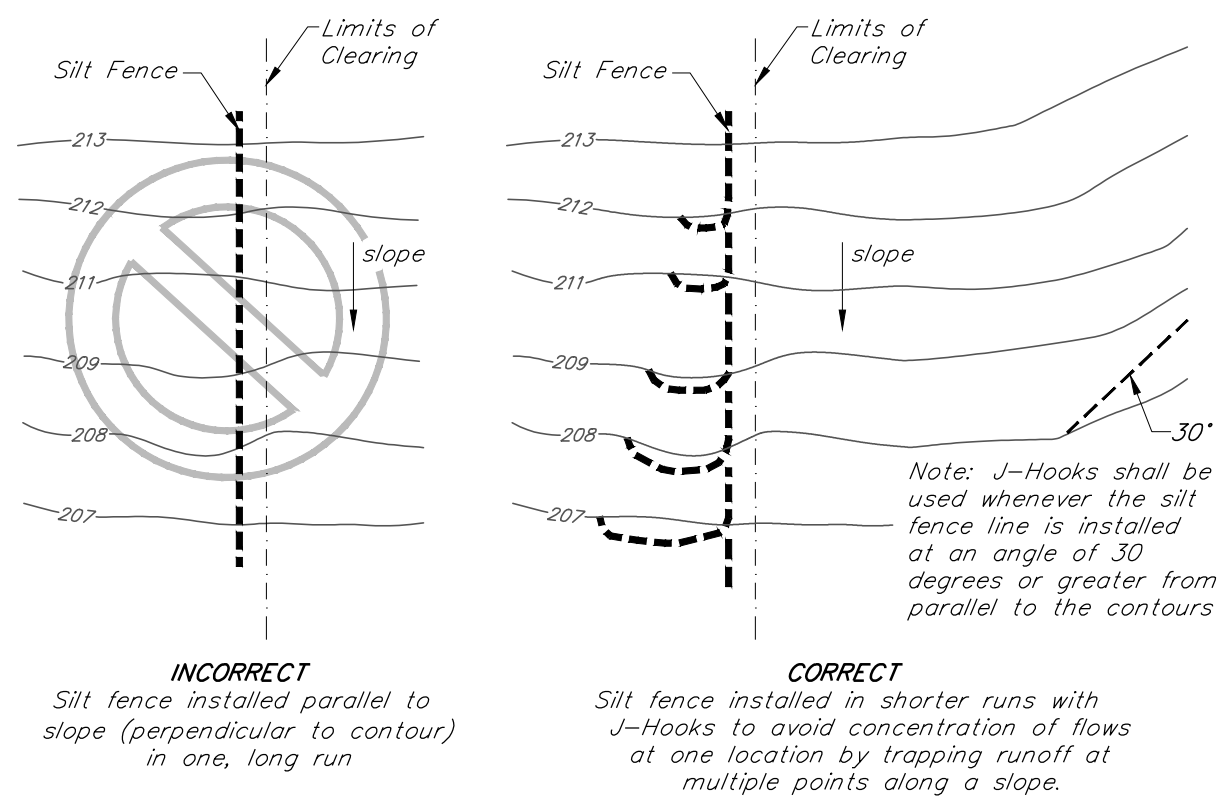
1. *Acceptable EPSC Measure details are provided above.*
2. *At a minimum, EPSC measures meet VT DEC Standards and Specifications for Erosion Prevention and Sediment Control or previously approved interchangeable practices.*
3. *Perimeter controls shall be utilized in small areas  $\leq 1$  acre. In areas  $> 1$  acre, temporary sediment traps or temporary sediment basins are to be utilized.*
4. *Perimeter controls shall be installed on downslope side of planned earth disturbance.*
5. *Perimeter controls shall be installed prior to any earth disturbing activities within upslope contributing area.*
6. *Silt fence shall not be used as construction demarcation.*



1. This Project proposes more than 1 acre of soil disturbance on site and will be subject to a Construction Stormwater General Permit 3-9020.
2. The proposed Project will be built in accordance with the Vermont Standards & Specifications for Erosion Prevention and Sediment Control, 2020 and the Vermont Low Risk Site Handbook for Erosion Prevention and Sediment Control.
3. The maximum area of earth disturbance at any one time shall not exceed **16.3 acres**.
4. All temporary EPSC measures shall be removed within 30 days after final site stabilization or after the temporary EPSC measures are no longer needed, unless otherwise authorized and approved in writing by the Owner.
5. Soil stabilization shall be achieved by seed and mulch, hydroseeding with mulch tackifier, sod, stone, and/or rolled erosion control products (e.g., erosion control blanket). Mulch shall be comprised of straw, hay, cotton, woodchips, wood stump grindings, and/or erosion control mix.
6. Appropriate seed mix shall be applied to designated areas per this EPSC Plan and seed specifications.

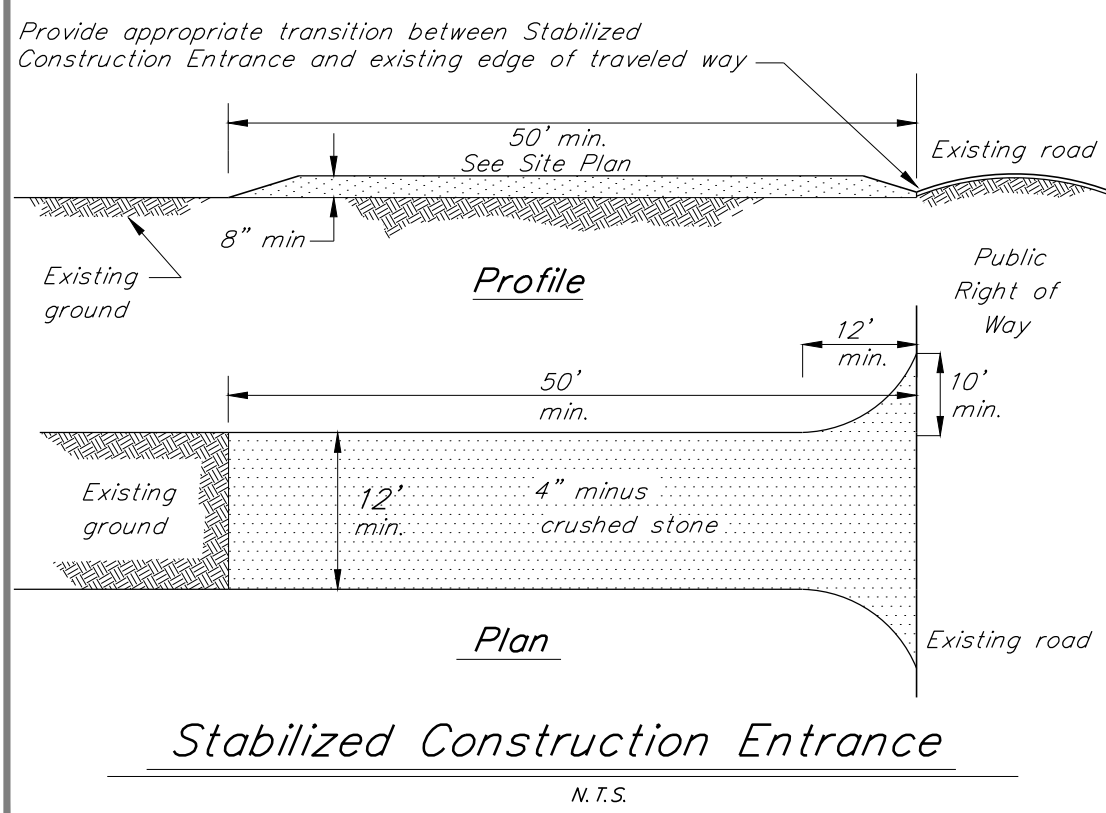
1. Erosion prevention and sediment control (EPSC) practices shall be implemented in all areas where there is an increase in risk of erosion, and where there is potential for discharge of stormwater runoff (either direct or indirect) to a water body.
2. EPSC measures shall be installed prior to any earth disturbing activities within given drainage area with the exception of land disturbance that may result from accessing the area(s) with equipment in which EPSC measures need to be applied. This exception includes land disturbance that may result from access of equipment that is needed for: logging (see item #5), exploration and/or EPSC measure installation phases of the project; temporary sediment basins, temporary sediment traps, perimeter dikes, temporary sediment barriers, and other temporary measures intended to trap sediment shall be constructed as a first step in any earth disturbing activities. Construction of EPSC controls before upslope land disturbance takes place with the exception of those activities stated above. Earth disturbance includes stumping and grubbing of cleared areas.
3. EPSC measures shall be installed pursuant to the construction phase stormwater discharge permit for the project, this EPSC Plan, the Vermont Standards and Specifications for Erosion Prevention and Sediment Control (2020), Vermont Erosion Prevention and Sediment Control Guide (2020), and any other relevant project permits.
4. All proposed changes shall be approved by the On-Site Plan Coordinator (OSPC) or his/her designee prior to implementation.
5. Permission must be granted by VT DEC prior to use of any support activities occurring outside of the approved project boundaries.
6. All parties associated with construction activities who meet either of the following two criteria of "Principal Operator" must obtain coverage under the construction stormwater discharge permit for the project prior to any commencement of construction activities by that operator:
  - a. The party has operational control over construction activities at those activities at the project that is the ability to make modifications to those plans and specifications; or
  - b. The party has continuous day-to-day operational control over those activities at the project that are necessary to ensure compliance with an EPSC Plan for the site or other permit conditions (e.g., they are authorized to direct workers at a site to carry out activities required by the EPSC Plan or comply with other permit conditions).

1. Proper installation of J-Hooks provides silt fence the ability to temporarily pond runoff, allowing time for sediments to settle.
2. Long runs of silt fence between J-Hooks should be avoided refer to adjacent table for proper spacing of J-Hooks.
3. J-Hooks should be built along contour in a "smile" shape with a minimum width of 20 feet and minimum depth of 10 feet.
4. Along a narrow right of way, narrower J-Hooks can be used with a higher spacing frequency.



<i>Slope Steepness</i>	<i>Maximum spacing between silt fence J-Hooks (ft.)</i>
<i>2:1 Slope (50%)</i>	<i>25</i>
<i>3:1 Slope (33%)</i>	<i>50</i>
<i>4:1 Slope (25%)</i>	<i>75</i>
<i>5:1 Slope or Flatter (50%)</i>	<i>100</i>

*N.T.S.*



	Quality Standards	Per 1000 sq. ft.	Per Acre	Depth of Application	Remarks
Wood chips or shavings	Air-dried. Free of objectionable coarse material	500-900 lbs	10-20 tons	2 - 7"	Used primarily around shrub and tree plantings and recreation trails to inhibit weed competition. Resistant to being blowing. Decomposes slowly.
Wood fiber cellulose (partly digested wood fibers)	Made from natural wood usually with green dye and dispersing agent	50 lbs	2,000 lbs.	-	Apply with hydramulcher. No tie down required. Less erosion control provided than 2 tons of hay or straw.
Gravel, Crushed Stone or Slag	Washed; Size 2B or 3A - 1/2"	9 cu. yds.	405 cu. yds.	3"	Excellent mulch for short slopes and around plants and ornaments. Use 2B where subject to traffic. (Approximately 2,000 lbs./cu. yd.). Frequently used over filter fabric for better weed control.
Hay or Straw	Air-dried; free of undesirable seeds & coarse materials	90-100 lbs    2-3 bales	2 tons (100-120 bales)	Cover about 90% surface	Use small grain straw where mulch is maintained for more than three months. Subject to wind blowing unless anchored. Most commonly used mulching material. Provides the best micro-environmental for germinating seeds.
Compost	Up to 3" pieces, moderately to highly stable	3-9 cu. yds.	134-402 cu. yds.	1 - 3"	Coarser textured mulches may be more effective in reducing weed growth and wind erosion.
Erosion Control Mix	Well-graded mixture of particle sizes. Organic content between 80-100% dry weight. Particle size shall pass 6" screen (100%)	* Slopes 3(Hz):1(Vert) or flatter = 2 inch depth plus additional 1/2 inch depth per 20 ft. of slope up to 100 ft. ** Slopes between 3(Hz):1(Vert) and 2(Hz):1(Vert) = 4 inch depth plus additional 1/2 inch per 20 ft. of slope up to 100 ft. *** Slopes steeper than 2(Hz):1(Vert) applicability to specific site and mulch depth to be reviewed and approved prior to use by OSPC or EPSC Specialist			Comprised of shredded bark, stump grindings, composted bark, or acceptable manufactured mulch. No rock larger than 3" in diameter. Organics shall be fibrous and elongated. No large portions of silt, clay or fine sands.

1. Acceptable EPSC Measure details are provided below.
2. At a minimum, EPSC measures meet VT DEC Standards and Specifications for Erosion Prevention and Sediment Control or previously approved interchangeable practices.
3. Limits of disturbance (or "construction demarcation") shall be installed prior to any other disturbing activities.
4. Barrier Tape/Rope: for use where proposed disturbance borders non-wooded, vegetated areas more than 100 ft from the nearest water resource (stream, brook, lake, pond, wetland, etc.). Barrier Tape is high visibility fiber-glass (tape, minimum 3" in width commonly used in ski areas for demarcating closed areas). Barrier tape and rope should be attached to stakes, at a minimum height of 4 ft from the ground.
  - Fasten fence to stake
  - Wood stakes driven on outside of fence
  - Orange polyester mesh webbing by World Cup Supply or approved equal (3" wide min.)
  - Orange polyester mesh webbing by World Cup Supply or approved equal (3" wide min.)

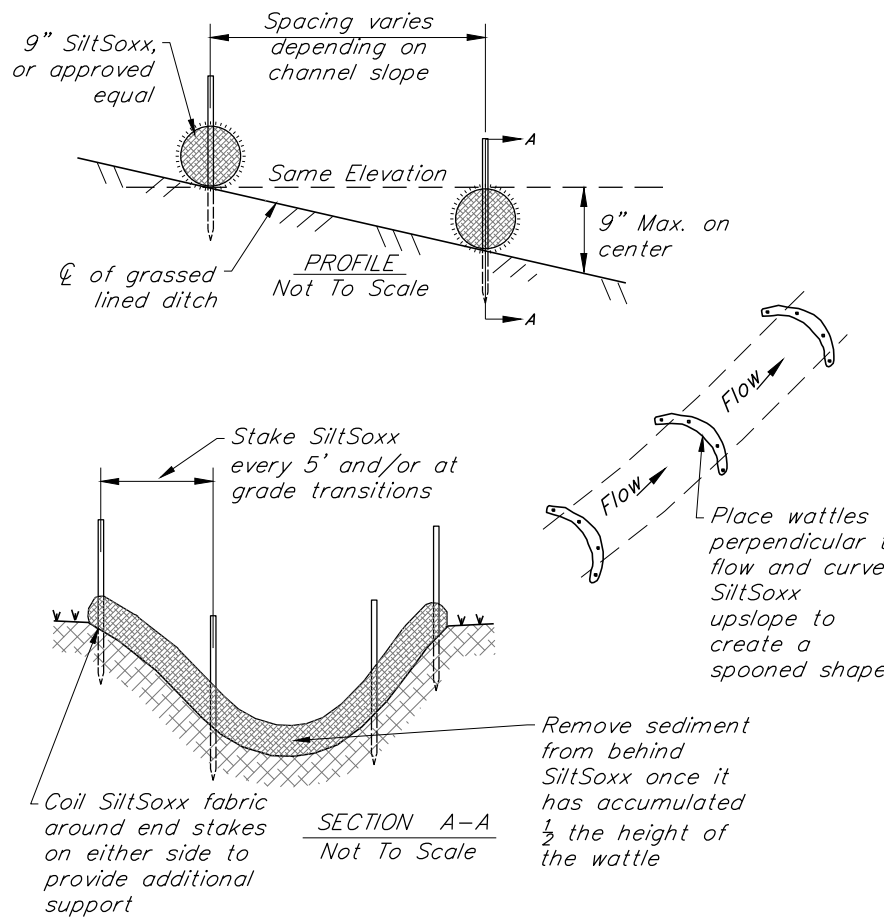
**Section A-A**

To be installed at the limits of the construction area. See Plans.

NOTES:

1. Minimum 1 to 2 rows of mesh barrier tape to be installed along construction perimeter.
2. Each row of barrier tape to be 3" wide minimum.
3. Barrier tape to be orange.
4. Secure barrier tape to stakes or existing tree trunks with bottom row at 4' distance from ground surface (minimum).
5. Maintain and replace as needed. Remove at completion of project per OSPC.
6. In event the OSPC determines barrier tape is not sufficient, replace with orange construction fence or snow fence.

*N.T.S.*

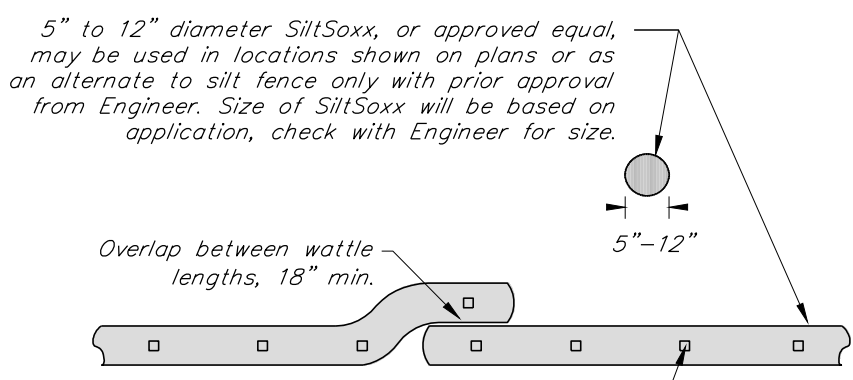


1. Contractor shall be responsible for the installation, maintenance, and removal of SiltSoxx in all locations shown on the plans. SiltSoxx may be left in place if the contractor seeds and mulches well for growth post construction.
2. Maintenance shall be performed as needed and additional SiltSoxx will be added when sediment reaches half of product height.
3. When installing lengths of SiltSoxx, lengths will overlap by minimum 2' when transitioning to a new length of wattle.
4. Contractor shall refer to all manufacturers specifications and details.
5. SiltSoxx can only be used in a grass lined swale, may not be used in stone lined swales.
6. SiltSoxx check dam can only be used in channels with slopes less than 5X
5. SiltSoxx is a specific manufacturer, other manufacturers with equal products may be used if approved by Engineer.

N.T.S.

<u>Seed</u>	<u>% Weight</u>
Red Fescue	50%
Sheep Fescue	25%
Red Top	5%
White Clover	10%
Annual Rye	10%

<u>Seed</u>	<u>% Weight</u>	<u>% Germination</u>
Winter Rye	80% Minimum	85 Min.
Red Fescue (Creeping)	4 Min.	80 Min.
Perennial Rye Grass	3 Min.	90 Min.
Red Clover	3 Min.	90 Min.
Other Crop Grass	0.5 Max.	
Noxious Weed Seed	0.5 Max.	
Inert Matter	1.0 Max.	



1. Contractor shall be responsible for the installation, maintenance, and removal of SiltSoxx in all locations shown on the plans.  
a. Manufacturer may be left in place if the contractor seeds and mulches over SiltSoxx for growth post construction.
2. Maintenance shall be performed as needed and additional mottles will be added when sediment reaches half of product height.
3. When installing lengths of SiltSoxx, lengths will overlap by minimum 18" when transitioning to a new length of SiltSoxx.
4. Contractor shall refer to all manufacturers specifications and details.
5. SiltSoxx is a specific manufacturer, other manufacturers with equal products may be used if approved by Engineer.
6. SiltSoxx can be used as a silt fence alternative.

N.T.S.

321 Bear Trap Road  
Milton, Vermont

1777 Center Road  
Hyde Park, VT 05655  
[www.sterlingmountainsolar.com](http://www.sterlingmountainsolar.com)



ISSUED FOR PERMIT REVIEW  
NOT FOR CONSTRUCTION

MAPPING SOURCE DATA USED FOR PLAN COMPILATION

Civil Engineering:

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

## Proposed Solar Array

[illegible]

Drawing Title

## EROSION PREVENTION AND SEDIMENT CONTROL DETAILS

DATE of Issue: 06/28/2022

Drawn by: SDG

Project No: 2218

Drawing No.

Rev. No.:



August 2, 2022

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

Re: 321 Bear Trap Road – Petition (#22-2868-NMP)

Dear Mr. Leckey,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of the petition 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 of the 45-day notice of

application indicated that one State known constraint may be impacted by the project (rare, threatened and endangered species) and that two State possible constraints may be impact by the project (agricultural/hydric soils and Vermont Conservation Design Highest Priority Forest Blocks). In the full petition, the applicant directly addressed the location of each constraint in proximity to the proposed project, their correspondence with State agencies regarding each constraint, and their strategy to avoid or mitigate impacts to each constraint. Based on the information provided in the application, the CCRPC finds that the proposed project meets constraints policies of the 2018 ECOS Plan.

These comments are based on information currently available; we may have additional comments as the review process continues.

Please feel free to contact me with any questions.

Sincerely,

Charlie Baker  
Executive Director

CC: CCRPC Board, Don Turner – Town Manager

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

5 DATE: Wednesday, September 7, 2022

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM  
8

9 PRESENT: Catherine McMains, Chair Bard Hill, Secretary/Treasurer  
10 Michael Bissonette, at large <5000 Jacki Murphy, at large >5000  
11

12 ABSENT: Chris Shaw, Vice-Chair Mike O'Brien, Immediate Past Chair  
13

14 STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Prog. Mgr.  
15 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.  
16

17 1. Call to Order, Attendance. The Executive Committee meeting was called to order at 5:48 PM by the  
18 Chair, Catherine McMains.  
19

20 2. Changes to the Agenda, Members items. There were no changes.  
21

22 3. Approval of the August 3, 2022, Joint Executive and Finance Committee Meeting Minutes  
23 MIKE BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE AUGUST 3, 2022,  
24 JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED  
25 UNANIMOUSLY.  
26

27 **Catherine turned the meeting over to Bard Hill for the Finance Committee items at 5:51 PM.**  
28

29 4. Financial Update  
30

31 a. Journal Entries – April - June 2022

32 Forest referred members to the Journal Entries dated April 2022 through June 2022.  
33

34 JEFF CARR MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE QUARTERLY JOURNAL  
35 ENTRIES FOR APRIL THROUGH JUNE 2022. MOTION CARRIED UNANIMOUSLY.  
36

37 Jeff asked Forest what the Muni-Bond Bank journal entry was. Forest explained this is a small  
38 contract we have with the Vermont Municipal Bond Bank that Pam Brangan works on. Charlie  
39 further explained the Municipal Bond Bank has needed GIS Mapping work done over the last  
40 two or three years and contracted with the CCRPC.  
41

42 b. FY22 Year End Report

43 Forest referred members to the memo included with the packet and provided a financial  
44 overview covering the period of April 2022 through June 2022. Jeff asked why there was such a  
45 high balance; Forest explained we are booking a lot to June 30, particularly with a high volume  
46 of consultant invoices for the late fiscal year VTRANS billings.  
47

Balance Sheet, as of June 30, 2022.

- Cash in checking (Operating): \$152,962
- Cash in Money Market (Reserve): \$307,069
- Current assets over Current liabilities: \$794,115
- Deferred Income Communities/Match: \$0

Forest explained we ended with a surplus of just over \$69,000. Of this amount, \$47,000 was from booking “unused” local dues as revenue at the end of the fiscal year and the remaining \$22,000 was due to operations. Jeff asked if match dollars are usually for the transportation projects? Forest said for the most part, yes. Jeff also asked if these figures are considered typical or if it is unusually favorable due to continuing effects of covid. Charlie and Forest agreed it would be hard for us to drive the figures any lower; there is generally a lag, since projects never start exactly on July 1<sup>st</sup>, we always play bit of catch up in terms of when a project wraps up. Jeff said he just wanted to hear an explanation of why we are not closer to 90% or higher. Overall, Jeff thinks the financial performance is excellent and everything points to a highly successful year. Charlie said dues are the only non -obligated funds and are there to protect municipalities, essentially. Jeff said this all makes sense to him. He gave kudos to CCRPC staff and said the final numbers are very impressive and are some of best figures he has ever seen for the CCRPC.

Forest continued and said the cash flow sheet shows significant cash balances over the initial projections, which were conservative. The CCRPC is receiving more cash disbursements up front, rather than strictly reimbursed funds. ACCD paid a full Pandemic Response allotment of \$75,000 in the beginning of the fiscal year. The ACCD Energy Implementation dollars are being paid quarterly, like regular ACCD funds, but they represent an additional \$32,000 in cash each quarter. ACCD Brownfields funds are also advanced. The unaudited results show July 1, 2021, with \$167,322 in the bank and on June 30, 2022, the fiscal year ended with \$460,031. We made it through the entire fiscal year without drawing from the reserve. Given the relatively healthy cash balance in the checking account, Forest said we should consider transferring some of the FY22 gains into the Money Market account to continue to grow the reserves.

Bard asked what it means to move funds into reserve? Charlie explained, unless there is some other direction from the Executive Committee, we would transfer a reasonable amount we don’t think we will need to use into the Money Market account (which is interest bearing at 0.90%). We will look at this more closely once the audit is complete. We will transfer an amount that will not affect the cash flow. Bard asked if both the money market account and the checking account were interest bearing. Forest explained the checking account does not yield any significant amount of interest.

**The financial portion of the meeting concluded at 6:12 PM. Jeff said goodbye to everyone and excused himself from the meeting.**

5. Act 250 & Section 248 Applications.

- c. 3 Community Drive, South Burlington, 45-day Notice of Application (#22-3278-AN)  
Taylor referred members to the 45-day Notice Application to be submitted to Michael Herbert, South Burlington Tech Park BESS 1 LLC, for the construction of a 4.999 MW Battery Energy



Storage System (BESS) to be located on Community Drive in South Burlington, Vt. After review, the CCRPC finds the project is in conformance with the Planning Areas of the 2018 Chittenden County ECOS Plan, which gained a determination of energy compliance from the Vt. Department of Public Service. The review indicates the following constraints may be impacted by the project:

- One State known constraint - River Corridors
- One State possible constraints: Agricultural and Hydric Soils
- One Local possible constraints: Riparian Connectivity
- One Local known constraint: Water Protection Buffers

These comments are based on information currently available; we may have additional comments as the process continues. We understand 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.

JACKI MURPHY MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE 45-DAY NOTICE APPLICATION, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

a. 0 Mercier Drive, Colchester, Section 248 Full Petition (#22-3302-NMP)

Taylor referred members to the 45-day Notice Application, to be submitted to Aegis Renewable Energy included with the packet. He said this is a full petition and we have seen this project before. The project is for the construction of a 150kW solar array located at 0 Mercier Drive in Colchester, VT. The parcel is owned by the Town of Colchester. CCRPC finds the proposed project meets suitability and constraints policies of the 2018 Chittenden County ECOS Plan, provided a wetlands permit is received from the Vt. Agency of Natural Resources. These comments are based on information currently available; we may have additional comments as the process continues. We understand 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.

Jacki asked what a typical response to this type of letter is? Do they actively work to mitigate the concerns raised by the CCRPC. Taylor explained yes and updates are typically outlined at the full petition stage. He further explained if the issues are directly addressed, it will be noted in the full petition. Jacki said she had a slight concern if there is a conflict of interest, since she is the CCRPC Board representative for Colchester? Charlie and members agreed, it is not a conflict, it is fine as the CCRPC is not the final approval, we are simply reviewing and pointing out areas of concern.

BARD HILL MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE SECTION 248 FULL PETITION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

6. Equity Advisory Committee Update

Charlie said we have been working to expand the Equity Advisory Committee. Currently the committee is comprised of 3 Board members and 3 Staff members, and we want to add community members. We have solicited our communities and received a tremendous response; currently we have 24 people who are interested. Our equity consultant, Creative Discourse, suggested we hold a workshop. The workshop has two goals; first, to engage more people and prioritize the equity work, and second, to allow people to establish familiarity with the CCRPC. The workshops will allow

greater flexibility and opportunities for participation, as some people may not be able to meet the time demands of serving on the committee. They may, however, be able to participate in less frequent workshops. Charlie said he wanted to thank Jacki Murphy, Mike O'Brien, and Elaine Haney for their commitment to the Equity Advisory Committee. He said for the October meeting we should have a slate of candidates to submit for approval by the Board. Charlie said the process is slow; Creative Discourse describes it as, 'moving at the speed of trust'. We simply need to slow down and take our time with this process. Charlie said we are still working out some of the details within the focus of our Equity Training.

Members discussed some of the terminology presented in recent equity training sessions; particularly the term "white supremacy" that is being used more commonly". Members wondered if this could alienate and be offensive to some? Catherine said there are many people who do want to do the right thing, but it can be difficult to engage if there is such a negative connotation implied and "white supremacy" may feel negative to some. Charlie said he will follow up with Sue at Creative Discourse see if there can be some modifications with the terminology being used in the literature for our training sessions.

7. Community/Board Appointments Recommendations

Charlie said Deac Decarreau wants to join the Socio-Economic-Housing committee. Deac is currently the Executive Director for the Winooski Housing Authority. Additionally, Bruce Wilson has expressed a great deal of interest in working with the CCRPC at some capacity. Members discussed the current appointments and ways to accommodate everyone who is interested. Charlie said he will reach out to Jesse Bridges (currently the alternate for the Socio-Economic-Housing committee). If Jesse wants to step down, it will potentially open space for Bruce Wilson to step in. Jacki said Jeff Carr is still listed as under the Board Development Committee as a member for Essex and needs to be updated to Shelburne. Charlie will correct that.

8. Board Training:

Charlie reminded members we will hold the typical general RPC/Board Training sessions again this fall. He asked everyone for requests and/or input. Members agreed these training sessions are essential. Catherine said it is very necessary considering we have new Board members.

9. Chair/Executive Director Report:

a. ECOS Regional Plan/CEDS/MTP update

Charlie said we have been working to get the long-range plan together. He said there has not been full public engagement yet. Charlie is unsure if there is enough language around equity in the regional plan. He would like to input from the Equity Advisory Committee on this. He is hopeful the committee can help guide this area and ensure the language and intent are clear regarding equity. Mike asked about the timeline for review; he wonders if March works better than February since Town Meeting Day is held in March? Charlie said the town plans need two public hearing cycles and the timeframe currently from February to April for a June vote. Essentially this is available for full public review from Mid-January through June.

b. Chittenden County Communications Union District

Charlie said the Vermont Legislature are very supportive for the CU and want to provide this throughout Chittenden County. The effort is supported and by the end of the calendar year,

1 assuming the CUD is voted in, there should be funding coming into Chittenden County.  
2 Charlie said Waitsfield Telecom has approval to move broadband throughout all of Bolton.

3  
4 c. Staffing update: Charlie reminded members that we added two positions at the end of the  
5 fiscal year; an Equity Manager and a Business Office Associate and both positions are still  
6 open. We currently have 14 candidates for the Equity Manager position. Although the  
7 Business Office Associate position was filled, the person we hired has since resigned. We are  
8 advertising this as a flexible position that could be part or full time, between 20 to 40 hours  
9 a week. Additionally, with Regina's departure and Taylor's promotion to Planning Program  
10 Manager, we are also advertising to fill the planner position vacancy. This will also be  
11 somewhat flexible, from Planner to a Senior Planner level, but we would like to hire  
12 someone with municipal planning experience. Charlie hopes to have more updates at the  
13 next meeting.

14  
15 d. Compensation Study update: Charlie said has had staff inquire about an upgrade to the  
16 current pay levels. We have some staff who are at the top of their pay grade. Charlie  
17 reminded everyone we typically have a compensation study every 5 years; the next one is  
18 due in 2024. Member discussion ensued. Charlie said he would like to see how the current  
19 inflationary cycle plays out and wait until winter of 2024 but wants feedback from Executive  
20 Committee. Members feel it would be best to wait and conduct the next Compensation  
21 Study out until at least 2024.

22  
23 10. Draft Board Agenda: Charlie reviewed the September Board agenda that was included in the packet  
24 with members.

25  
26 11. Other Business: Charlie said he hopeful that the Legislative Breakfast can be held as an in-person  
27 meeting this year. If for some reason it is not possible, it will be held over Zoom, since there are too  
28 many participants to be set up as hybrid.

29  
30 12. Executive Session: None needed.

31  
32 13. Adjournment: MICHAEL BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE  
33 MEETING AT 7:27 PM. MOTION CARRIED UNANIMOUSLY.

34  
35 Respectfully submitted,  
36 Amy Irvin Witham

September 8, 2022

Michael Herbert  
South Burlington Tech Park BESS 1 LLC  
1201 Wilson Blvd, FL 27  
Arlington, VT 22209

Re: Community Drive – South Burlington – 45-day Notice of Application (#22-3278-AN)

Dear Mr. Leckey,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of the 45-day notice of application submitted by South Burlington BESS 1 LLC for the construction of a 4.999 MW Battery Energy Storage System (BESS) to be located on Community Drive in South Burlington, VT. 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 battery storage system 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, including battery storage 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 energy generation proximate to existing distribution and transmission infrastructure with adequate capacity and near areas with high electric load (See Green Mountain Power’s Solar Map and Burlington Electric Department’s Distributed Generation Map). The proposed project is located next to a Green Mountain Power substation in an area of high electric load.

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 one State known constraint may be impacted by the project:

- River Corridor: Part of the proposed facility is located near the River Corridor along Muddy Brook. 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 local known constraint may be impacted by the project:

- Water Protection Buffers: The proposed project may be located in a locally designated water protection buffer along Muddy Brook. CCRPC will defer to the City of South Burlington in determining the impact of development on this constraint.

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

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

Our review indicates that one local possible constraint may be impacted by the project:

- Riparian Connectivity: The proposed project may be located within a locally designated constraint designed to protect local riparian habitat connectivity. CCRPC will defer to the City of South Burlington in determining the impact of development on this constraint.

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,

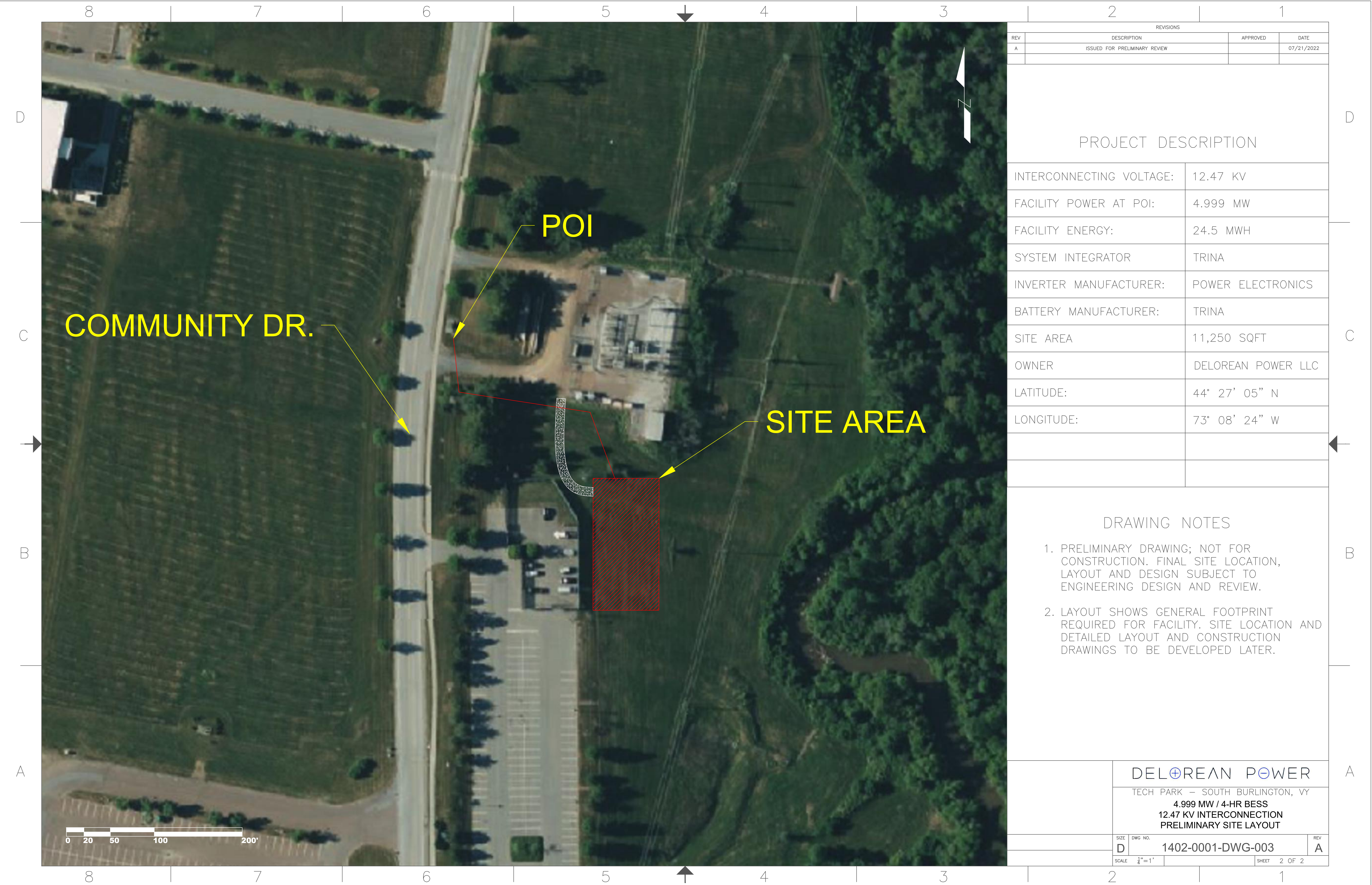
Charlie Baker  
Executive Director

CC: CCRPC Board, Jessie Baker - City Manager



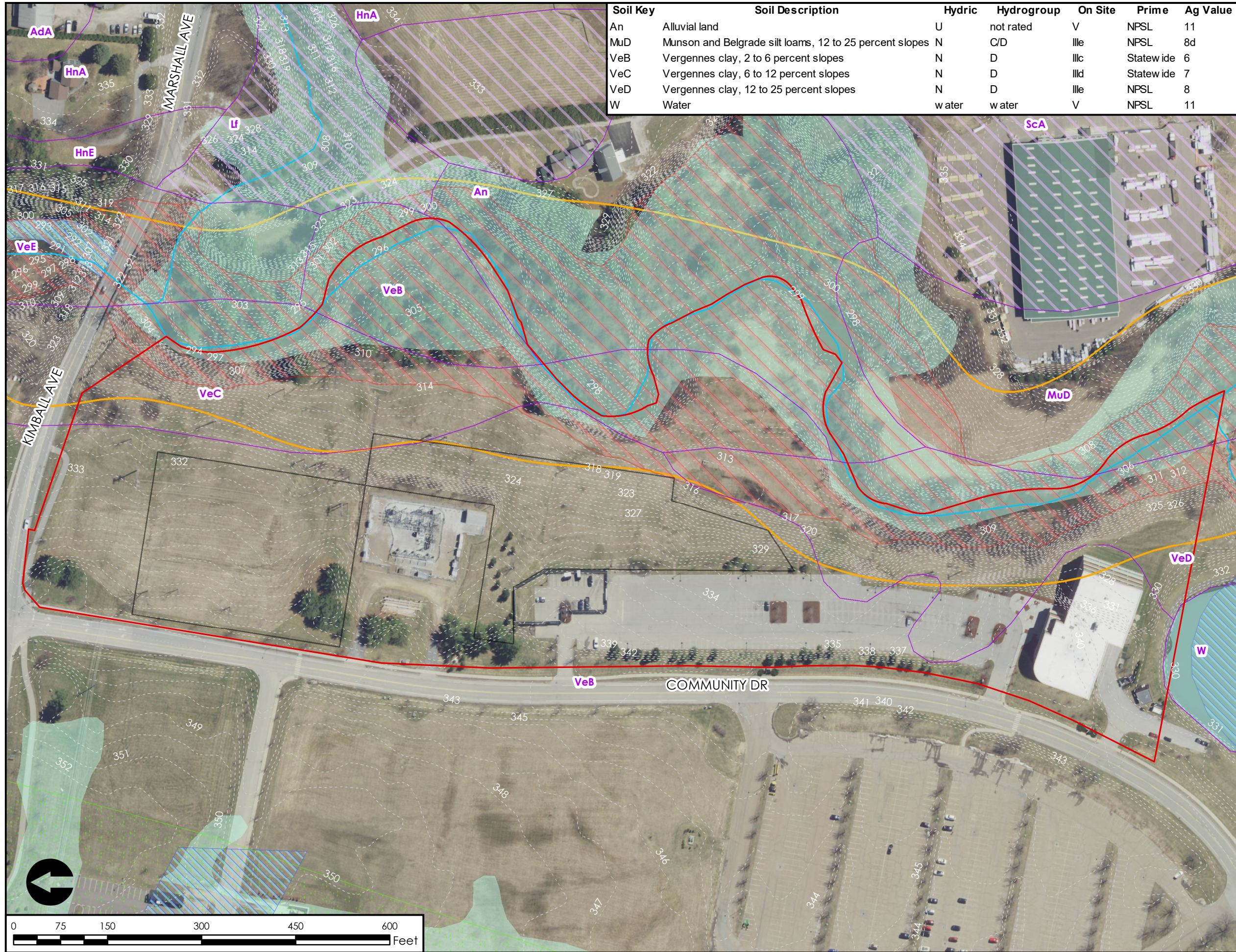
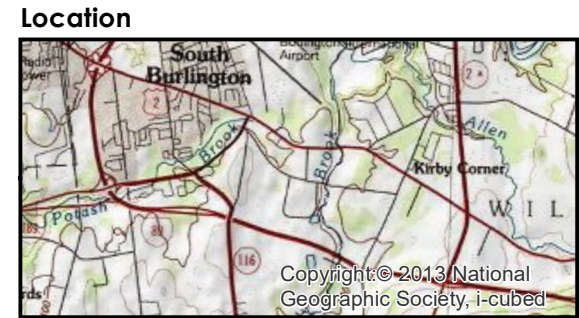






REVISIONS			
REV	DESCRIPTION	APPROVED	DATE
A	ISSUED FOR PRELIMINARY REVIEW		07/21/2022
PROJECT DESCRIPTION			
INTERCONNECTING VOLTAGE:		12.47 KV	
FACILITY POWER AT POI:		4.999 MW	
FACILITY ENERGY:		24.5 MWH	
SYSTEM INTEGRATOR		TRINA	
INVERTER MANUFACTURER:		POWER ELECTRONICS	
BATTERY MANUFACTURER:		TRINA	
SITE AREA		11,250 SQFT	
OWNER		DELOREAN POWER LLC	
LATITUDE:		44° 27' 05" N	
LONGITUDE:		73° 08' 24" W	
DRAWING NOTES			
1. PRELIMINARY DRAWING; NOT FOR CONSTRUCTION. FINAL SITE LOCATION, LAYOUT AND DESIGN SUBJECT TO ENGINEERING DESIGN AND REVIEW.			
2. LAYOUT SHOWS GENERAL FOOTPRINT REQUIRED FOR FACILITY. SITE LOCATION AND DETAILED LAYOUT AND CONSTRUCTION DRAWINGS TO BE DEVELOPED LATER.			
		DELOREAN POWER	
		TECH PARK — SOUTH BURLINGTON, VY 4.999 MW / 4-HR BESS 12.47 KV INTERCONNECTION PRELIMINARY SITE LAYOUT	
		SIZE D	REV A
		DWG NO. 1402-0001-DWG-003	
		SCALE 1/4" = 1'	SHEET 2 OF 2





Soil Key	Soil Description	Hydric	Hydrogroup	On Site	Prime	Ag Value
An	Alluvial land	U	not rated	V	NPSL	11
MuD	Munson and Belgrade silt loams, 12 to 25 percent slopes	N	C/D	Ille	NPSL	8d
VeB	Vergennes clay, 2 to 6 percent slopes	N	D	Ille	Statewide	6
VeC	Vergennes clay, 6 to 12 percent slopes	N	D	Ille	Statewide	7
VeD	Vergennes clay, 12 to 25 percent slopes	N	D	Ille	NPSL	8
W	Water	water	water	V	NPSL	11

Legend

- Contour (1')

Project Area (19.8 ac)

Lease Area

NRCS Soils

NRCS Hydric Soils

Surface Water SPA\*

VHD Stream

VHD Open Water

River Corridor

State Significant Wetlands

Wetlands Advisory
- FEMA Flood Zone**

A

AE\*

No Data\*

Ground Water SPA\*

Floodway\*

Class A Watershed\*

Deer Wintering Areas\*

Indiana Bat Hibernacula\*

Uncommon Species\*

RTE Species\*

Significant Natural Community\*

\* = Layer does not occur within the map extent.

\*\* = FEMA Flood Zone layer contains FEMA-digitized data only. Some locations may not have data.

Sources: Aerial Imagery by VCGI (Various dates); Streams by VHD (2018); VT E911 Roads (2019); VT Significant Wetland by ANR (2021); Soils by NRCS (2021); Contours by VCGI & CCRPC (Various dates); RTE Species and Natural Community by VT Fish & Wildlife (2020); Uncommon Species by VT Fish & Wildlife (2020). Tax Parcel Boundary compiled by VCGI; Deer Wintering Area by ANR (2020); River Corridor by ANR (2019); Groundwater & Surface Water Protection Areas by ANR (2019); All other layers by TCE (2021).

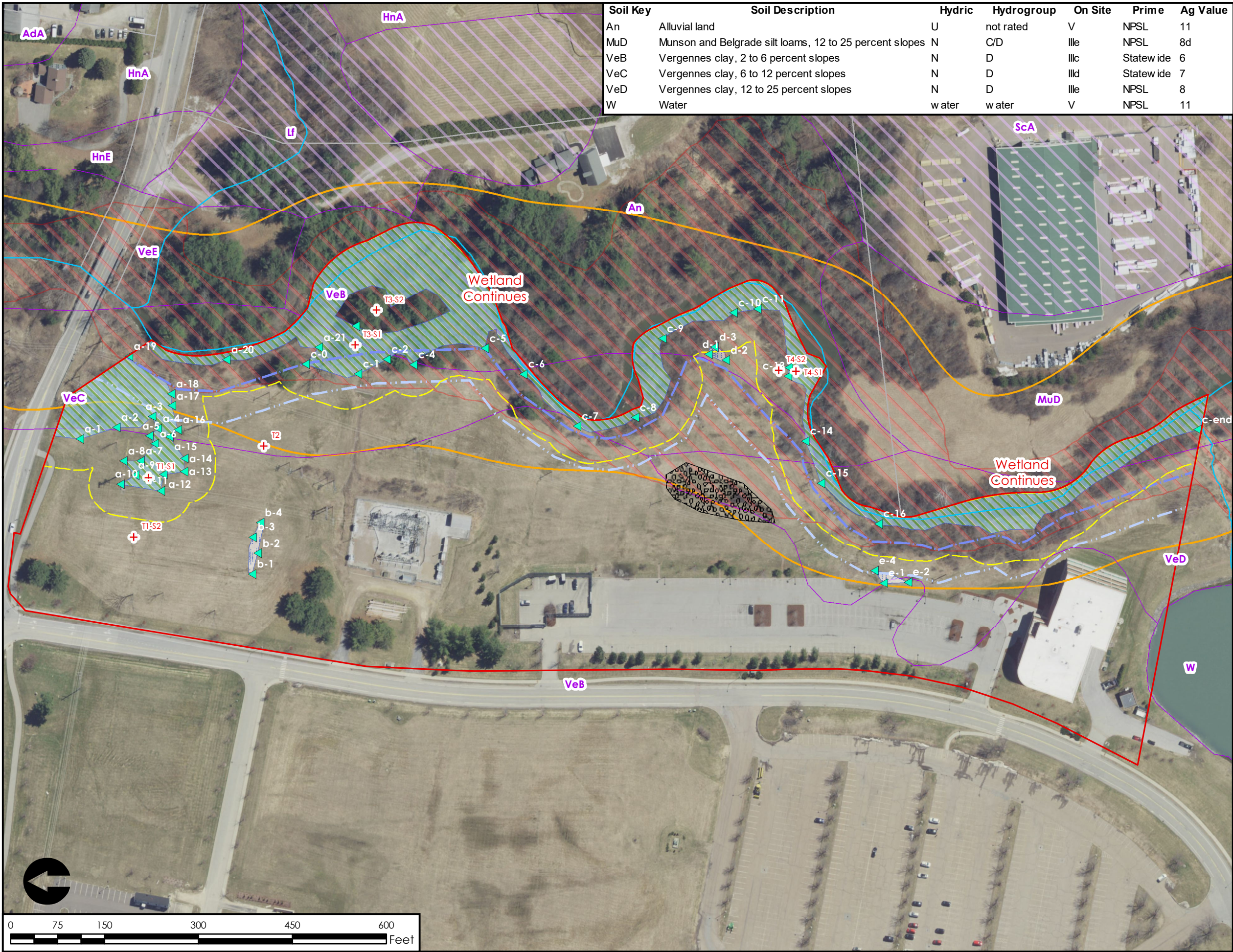
Disclaimer: The accuracy of information presented is determined by its sources. TCE is not responsible for any errors or omissions that may exist. Questions of on-the-ground location can be resolved by site inspections and/or surveys by a registered surveyor. This map is not a replacement for surveyed information or engineering studies.

Delorean  
Community Drive  
South Burlington, VT

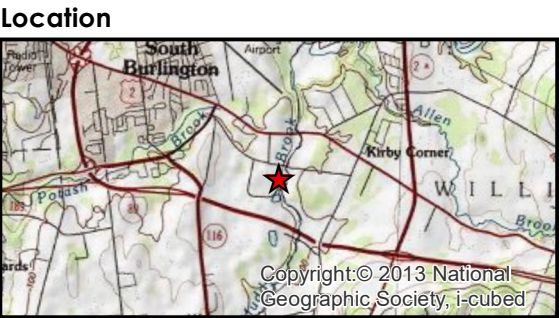
Natural Resource Map

Project: 20-114  
Prepared By: BJL  
05/21/2021  
1 inch = 150 feet





Soil Key		Soil Description	Hydric	Hydrogroup	On Site	Prime	Ag Value
An	Alluvial land		U	not rated	V	NPSL	11
MuD	Munson and Belgrade silt loams, 12 to 25 percent slopes		N	C/D	Ille	NPSL	8d
VeB	Vergennes clay, 2 to 6 percent slopes		N	D	Ille	Statewide	6
VeC	Vergennes clay, 6 to 12 percent slopes		N	D	Ille	Statewide	7
VeD	Vergennes clay, 12 to 25 percent slopes		N	D	Ille	NPSL	8
W	Water		water	water	V	NPSL	11



Legend

- Tax Parcel Boundary
- Project Area (19.8 ac)
- Storm Detention Pond
- Sample Point
- Wetland Flagging
- TCE Wetland Delineation (2.66 ac)
  - Class II (2.62 ac)
  - Class III (0.4 ac)
  - Class II Wetland Buffer (50 ft)
- Top of Bank Delineation
- Top of Bank Buffer (50 ft)
- NRCS Soils
- NRCS Hydric Soils
- VHD Stream
- VHD Open Water
- River Corridor
- FEMA Flood Zone
  - A
  - AE\*
  - No Data\*

The Wetland Delineation shown on this plan was performed on 05/21/2021 according to the standards of the 1987 US Army Corps of Engineers and the 2012 Regional Supplement. This delineation was performed by Brittany LeBeau.

\* = Layer does not occur within the map extent.

\*\* = FEMA Flood Zone layer contains FEMA-digitized data only. Some locations may not have data.

Sources: Aerial Imagery by VCGI (Various dates); Streams by VHD (2018); VT E911 Roads (2019); VT Significant Wetland by ANR (2021); Soils by NRCS (2021); Contours by VCGI & CCRPC (Various dates); RTE Species and Natural Community by VT Fish & Wildlife (2020); Uncommon Species by VT Fish & Wildlife (2020). Tax Parcel Boundary compiled by VCGI; Deer Wintering Area by ANR (2020); River Corridor by ANR (2019); Groundwater & Surface Water Protection Areas by ANR (2019); All other layers by TCE (2021).

Disclaimer: The accuracy of information presented is determined by its sources. TCE is not responsible for any errors or omissions that may exist. Questions of on-the-ground location can be resolved by site inspections and/or surveys by a registered surveyor. This map is not a replacement for surveyed information or engineering studies.

Delorean  
Community Drive  
South Burlington, VT

Wetland Delineation Map

Project: 20-114  
Prepared By: BJL  
05/21/2021  
1 inch = 150 feet



September 8, 2022

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

Re: 0 Mercier Drive – Petition (#22-3302-NMP)

Dear Mr. Phaneuf,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of the petition submitted by Aegis Renewable Energy for the construction of a 150kW solar array to be located at 0 Mercier Drive in Colchester, VT. 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.

#### 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 policies:

1. Locate energy generation proximate to existing distribution and transmission infrastructure: The proposed facility is located adjacent to existing distribution infrastructure.
2. Locate solar generation (including but not limited to net metering) on previously impacted areas: The project is proposed for an abandoned gravel pit.
3. Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is not located within a designated center.

4. Locate ground-mounted solar generation, and small-scale wind (1 or 2 turbines, up to 50 meters (164 ft.) in Chittenden County's areas planned for growth: The project is located in an area located within close proximity to land planned for growth.

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 of the 45-day notice of application indicated that one local known constraint may be impacted by the project (Steep Slopes 20% or greater) and that one State possible constraints may be impacted by the project (agricultural/hydric soils). In the full petition, the applicant directly addressed the location of each constraint in proximity to the proposed project, their correspondence with State agencies regarding each constraint, and their strategy to avoid or mitigate impacts to each constraint.

Our review of the full petition indicates that an additional local known constraint and a State possible constraint will be impacted by the proposed project. These constraints were not identified in the 45-day notice of application:

- Class 2 Wetlands and Wetland Buffers: The proposed facility is partially located in a Class 2 wetland and its buffer. The wetland and the wetland buffers are both a State possible constraint and a local known constraint. The petition indicates that the project is currently seeking a State wetlands permit from the Vermont Agency of Natural Resources.

Based on the information provided in the petition, the CCRPC finds that the proposed project meets constraints policies of the 2018 ECOS Plan provided a wetlands permit is received from the Vermont Agency of Natural Resources.

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.

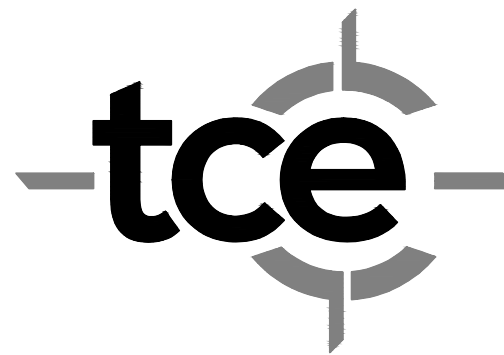
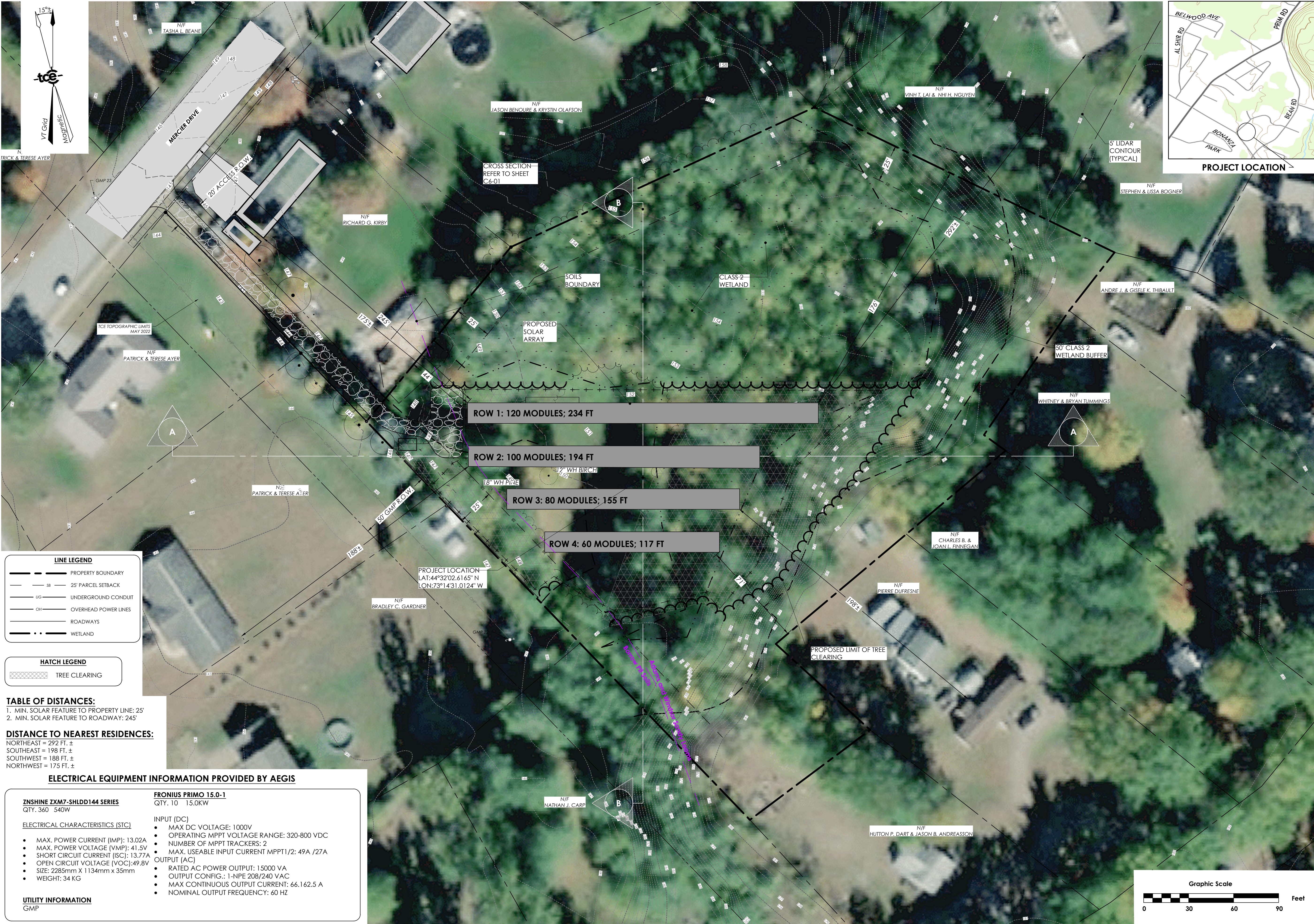
Please feel free to contact me with any questions.

Sincerely,

Charlie Baker  
Executive Director

CC: CCRPC Board, Aaron Frank – Town Manager





TRUDELL CONSULTING ENGINEERS  
478 BLAIR PARK ROAD | WILLISTON, VERMONT 05495  
802.879.6331 | WWW.TCEVT.COM

Revisions	No.	Description	Date	By
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PARCEL ID: 39-004002-0000000 SPAN: 153-048-17867

Use of These Drawings  
1. Unless otherwise noted, these Drawings are intended for preliminary planning, coordination with other disciplines or utilities, and/or approval from the regulatory authorities. They are not intended as construction drawings unless noted as such or marked approved by a regulatory authority.

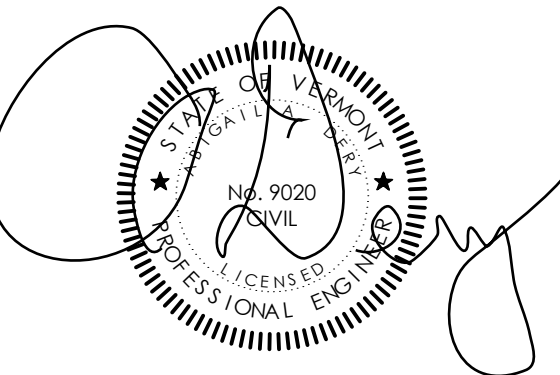
2. By use of these drawings for construction of the Project, the Owner represents that they have reviewed, approved, and accepted the drawings, obtained all necessary permits, and have met with all applicable parties/disciplines, including but not limited to, the Engineer and the Architect, to ensure these plans are properly coordinated including, but not limited to, contract documents, specifications, owner/contractor agreements, building and mechanical plans, private and public utilities, and other pertinent permits for construction.

3. Owner and Architect, are responsible for final design and location of buildings shown, including an area measured a minimum five (5) feet around any building and coordinating final utility connections shown on these plans.

4. Prior to using these plans for construction layout, the user shall contact TCE to ensure the plan contains the most current revisions.

5. These Drawings are specific to the Project and are not transferable. As instruments of service, these drawings, and copies thereof, furnished by TCE are its exclusive property. Changes to the drawings may only be made by TCE. If errors or omissions are discovered, they shall be brought to the attention of TCE immediately.

6. It is the User's responsibility to ensure this copy contains the most current revisions.



Project Title

**Aegis Renewable Energy**  
0 Mercier Drive  
Colchester, Vermont 05446

Sheet Title

**Ortho Site Plan**

Date:	08/12/2022
Scale:	1" = 30'
Project Number:	22-027
Drawn By:	RMP
Project Engineer:	AAD
Approved By:	
Field Book:	293

**C2-01**





Soil Key	Soil Description	Hydric
AdA	Adams and Windsor loamy sands, 0 to 5 percent slopes	N
AdD	Adams and Windsor loamy sands, 12 to 30 percent slopes	N
Br	Borrow pits	U
DdA	Duane and Deerfield soils, 0 to 5 percent slopes	N



TRUDELL

Consulting Engineers

802.879.6331 [www.tcevt.com](http://www.tcevt.com)



**Legend**

Parcel Boundary (~2.82 ac)

Tax Parcel Boundary

Contours (1')

NRCS Soils

NRCS Hydric Soils\*

Ground Water SPA\*

Surface Water SPA\*

VHD Stream\*

VHD Open Water\*

River Corridor\*

Floodway\*

Class A Watershed\*

A\*

AE\*

No Data\*\*

State Significant Wetlands\*

Wetlands Advisory\*

Deer Wintering Areas\*

Indiana Bat Hibernacula\*

Uncommon Species\*

RTE Species\*

Significant Natural Community\*

Best of VT Imagery

**RGB**

Red: Band\_1

Green: Band\_2

Blue: Band\_3

\* = Layer does not occur within the map extent.

\*\* = FEMA Flood Zone layer contains FEMA-digitized data only. Some locations may not have data.

Sources: Aerial Imagery by VCGI (Various dates); Streams by VHD (2018); VT E911 Roads (2019); VT Significant Wetland by ANR (2021); Soils by NRCS (2021); Contours by VCGI & CCRPC (Various dates); RTE Species and Natural Community by VT Fish & Wildlife (2020); Uncommon Species by VT Fish & Wildlife (2020). Tax Parcel Boundary compiled by VCGI; Deer Wintering Area by ANR (2020); River Corridor by ANR (2019); Groundwater & Surface Water Protection Areas by ANR (2019); All other layers by TCE (2021).

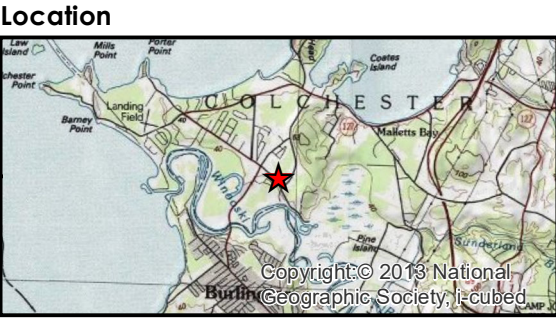
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**Aegis**  
**Mercier Drive**  
**Colchester, VT**

**Natural Resources Map**

Project: 22-027  
Prepared By: ERL  
05/04/2022  
1 inch = 60 feet





Soil Key	Soil Description	Hydric
AdA	Adams and Windsor loamy sands, 0 to 5 percent slopes	N
AdD	Adams and Windsor loamy sands, 12 to 30 percent slopes	N
Br	Borrow pits	U
DdA	Duane and Deerfield soils, 0 to 5 percent slopes	N



- Legend**
- Parcel Boundary (~2.82 ac)
  - Proposed Access
  - Proposed Panel Layout
  - TCE Wetland Delineation (1.20 ac)
  - Wetland Buffer (50')
  - Wetland Data Point
  - Upland Data Point
  - Tax Parcel Boundary
  - Contours (1')
  - NRCS Soils

The Wetland Delineation shown on this plan was performed on 05/16/22 according to the standards of the 1987 US Army Corps of Engineers and the 2012 Regional Supplement. This delineation was performed by Sheila McIntyre of Trudell Consulting Engineers.

Sources: Aerial Imagery by VCGI (Various dates); VT E911 Roads (2019); Soils by NRCS (2021); Contours by VCGI & CCRPC (Various dates); Tax Parcel Boundary compiled by VCGI; All other layers by TCE (2021).

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**Aegis  
Mercier Drive  
Colchester, VT**

**Wetland Delineation Map**

Project: 22-027  
Prepared By: ALD  
08/05/2022  
1 inch = 50 feet

VCGI



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION ADVISORY COMMITTEE  
MINUTES

DATE: Tuesday, August 2, 2022  
TIME: 9:00 a.m.  
PLACE: Virtual Meeting via Zoom

**Members Present**

Matthew Langham, VTrans  
Matthew Arancio, VTrans  
Ashley Atkins, VTrans  
Dave Pelletier, VTrans  
Chris Jolly, FHWA  
Bob Henneberger, Seniors  
Laura Wheelock, Burlington  
Dierdre Holmes, Charlotte  
Barbara Elliott, Huntington  
Aaron Martin, Essex  
Ravi Venkataraman, Richmond  
Dave Allerton, Milton  
Sandy Thibault, CATMA  
Adam Wechsler, Persons with Disabilities  
Tom Dipietro, South Burlington  
Bruce Hoar, Williston  
Jonathon Weber, Local Motion

Mary Anne Michaels, Rail  
Adele Gravitz, Shelburne  
Kurt Johnson, Underhill  
Elaine Haney, Essex  
Wayne Howe, Jericho

**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. Barbara Elliot called the meeting to order at 9:04 AM.

**2. Consent Agenda**

There is no consent agenda this month however CCRPC staff shared a draft TIP amendment by email yesterday. This was added to the deliberative agenda.

**3. Approval of June 7, 2022 Minutes**

Bruce noted that Tom Dipietro is listed twice, which CCRPC staff will correct. JONATHON WEBER MADE A MOTION TO APPROVE THE MINUTES OF JUNE 7, 2022, SECONDED BY BOB HENNEBERGER. THE MOTION PASSED WITH ABSTENTIONS BY SAM ANDERSEN, ADELE GRAVITZ, AARON MARTIN.

**4. Public Comments**

No comments from the public.

**5. TIP Amendment**

Christine referred to the TIP amendment memo sent via email yesterday which outlined the proposed changes and reason for change. Dierdre asked for short explanation of the amendment, will the project change in appearance? Christine said it will improve safety with signals and pedestrian crossings, the actual look won't really change, just rail safety function. It will bring the project into compliance to get Amtrak service to Burlington. The additional funding is needed because bids came in higher than anticipated. BRUCE HOAR MADE A MOTION TO APPROVE THE TIP AMENDMENT, SECONDED BY SAM ANDERSEN. THE MOTION PASSED UNANIMOUSLY. The TAC also supported VTrans bringing a separate TIP amendment related to a culvert project to the Board later this month rather than waiting until September to bring to the TAC first.

**6. VTrans Transportation Equity Framework**

Dave Pelletier, VTrans, introduced Jonathan Slason, RSG, from the consultant team who provided project background information and led a discussion on how the CCRPC and municipalities consider transportation equity in their activities. The Vermont Transportation Equity Framework is being developed by the Vermont Agency of Transportation (VTrans) in partnership with the 11 RPCs as directed by the state legislature in Section 41 of Act 55 (2021) (An act relating to the Transportation Program and miscellaneous changes to laws related to transportation). The Framework project seeks to develop a comprehensive set of actions to address inequities through changes in transportation policies and investments.

The Framework will help inform how equity is embedded in transportation planning and decisions. This transportation equity effort is midway through the process, and this presentation and discussion is part of the engagement task. The working definition of Transportation Equity is “Transportation provides access for an individual's daily needs and quality of life. Transportation provision has been unequal in its distribution, application, benefits, and burdens. This has resulted in existing inequities that we experience today.” RPCs are involved in the project working group with Charlie Baker, CCRPC and Mike Winslow, ACRPC participating. Key input from RPCs is during stakeholder/public involvement, draft recommendations, and draft/final plan.

A Transportation Equity Framework is a tool to help decision makers plan for and prioritize projects, ensure accurate representation in decision making, and enhance the equitable delivery of services. This effort corresponds to President's Executive Order 13985 which defines equity. This provides guidance and starting point for this work but will be adapted to Vermont conditions. Other recent federal actions with guidance and information about transportation equity include the Infrastructure Investment and Jobs Act (IIJA), US DOT Equity Action Plan, and US DOT Strategic Plan.

Project team is working to bring new voices to the table and elevate those previously marginalized or underrepresented in the planning process. Engagement process serves two functions: 1) Identify discrete inequities, barriers, and accountability methods that need to be addressed in the framework; 2) Define pathways toward implementation to ensure the framework is actionable. Four communities statewide are targeted in direct engagement including Winooski/Burlington BIPOC young adults. RPC engagement process includes sharing what transportation equity means for each RPC and each region in the state, and discussing how equity can be embedded in the activities of the RPC.

The preliminary wireframe consists of four Pillars of Process Equity described and discussed as follows (see the [presentation](#) for more detail):

Distributive – How can we obtain an **accurate representation of the population** and identify communities of concern?

Adele said Community Heart & Soul is a great program and process, what they've found is that beyond the data is finding trusted community leaders who can serve as liaisons and connectors. Building trust is important. There also may be new groups that arrive in a community between census data collection. Look for non-traditional activities and gatherings to reach new people and groups. Elaine notes that Essex has used Heart & Soul with success.

Deirdre asked about ways to anticipate future growth in communities in addition to knowing who is already here. Jon notes that forecasting is fascinating but impossible so it's challenging to understand the evolution of how communities change over time. Charlie points out that CCRPC uses census data and notes that in the recently released ECOS report, there were 12,000 new people in Chittenden County, of which only 32 were white. CCRPC continues to identify and contact new groups and people with whom to develop relationships. The [Equity Impact Worksheet](#) is another equity tool used as part of projects.

Laura adds that Burlington is taking significant effort to find community members and groups. The City is also working with high school students which is a diverse population with strong voices. Adam brought up the disability community in Vermont but isn't aware of anything specific to Jericho, where he lives. He's also on the Vermont Center for Independent Living council, which has a transportation committee,



1 he notes that there's an issue with finding enough drivers. There's also the E&D (Elders and Persons with  
2 Disabilities) program, there was a summit held in June. There's still difficulty ensuring enough volunteer  
3 drivers.

4  
5 In the chat Jonathon Weber said he thinks it is important to think about how local policies, especially  
6 zoning, can and is used by privileged groups to gate keep resources. If we had zoning that allowed for  
7 more housing in Burlington, for example, more folks from underserved communities might be able to live  
8 here and enjoy access to services like transit. But if we only consider existing populations in  
9 communities, we risk perpetuating or not addressing those gate keeping policies. So, in that sense it is  
10 important to consider those potential "future" residents.

11  
12 Procedural – How can all voices be heard, participate, and engage in the planning process and create  
13 space for their involvement? Are those most burdened or affected by the plan part of the dialogue?  
14 (equitable access to decision making)

15  
16 Bob commented that the people making decisions are typically white middle class people, so while  
17 getting input from diverse populations is great, they don't have the decision making power. He used to  
18 live in the deep South and that was an issue there. Jon asks if there are examples of bringing new voices  
19 to the project planning process. Sam notes that she sits on an economic development committee and when  
20 they got a BIPOC member on the committee, it was enlightening to hear their comments, specifically  
21 about transportation. Trains were being overlooked and family connections in and out of the state were  
22 inhibited because there wasn't good train service to Vermont. Airline travel was too expensive so their  
23 family needed more affordable transportation options. Sam also asks if people are able to give up 2-3  
24 hours on a weekday morning to participate. How can we make our scheduling more accessible?

25  
26 Eleni said that at the project level we try to reach out to diverse populations, including focus groups. One  
27 thing that became clear during those groups was identifying who the final decision makers are, and  
28 secondly the need to focus on education about how we receive input and how it gets used in decision  
29 making. We went back to those groups at the end of the project they couldn't understand that process.

30  
31 Sandy said that along with education, employers are finding that transportation impacts who is able to  
32 accept and keep jobs, and related a story of someone who had to give up their job because transportation  
33 wasn't working out. Providing resources and education to employees and employers could be helpful.

34  
35 Contextual – Are there inequities in the outcomes experienced by members of our society? Are services  
36 equitable and available to all? (needs analysis, service provision)

37 Jon asked that by bringing new voices to the table, and hearing about needs of different populations, has  
38 there been efforts to identify new investments that would be focused on addressing inequities? He  
39 referenced the equity analysis and report done by the CCRPC and asked if those and other efforts have  
40 resulted in new projects?

41  
42 Eleni said they may not have resulted in new or specific projects but those conversations influenced the  
43 end result. Bryan noted that outreach for the Regional Active Transportation Plan update included  
44 listening sessions for traditionally underserved populations, in FY23 we'll be working on a walk/bike  
45 plan for Winooski which will draw on the 2017 Transportation Plan which was a first step for the CCRPC  
46 to engage diverse populations and going where people are, including the school. The Old North End  
47 (ONE) Mobility Audit with Old Spokes Home used in person surveys and provided new connections to  
48 residents in the ONE. In addition, the ONE Walk Bike Stormwater study included translated materials,  
49 including fliers in different languages to businesses along North Street. Eleni noted engagement with  
50 Winooski youth and officials about transportation to school during winter months since travel from  
51 neighborhoods to school is challenging due to lack of options and winter conditions.

52  
53 Jonathon Weber expanded on the ONE Mobility Audit and reflected specific comments from a person in  
54 a wheelchair about difficulty navigating curb extensions and sidewalk conditions, they were having to use

1 the roadway instead. This was related in particular to pilot curb extensions so Local Motion is revisiting  
2 their policy to ensure pilots meet the needs of all users, and that sidewalks are in good condition before  
3 installing curb extensions, and he hopes that municipalities will also consider sidewalk conditions  
4 complementary to curb extensions so they meet the needs of all users. Bryan noted a key takeaway from  
5 that study was that people aren't familiar with the transportation planning process and are unaware of  
6 projects and how they can influence decisions.

7  
8 Corrective Equity – How will future actions (investments, policies, etc.) deliver equitable outcomes? How  
9 will progress toward equitable outcomes be monitored and measured? (prioritization process, ongoing  
10 performance management)

11 Christine said that this is a work in progress at the regional level. It's easier for people to react to specific  
12 projects at the local level whereas regional projects tend to be higher level so our process is broader in  
13 trying to include as many voices as possible and we're still working on getting better at this. Charlie noted  
14 that we started to do some of this work over a year ago through the Vermont Project Selection and  
15 Prioritization Process (VPSP2), which is a process between VTrans and RPCs, and we're not doing other  
16 prioritization outside of that process. Equity is not a specific component of that process but he made a  
17 pitch that it be included in that way.

18  
19 Jon asked about other local examples, and Deirdre shared that Charlotte is working on a cross-town trail  
20 for walking and biking, and the route included a section to go by the Clemmons Family Farm. The Farm  
21 is expanding to become a more public place and didn't want the Town trail to go along their property.  
22 They spoke several times about this at Town meetings because they felt their concerns weren't being  
23 heard. This goes back to who to you go to for information, and who are the decision makers. In this case  
24 the decision makers perhaps didn't fully understand the concerns being raised.

25  
26 Charlie asked if there has been national research on whether investment in projects, for example in low  
27 income neighborhoods, result in equitable outcomes. Laura says it may be worthwhile to look at  
28 improvements on North Street to see if there are benefits to those communities.

29  
30 How to view and measure success, what does a successful outcome look like? Have there been metrics  
31 considered at the regional or town level? Charlie says that CCRPC identified indicators as part of [ECOS](#)  
32 [Scorecard](#) some of which are based on the fundamental indicator of wealth.

33  
34 Adele said to ask the community that you're trying to serve about whether there are benefits. Once you  
35 make an improvement and if land values increase, are you making the community better if people are  
36 unable to continue living there? If we offer to make a place nicer, is that what they really want? Jon notes  
37 the term environmental gentrification captures this sentiment.

38  
39 Please share any additional feedback and examples after the meeting, as well as any comments on a  
40 working definition of transportation equity and other key terms. Any examples of tools, methods and  
41 measures are appreciated. Jon notes they plan to include a glossary with at least some working definitions  
42 as part of the project. Presentation: [https://www.ccrpcvt.org/wp-](https://www.ccrpcvt.org/wp-content/uploads/2022/08/VTrans_TranspEquity_TAC_Aug2022.pdf)  
43 [content/uploads/2022/08/VTrans\\_TranspEquity\\_TAC\\_Aug2022.pdf](https://www.ccrpcvt.org/wp-content/uploads/2022/08/VTrans_TranspEquity_TAC_Aug2022.pdf)

## 44 45 **7. 2023 Metropolitan Transportation Plan (MTP) Update**

46 Christine Forde, CCRPC, provided some background on the Metropolitan Transportation Plan (MTP) and  
47 noted that the draft project tables for discussion were included as part of the agenda packet. She  
48 commended all the great work to complete the projects in Table 1. Table 2 is the starting point for the  
49 2023 MTP Project List and contains projects that were previously selected, in cooperation with  
50 municipalities, and Table 3 is being provided as a reference to TAC members and lists the planning  
51 studies that have been completed since 2018. There may be projects on this list that should be added to  
52 the MTP project list. Next month we'll bring updated lists for consideration.

53

Eleni Churchill, CCRPC, said that over the next couple of TAC meetings we'll have more comprehensive discussion on the draft MTP but for now are presenting some draft elements, including the draft MTP vision, goals, and objectives. Eleni screen-shared the draft Transportation Vision, Goals and Objectives which are included in the agenda packet and welcomed comments and suggestions as these are a first draft. Eleni noted that the equity section can be expanded and welcomes comments. Adele suggested including economic equity under Economy, and when you talk about equity to reference the Transportation Equity Framework, it should be mentioned as part of the vision statement. Eleni requested comments by the end of August so we can include them in the September TAC packet.

#### **8. 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.

#### **9. CCRPC Board Meeting Report**

In July the Board held a public hearing on and voted to approve the FY23-26 Transportation Improvement Program, voted to certify the planning process, heard a presentation on the West Central Vermont, Comprehensive Economic Development Strategy (CEDS) and how the CEDS will be incorporated into our 2023 ECOS Plan, considered openings on various Board committees, heard a legislative priority update, heard an update on the Equity Advisory Committee, and other Executive Director updates.

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

- **Safe Streets and Roads for All:** The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program to support regional, local, and tribal initiatives through grants to prevent roadway deaths and serious injuries.
  - SS4A website with the notice of funding opportunity (NOFO): <https://www.transportation.gov/SS4A>
  - Webinars with more info: <https://www.transportation.gov/grants/SS4A/webinars>
- **VTrans Mobility and Transportation Innovation (MTI) Grant Program:** Applications are being accepted for innovative strategies and projects that improve mobility and access to services for transit-dependent Vermonters, reduce the use of single-occupancy vehicles, and reduce greenhouse gas emissions. The application, with more details about the program and funding guidelines, is available on the AOT website at <https://vtrans.vermont.gov/public-transit>. The deadline for filing applications (email preferred) is Friday August 26 at 4:30 p.m. To request a copy of the application, or if you have any questions, please contact Dan Currier, Go Vermont Program Manager, 802-279-5236, [Dan.J.Currier@vermont.gov](mailto:Dan.J.Currier@vermont.gov).
- **VTrans Park and Ride Grant Program:** Applications are due by e-mail by September 2, 2022. To learn more about this year's grant program and to access the Municipal Park-and-Ride Program information and applications, visit <http://vtrans.vermont.gov/highway/parkandrides>
- The **VLCT Municipal Equity Toolkit** is a ten-part online resource that covers everything from creating a municipal equity committee to building a framework and action plan to listing equity-related books, podcasts, and videos. It is free and available at [vlct.org/JDEIB-resources](http://vlct.org/JDEIB-resources).
- **Greenride Bikeshare** update: vendor Bolt Mobility ceased operating in July. The project team is exploring system options for 2022 and 2023.

Bryan explained that the CCRPC does not plan on applying to the SS4A federal grant program but will support and assist with any local applications. The CCRPC will consider submitted a regional application next year but notes that given the amount of the minimum grant request, the required match is fairly substantial so we'll want to be mindful of using regional matching funds and the potential budget impact. We'll discuss with the TAC in the future.

1 Bryan noted the other items and explained that bikeshare vendor Bolt Mobility unexpectedly ceased  
2 operations in July so the local partners are working to warehouse the existing fleet and explore next steps.

3  
4 Sandy added that CATMA is celebrating 30 years and is planning a Transportation Summit for October  
5 18 at UVM. More information coming soon.

6  
7 The next TAC meeting is scheduled for Tuesday, September 6, 2022.

8  
9 SAM ANDERSEN MADE A MOTION TO ADJOURN, SECONDED BY BOB HENNEBERGER,  
10 APPROVED UNANIMOUSLY. The meeting adjourned at 10:41.

11  
12 Respectfully submitted, Bryan Davis

DRAFT

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION ADVISORY COMMITTEE  
MINUTES

DATE: Tuesday, September 6, 2022  
TIME: 9:00 a.m.  
PLACE: Virtual Meeting via Zoom

**Members Present**

Bryan Osborne, Colchester  
Matthew Arancio, VTrans  
Amy Bell, VTrans  
Chris Jolly, FHWA  
Bob Henneberger, Seniors  
Norm Baldwin, Burlington  
Dierdre Holmes, Charlotte  
Barbara Elliott, Huntington  
Aaron Martin, Essex  
Josh Arneson, Richmond  
Jon Rauscher, Winooski  
Sandy Thibault, CATMA  
Tom Dipietro, South Burlington  
Jonathon Weber, Local Motion  
Joss Besse, Bolton  
Adele Gravitz, Shelburne

Kurt Johnson, Underhill  
Sam Andersen, GBIC  
Wayne Howe, Jericho

**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  
Chris Dubin, Senior Transportation Planner  
Sai Sarepalli, Senior Transportation Planning Engineer  
Jason Charest, Senior Transportation Planning Engineer

**Guests**

Jonathan Slason, RSG  
Dave Pelletier, VTrans

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

**2. Consent Agenda**

There is no consent agenda this month.

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

Bruce noted that Tom Dipietro is listed twice, which CCRPC staff will correct. BARBARA ELLIOT MADE A MOTION TO APPROVE THE MINUTES OF AUGUST 2, 2022, SECONDED BY JONATHON WEBER. THE MOTION PASSED UNANIMOUSLY.

**4. Public Comments**

No comments from the public.

**5. Regional Park and Ride Plan Update**

This is identified as an action item in the agenda but this presentation in an update. The TAC will be asked to take action in October. Project consultant Jon Slason, RSG, presented an update on the Regional Park and Ride Plan. He addressed a previous comment about facilities outside of the County and notes these are included in the Plan's Facility Inventory (10 inside county, 4 outside) and are part of plan consideration. There's are some gaps in and around Burlington. Recommended facility attributes include EV charging, transit shelters, wifi, bike lockers, lighting, walk/bike/transit access, and vehicle parking. Jon notes that there is a parking continuum between intercept lots and park and ride lots, and rather than focus on specific definitions instead consider how they function based on surrounding land uses and other factors. Proposed facilities slide include Burlington's South End, South Burlington intercept facility at Exit 14, Colchester (VT 15 and Barnes Ave) and at Exit 17, Charlotte and Shelburne on or near Rt 7, and Richmond/Jonesville.

1 Sam asked if there any existing Park and Ride lots that have reached capacity and need expansion? Jon  
2 replied the plan notes that the Exit 11 Park and Ride lot at Richmond is near or at capacity, but that may  
3 have changed more recently.

4  
5 Marshall noted that at Exit 17 the Park and Ride wouldn't be replaced but discussions are in progress with  
6 VTrans about a facility at Jasper Mine Rd serving different travelers than the one on Rt 7.

7  
8 Jonathon Weber noted a Park and Ride sign at Ferry Rd lot in Charlotte, was that a former Park and Ride?  
9 Yes likely for the previous Champlain Flyer train. Jonathon asked if it make sense if that and similar lots  
10 can function as Park and Ride lots in the system? Jon replied those are low cost opportunities but some  
11 may be blocked off, lack security, or have other issues.

12 Dave Pelletier, VTrans, said the Charlotte lot was blocked off due to behavior issues there. He also added  
13 to the comment about two Park and Ride lots near Exit 17 and potential transit service, which would serve  
14 different audiences.

15  
16 Josh Arneson said the Richmond Park and Ride was reaching capacity pre-COVID but usage declined  
17 during COVID. They've heard residents express desire for better walk/bike access from the village to the  
18 Park and Ride, and there are some projects underway to help address the various issues along that  
19 corridor. He asked if the Park and Ride shown in Jonesville is on the north side of Rt 2 near southern  
20 intersection with Cochran Rd? Marshall said yes, this was identified in the previous Park and Ride plan  
21 and the Richmond Transportation Committee expressed interest in studying further. Josh said people  
22 wanted to park there for river access but there were some safety concerns that needed improvement before  
23 it could be used for river access.

24  
25 Deirdre from Charlotte has been watching development of the new town garage that could include a new  
26 Park and Ride on the former flea market lot. There is a trail there so some parking is available, but to  
27 what extent can parking be counted as Park and Ride spots? She also notes the report shows 50 spots for a  
28 Park and Ride in Charlotte, does it need to be that size, or can they be multi-purpose parking spots? Jon  
29 will work with Dierdre offline to explore possibilities at that location. Eleni asked if this would be a  
30 recommendation from Charlotte Energy Committee? In the past the town hasn't been interested in hosting  
31 a state Park and Ride but maybe that's changed.

32  
33 Kurt said Underhill has struggled with the state park and parking on Stevensville Rd and Mountain Rd, on  
34 a busy weekend those two lots are full, is there a way to include off street parking, perhaps with existing  
35 lots that aren't used during weekends? Jonathan notes that Park and Rides not only serve weekday  
36 commuters but the plan should also recognize recreational use of lots on weekends.

37  
38 To monitor parking behavior over time, there are different data sources that can be tracked and queried  
39 over time to help establish relationships, be used in short/long range planning, and to share information  
40 with the public. Jon notes that parking demand in Burlington tends to be highest in the County, so people  
41 will start looking for parking outside of the core, this type of data can help with planning recommended  
42 facilities. He suggested CCRPC be the lead for this effort.

43  
44 The recommended implementation plan identifies next steps and responsible parties. Jon notes that a  
45 potential lot in Taft Corners is being studied as part of Town planning, including a CCRPC project  
46 starting in FY23. Jon briefly reviewed list and offered some insights.

47 Jon notes that no action is recommended for potential Park and Ride lot in South Burlington on US 7  
48 south of I-189.

49  
50 Marshall asked for comments from the TAC by September 23 so that they can be addressed in next draft  
51 of the plan, for which the TAC will be asked to take action. The presentation is posted on the TAC  
52 webpage: <https://www.ccrpcvt.org/about-us/committees/transportation-advisory-committee/>  
53

**6. 2023 Metropolitan Transportation Plan (MTP) Update**

Eleni Churchill, CCRPC, noted that the draft MTP documents sent in the TAC packet are very preliminary and will continue to be updated for future TAC consideration, with action expected at their October meeting. Eleni briefly reviewed some of the background and introductory material, updated vision/goals/objectives, and noted the chapter focused on system performance. The Future Transportation Scenarios section includes some of the work completed in the recent I-89 2050 Study and is asking for TAC reaction on using the I-89 study recommendation as the 2023 MTP scenario which includes housing density goal, safety improvements, new Exit 14 interchange, transportation demand management (TDM) investments, and localized capacity improvements.

Adele asked about the goal of increasing telework mode share, which only applies to certain job categories, would this impact the lives of people who have to be physically at their jobs, who are stuck commuting and maybe live further away because of the price of housing, does this inadvertently hurt those people who can't telecommute or have more than one job, does this make their life more complicated? Eleni said we acknowledge that almost 50% of employees need to be present at work, and a smaller percent of the remaining 50% can telework only a few days of the week, so we are taking into account that not everyone can telework all of the time.

Sam asked about the list of items to be explored further, these are aspirational rather than actionable at this point? Eleni said yes.

Christine Forde, CCRPC, then reviewed the draft project list included in the meeting packet and notes that the MTP is fiscally constrained so we'll complete a financial plan. She reviewed the project list and noted that the Front of the Book list identifies projects that are committed and will be included. The Development and Evaluation projects are on the TIP; these are existing projects still under evaluation but haven't moved to the Front of the Book. Other projects on the list have been scoped/studied but are not funded. Projects are grouped by city/town and Christine asked for TAC members to review the list and provide comments.

Chris Jolly asked about the project timeline and public engagement process. Eleni noted the Long Range Planning Committee is also active and providing input. Current phase is mostly internal but the public hearing process to follow will be about six months long and will use different tools to convey information in various ways. Chris noted that other federal land agencies will need to be included in outreach.

**7. Regional Active Transportation Plan Update**

Bryan Davis, CCRPC, gave a presentation on the update to the Regional Active Transportation Plan (ATP), noting several TAC members are part of the project advisory committee. He gave an overview of the four analyses conducted by consultant Toole design including Equity Analysis, Bicycle Network Analysis, Trip Potential Analysis, and Off Road Trail analysis. He described the public engagement process which included listening sessions, an online comment map, informal conversations, and emails with the public. The analyses, combined with public comment and the list of TIP and MTP projects with walk/bike components, were used to create a first draft bicycle network. Comments from the project committee, TAC and public will be used to update the recommended network, and Toole will then break the network into segments, offer facility types for each, and develop a framework to prioritize the recommendations. Since the ATP will be incorporated into the MTP update, the timeline is similar with a final plan expected later this fall, which will come before the TAC.

Adele asked if the analysis included Park and Ride locations? Bryan said yes, as well as transit routes/stops, carsharing locations, and existing walk/bike facilities.

Jonathon asked how specific the final plan will be? Bryan said that Toole will break the network into segments and recommend and prioritize facility types for each segment.



The presentation is posted on the TAC webpage: <https://www.ccrpcvt.org/about-us/committees/transportation-advisory-committee/>

#### 8. **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.

#### 9. **CCRPC Board Meeting Report**

The Board did not meet in August.

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

- **VTrans 2023 Municipal Highway and Stormwater Mitigation Projects grant program:** Application and program guide can be found at: <http://vtrans.vermont.gov/highway/Municipal-Highway-and-Stormwater-Mitigation-Program>. Electronic applications must be received before 1:00 p.m. October 7. Contact [Ross.Gouin@vermont.gov](mailto:Ross.Gouin@vermont.gov).
- **EV Expo at the REV Conference** October 27 & 28 at the DoubleTree Hilton in South Burlington. Check out new vehicles. Potential opportunity to attend just the EV Expo without having to register for the whole conference. Contact Peggy O'Neill-Vivanco [Peggy.ONeill-Vivanco@uvm.edu](mailto:Peggy.ONeill-Vivanco@uvm.edu).
- **Diesel Emissions Reduction Act (DERA)** funding may be coming this fall: <https://dec.vermont.gov/air-quality/mobile-sources/diesel-emissions/vt-diesel-grant>. Contact Leigh Martin at (802) 261-0713 or [leigh.martin@vermont.gov](mailto:leigh.martin@vermont.gov).

The next TAC meeting is scheduled for Tuesday, October 4, 2022.

JONATHON WEBER MADE A MOTION TO ADJOURN, SECONDED BY SAM ANDERSEN, APPROVED UNANIMOUSLY. The meeting adjourned at 10:32.

Respectfully submitted, Bryan Davis



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

DATE: **Tuesday, September 6, 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: Joss Besse	Hinesburg: Merrily Lovell	St. George:
Buels Gore:	Huntington: Darlene Palola	Underhill: Nick Atherton
Burlington: James Sherrard	Jericho: Tom Joslin	Westford:
Charlotte:	Milton: Dave Allerton, Nicholas Prussock	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	VANR:
Burlington Airport: Catie Calabrese (EIV)	University of VT: Lani Ravin	CCRPC Board:
Friends of the Winooski River:	Lewis Creek Assoc:	Winooski NRCD: Adelaide Dunn
<b>Other Attendees:</b> DEC: Karen Bates <b>Other:</b> Dean Pierce (Northwest RPC), Jill Sarazen (LCSG/DEC), Brian Voigt (Central VT RPC)		
<b>CCRPC Staff:</b> Dan Albrecht, Charlie Baker, Chris Dubin, Sai Sarepalli,		

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 June 7, 2022** After a brief recap by Albrecht, *Costandi made a motion, seconded by Palola to approve the minutes as drafted. MOTION PASSED.*

4. **Winooski Basin (Basin 8) Tactical Basin Plan Update, Karen Bates, DEC**

a) Review proposed survey to collect citizen input

Draft survey linked at: <https://forms.office.com/g/TWqva2TjSL>

b) Finalize survey distribution plan and role of municipalities and others in same

c) Discuss overall communication plan for TBP update

Bates briefed the committee as follows (see attached):

The goals are: 1) Meet VWQS requirements for public participation (a. identify and inventory problems, solutions, b. high quality waters, and c. )existing uses and the quality of such uses, and significant resources of high public interest. 2. Gain interest in health of surface waters and what Agency is doing as well as what their role may be. 3. Inform them of tactical basin planning process and timeline and 4. Identify CWSP project.

Potential distribution venues include Facebook page invite – ANR and partners / Front Porch Forum (request by towns) / Local papers – CVRPC has media list / . Via Websites such as ANR DEC Winooski River Basin website, Town, Partner – CVRPC, Montpelier Bridge article on website – have link to basin page. Mailings – in town utility bills and include a QR?, Mailing lists – CCRPC, newsletters

Partners to support distribution include Huntington – Conservation Commission, Williston: Friends of Winooski River, Partners for Fish & Wildlife, Sustainable Williston, VT Master Naturalist, Champlain Valley Conservation Partnership, Essex Junction: Tree Committee, Essex: active FB pages.

Use of Survey are 1) ANR – ensure that surface waters for protection, restoration identified by community are addressed, 2) CWSP – find potential project sites 3) So Towns - understand what's important and 4) Provide

community with understanding of what their town is doing to protect surface waters (need to have someone take it to town – would a partner do this? TBP support grant – bring to town or conservation commission)

Bates then walked through the draft survey questions. Members and guests made various suggestions for edits which were incorporated. Suggestions were also made to the distribution plan. Bates concluded with notes on the timeline for the Basin 8 TBP update. A new DEC planner will take over in Basin 8 as her workload is fairly stretched with work on other basins as well. She will work with the new person during the update. Bates will also take over as Basin 7 planner. We are looking at a kickoff meeting in October and November with a goal for final completion by December 2023. She will be looking at organizing sector meetings as well.

**5. Update on Clean Water Service Providers for Northern Lake Champlain, Lamoille & Winooski Basin and Act 76 Implementation**

Dean Pierce, Basin 7: They anticipate receiving their Formula Grant soon. They are holding off on project prioritization. They are considering surveying groups to find out what projects applications might be coming to them. Their next BWQC meeting is September 22.

Brian Voight, Basin 8: They have adopted their BWQC operating procedures and their public participation plan. Other BWQC policies are being reviewed by the CVRPC Executive Committee. They discussed co-benefits at their August meeting and will continue to do so at their September 15<sup>th</sup> BWQC meeting.

Dan Albrecht, Basin 5: The BWQC did not meet in August. They are holding off on final votes on the BWQC policies until the DEC guidance is finalized. The CCRPC has approved eight (8) water quality environmental firms as prequalified subcontractors for CWSP related work. We concluded receipt of prequalification materials from municipalities & organizations to be certified as qualified Subgrantees to receive subgrants from CCRPC for CWSP-related projects. We will make an announcement soon on the results of that review of submissions. He has been consulting with other CWSPs and DEC on how to prioritize impairments and prioritize projects with the eyes on the ball of maximizing phosphorus reduction.

**6. Elections of Chair and Vice-Chair for FY23** Costandi noted that Don Meals had resigned as a member. She noted that in the past, one co-chair was from the MS4 communities and one from the non-MS-4. Costandi indicated she was willing to serve as Chair. *Lambert made a motion, seconded by Mandigo to approve Annie Costandi as Chair. MOTION PASSED. Costandi asked for members to consider being vice-chair*

**7. Updates by Staff, Members and Guests** Baker noted that Regina Mahony of CCRPC has taken the position of new City Manager for Essex Junction. Taylor Newton was promoted from CCRPC to our new Planning Program Manager.

**8. Items for October meeting agenda and determine meeting date due to conflict with Yom Kippur** Albrecht recommended moving the meeting back to October 11<sup>th</sup> at 11 a.m. Members concurred. There is a possibility that the CWAC will not meet at all in October.

**9. Adjournment.** The meeting adjourned at 12:08 p.m.

*Respectfully submitted, Dan Albrecht*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
**MS4 SUBCOMMITTEE**  
OF CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Tuesday, August 2, 2022**  
SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
PLACE: ONLINE via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance (all attending online unless otherwise noted)</b>		
Burlington: James Sherrard	Burlington Airport: Catie Calabrese	Williston: Christine Dougherty
Colchester: Karen Adams (arr. 12:40 pm)	Milton: Dave Allerton, Nicholas Prussock	Winooski: Ryan Lambert
Essex:	Shelburne: Chris Robinson	VAOT: Jennifer Callahan; Tyler Hanson
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler (arr. 1:12 pm)	Univ. of VT: Lani Ravin
DEC:		
<b>Other Attendees:</b> Pluck: Dave Barron, WNRCD: Remy Crettol & Adelaide Dumm, LC Sea Grant & DEC: Jillian Sarazen		
<b>CCRPC Staff:</b> Dan Albrecht, Sai Sarepalli		

**1. Call to Order, Changes to the Agenda and Public Comments on Items not on the agenda:**

The meeting was called to order at 12:17 p.m. The item, FY23 Budget Overview was added to the agenda after item #5. No public comments were made.

**2. Review and action on draft minutes**

After a brief recap by Albrecht of the draft minutes for May 3, 2022, *Dougherty made a motion to approve the minutes with a correction to the date to read "Tuesday" and the motion was seconded by Allerton. The motion was approved unanimously.*

**3. Stream Team programming update: Remy Crettol & Adelaide Dumm, WNRCD**

**a) Recent activities**

Dumm recapped recent activities posted to the Subcommittee page with highlights as follows: The Rainbarrel workshop held on June 24<sup>th</sup> had 20 attendees and they made \$840 off of fees. She also reported that she attended a 3-day training on social change marketing. The Adopt-a-Drain program has signed up 56 participants cleaning 75 drains. Most recently they reported cleaning up 142 pounds of debris. She plans to contact local schools & universities to try and increase the number of participants. The next newsletter will go out in mid-August.

**b) FY22 Expenditures to date and expected FY23 required budget**

Crettol noted several reasons why WNRCD was not able to spend down its original FY22 budget allocation of \$28,110 primarily due to significant staff turnover. Mandigo noted as well that COVID restrictions also made it hard last year to conduct normal outreach and programming. In the last few months, however he and Adelaide have been working intensively on Stream Team projects and they anticipate spending down the FY22 dollars by October 31<sup>st</sup> and no later than November 30<sup>th</sup>.

Crettol and Dumm then walked through the proposed budget ask for FY23 of \$20,500. Dumm noted they will be working in non-Adopt-a-Drain towns as well.

**4. Rethink Runoff programming: FY23 budget: Dave Barron, Pluck**

**a) Review and action on proposed staff and advertising budget for FY23**

Barron walked through the proposed budget which consistent of \$17,000 for General Tasks and \$13,000 for New Creative. The creative elements are quite old as they were last made in 2017. He is aware of the fiscal constraints so he is okay with getting started on the general tasks but would need to know by October/November what kind of a budget he is working with in terms of new creative.

Mandigo decided to hear from Albrecht on the draft FY23 budget and then we can determine whether to move forward with a partial authorization to Pluck for FY23. Dougherty asked for clarification on when content would be created. Barron noted that within the General tasks yes there is new content that does get created within updates. It is both technical update (back end) as well as refreshing/editing content. There is not a hard bright line between the two. For New Creative, the content gets updated to reflect new campaign elements such as a new landing page.

##### **5. Proposed FY23 Budget**

Albrecht walked through a spreadsheet detailing proposed expenditures for FY23 compared to potential dues income plus FY22 carryover funds / accrued surplus. Amounts per category are as follows: CCRPC services-\$28,750; Advertising-\$26,000, Marketing (Pluck): \$30,000 and Stream Team (WNRCD)-\$32,679. This year has increased costs for CCRPC, namely 20 extra hours for him due to handling the RFP for the survey which is conducted every 5 years (the last was in spring 2018) plus the cost of the survey itself which is estimated at \$18,000.

Albrecht noted there is a carryover surplus of around \$30,410 which represents both unspent funds and accrued set-aside funds to carry out the survey every 5 years. Typical dues collected are \$60,000 each year. Dougherty noted the budget was a challenge to follow due to the accrued surplus vs. the dues needed vs. the overall total request of \$117,429. It is not really a surplus as some of that was funds already set aside for the survey. She also noted that the \$18k for the surplus should be described separately as it is not really CCRPC services as the intent of the agreement is being met since CCRPC staff costs is to be limited to 10% and as shown the FY23 request is \$10,000 for CCRPC staff. The Pluck request is significant. We should definitely set aside funds for the survey as we develop this FY23 budget such as \$20,000 for the survey given inflation. Albrecht noted that \$25,000 is the maximum for the Master Agreement is Pluck. Also, the Subcommittee has to decide whether or not the dues need to be increased. Dougherty also raised a concern with funding the water quality monitoring program given that DEC does not use the data and only some towns participate. Similarly, we do not all participate in the Adopt a Drain program. Dumm noted that the sampling serves to engage people. Dougherty reiterated that DEC does not see the value of the data, does not use it to make their impairment decision plus there is the risk that the data will be used against you.

Albrecht stated that for formality's sake he needs authorization to issue a task order to Pluck. WNRCD is okay for now as they are still spending down their FY22 task order. Dougherty recommended a special meeting in two weeks just to deal with the budget and a task order with Pluck. Mandigo agreed that we do need detailed budget info in place before the September 6<sup>th</sup> meeting. *Motion made by Lambert to authorize CCRPC to issue an initial Task Order for FY23 to Pluck of \$17,000 for Year Two General activities, Tasks A-E with year two new creative to be reevaluated in September, seconded by Ravin Motion passed unanimously.*

##### **7. Items for September 6<sup>th</sup> meeting agenda**

FY23 Budget; How are municipalities tackling EPSC enforcement? Future rotating discussions on Minimum Control Measures #3 thru #6

##### **8. Adjournment**

The meeting was adjourned at approximately 1:35 p.m.

*Respectfully submitted, Dan Albrecht*

1) How are municipalities tackling EPSC enforcement? (DISCUSSION)

2) Future rotating discussions on Minimum Control Measures #3 thru #6 (DISCUSSION) [\*]

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
**MS4 SUBCOMMITTEE**  
OF CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Wednesday, August 24, 2022**  
SCHEDULED TIME: 11:00 a.m. to 11:30 a.m.  
PLACE: ONLINE via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance (all attending online unless otherwise noted)</b>		
Burlington: James Sherrard	Burlington Airport: Catie Calabrese	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Dave Allerton, Nicholas Prussock	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT:.
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler	Univ. of VT: Lani Ravin
DEC:		
<b>Other Attendees:</b> Pluck: Dave Barron		
<b>CCRPC Staff:</b> Dan Albrecht, Sai Sarepalli		

**1. Call to Order, Review & Approve Agenda and Public Comments on Items not on the agenda:**

The meeting was called to order at 11:03 a.m. *On a motion by Dougherty, with second by Wheeler, the agenda as drafted was approved unanimously.* No public comments were made.

**2. Review and approval of FY23 Program Budget & Finalize FY23 Budget with Pluck for MCM#1 Services**

Albrecht walked the Subcommittee through the changes to the draft budget based upon a meeting he had with the co-chairs last week. Relative to the August 2<sup>nd</sup> version, reductions were proposed to CCRPC hours (-\$1,000), advertising costs (-\$2,000), Pluck (-\$5,000) and WNRCD (-\$2,000). This brings the overall expenses down to \$107,429. With dues set at \$6,600 plus \$30,295 carried over from FY22, revenue equals \$109,495.

Allerton noted that he had already anticipated dues of \$6,000 for this fiscal year. He could come up with the extra \$600 but he would have to take it from something else. He also noted that we need to start setting FY24 dues now as they are already starting to think about municipal budgets for FY24. Robinson agreed with the point about FY24 and also asked why new creative was such a big increase. Albrecht stated that that was because it has been 5 years since most of the content was created so it is needing a refresh. Barron agreed and noted that in FY24 his hours would drop down to more maintenance levels. Dougherty noted the she had already anticipated \$6,000 in current year dues as well. She would like to see a budget balanced with that \$6,000 dues level.

Albrecht then brought up the Excel sheet and inputted \$6,000 in dues as a starting point for revenue. This creates revenue of \$102,295 so we need to come up with \$5,000 in cuts. Albrecht explained that the survey is not technically required. Mandigo noted that we do the survey to show progress and performance. We collect data about people's behaviors regarding SW best practices, but we also ask about how they get their news and what social media they use. Wheeler noted that we should include a link to us at the end of the survey. He also noted that we could trim funds from advertising and then boost it back up after the survey. Barron would prefer cuts to fall and winter advertising if they have to be made. Given the timing of the receiving the survey results in late winter / early spring. Costandi advocated for getting the survey done and then pushing the new creative into FY24 so the survey results can inform the work by Pluck. Several members agreed. If the survey goes out in January, we would get results in early April. Barron suggested that he do concepting this fiscal year but do the ad production and updates in FY24. Barron noted that this would mostly inform the spring 2024 campaign. Members agreed as this would mean a robust and well-informed campaign. He asked for concepting up to 50 hours and then put the \$7,000 in the other creative costs to FY24. Further reallocations were made to the fall, winter and spring 2023 ad allocations. Members agreed that if the survey costs come in over \$18,000 that funds would need to be taken from the spring 2023 advertising allocation. Dougherty noted that we can put together an ad hoc group of members to assist Albrecht so he can keep his

After further discussion on a motion by Dougherty, with a second by Robinson the following budget was approved unanimously.

7  
8  
9



1 **3. Review and approval of draft FY23 Chittenden County MS4 Stormwater Program Services**  
2 **Agreement for member internal review**

3 Albrecht walked through the Track Changes made compared to the 2017 agreement. The following  
4 additional changes were approved by the MS4 Subcommittee

- 5 • Suggested by Dougherty: Section 5a., change to read: The Members shall be appointed either by the  
6 governing bodies or their designee of their municipalities at publicly warned meetings or, if a Member  
7 representing an MS4 Permittee is a non-municipal agency, via a process consistent with that agency's  
8 policies.
- 9 • Suggested by Dougherty: Section 13, change to read: ~~An MS4 Permittee may withdrawal from~~  
10 ~~participation in this Agreement only at the end of a state fiscal year.~~ If an MS4 Permittee wishes to  
11 withdrawal from participation, it shall provide at least 90 days' notice to the other MS4 Permittees and  
12 the CCRPC. After withdrawal, a MS4 Permittee shall remain responsible for its share of the costs of  
13 contracts that the Steering Committee approved prior to the effective date of the withdrawal.
- 14 • Suggested by Robinson, Section 9, change to read: For FY24 and following fiscal years, the  
15 annual dues shall be set by a two-thirds majority by ~~October 15<sup>th</sup>~~ December 15<sup>th</sup> of the preceding  
16 calendar year. ~~In the absence of agreement, the dues shall remain at \$5,500. \$6,000~~

17  
18 Albrecht indicated he would circulate this revised draft this afternoon. Ideally, everyone responds with an okay  
19 or with suggested edits soon. Worst case scenario, we will have to have extra meetings if there are numerous  
20 edits by multiple parties. Wheeler noted that we can let each other by emails know how their respective town-  
21 level reviews went.

22  
23 Albrecht reminded everyone of the retirement party for Jim Pease on August 30<sup>th</sup> in Middlesex.

24  
25  
26 **8. Adjournment**

The meeting was adjourned at approximately 11:43 p.m.

27  
28 *Respectfully submitted, Dan Albrecht*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
**MS4 SUBCOMMITTEE**  
OF CLEAN WATER ADVISORY COMMITTEE – **Draft** MINUTES

DATE: **Tuesday, September 6, 2022**  
SCHEDULED TIME: 11:00 a.m. to 11:30 a.m.  
PLACE: ONLINE via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance (all attending online unless otherwise noted)</b>		
Burlington: James Sherrard	Burlington Airport: Catie Calabrese	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Dave Allerton, Nicholas Prussock	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan, Tyler Hanson
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler	Univ. of VT: Lani Ravin
DEC: Christy Witters, Samuel Hughes		
<b>Other Attendees:</b> Pluck: Dave Barron; Winooski NRCD: Remy Crettol, Adelaide Dunn		
<b>CCRPC Staff:</b> Dan Albrecht, Sai Sarepalli,		

**1. Changes to the Agenda and Public Comments on Items not on the agenda:**

The meeting was called to order at 12:17 p.m. No changes to the agenda were made. No public comments were made.

**2. Review and approval of minutes (August 2, 2022 & August 24, 2022)**

After a brief recap by Albrecht, *on a motion by Ravin, with second by Mandigo, the minutes of August 2<sup>nd</sup> were approved unanimously.*

After a brief recap by Albrecht, *on a motion by Dougherty, with second by Mandigo, the minutes of August 24<sup>th</sup> were approved unanimously.*

**3. Review and approve of final version of Chittenden County MS4 Stormwater Program Services Agreement**

Albrecht walked through proposed changes compared to the version discussed at the August 24<sup>th</sup> meeting. Members agreed with the proposed changes and agreed that it should be circulated to members for signature. If further changes are requested it is understood that the Subcommittee will need to revisit the matter *A motion was made by Mandigo with second by Callahan, that the Agreement as edited today be circulated to members for signature. Motion was approved unanimously.*

**4. Review and first “straw man” draft of FY24 Budget.**

Albrecht walked through the proposed budget developed based upon rough estimates by him as well as WNRCD and Pluck as well as projected expenses for advertising, etc. Pluck estimate ranged from \$19,500-\$22,000 depending upon how much effort was to go towards Ad hoc Design for Stream Team and Social Media Content Development. At the low end, the total budget would be \$82,770. If dues were \$7,000, that would raise \$84,000. Albrecht asked for feedback on whether a \$7,000 dues ask would be achievable. Dougherty and Allerton and others indicated that that amount was probably okay.

**5. Elect co-chairs for FY23.**

Albrecht noted that this was not really required but since we are starting a new MOA it would be good to seek confirmation. Mandigo and Costandi were both willing to continue as co-chairs. *A motion was made by Allerton with second by Lambert, to elect Mandigo and Constandi as co-chairs. Motion was approved unanimously.*

**6. How are municipalities tackling EPSC enforcement?**

Committee members discussed the challenges with EPSC enforcement. Some comments were as follows:



Wheeler Enforcement has been a challenge. For example, silt fences not being installed properly nor shown properly on the plans. They need to be following contours. A simple rectangle on the property line won't work. State permits are based off of the final conditions. EPSC plans should be updated based upon mid-point as well as final as built. Midpoint check-ins need to be followed as well. Contractors need to update their EPSC plans. They are supposed to be sending those updates to State as well as doing turbidity samples.

Witters: Yes, improved coordination with State staff on how they do inspections vs. how towns do it. We will also tighten up language in the new MS4 permit regarding Construction Inspection requirements. She is also supportive of more training with contractors.

Dougherty: Agreed with Wheeler comments. He suggested that DEC receives and posts a notice of construction to the online Environmental Notice Board that we could also see the actual site plans without having to request them. It would be really good if there were separate plans for each phase (grading/cutting, initial BMPs, interim BMPs, final BMPs). Finally, while there is a requirement to inspect...there is no requirement to document those inspections. We occasionally work with the Planning & Zoning office to hold up Certificates of Occupancy if EPSC not being followed.

Sherrard: Admittedly, the City has an ordinance but needs to do better on enforcing it. But when State also has responsibility, maybe we could get video of sediment discharge, and then it would be good for State to show the contractor that footage as the contractor may be more compliant. Some contractors are saying if it is not in the bid list, then it is not enforceable.

#### **7. Future rotating discussions on Minimum Control Measures #3 thru #6**

Members agreed that discussion of the EPSC should continue at our October meeting. Wheeler noted we should discuss ways we can find ways to beef up enforcement (tickets, etc.).

#### **8. Staff, member and guest updates as needed**

CCRPC staff, members, and WRNCD staff introduced themselves to Sam Hughes. Witters introduced Sam Hughes who will helping with the MS4 permit program. Albrecht asked for a subcommittee to begin work on crafting the 2023 survey to save hours eating into his allotment of time for FY23. The following persons volunteered: Dougherty, Mandigo, and Dumm who will also work with Dave Barron of Pluck.

Dumm provided an extensive update on WRNCD's activities in support of the Stream Team (note: see attached Status Report). Highlights included: FY22 budget allocation being heavily spent down, a big increase in number of storm drains adopted, new projects being developed in Milton, Williston, Winooski, Shelburne and Burlington in addition to adopt-a-drain projects, exploring river cleanup projects, tabling at Art Hop in Burlington.

#### **9. Items for October meeting agenda & determine meeting date due to conflict with Yom Kippur**

In addition to the EPSC discussion, discussion will continue on the FY24 budget. Members concurred with Mandigo's recommendation to meet on Tuesday, October 11<sup>th</sup> at 11 a.m. so as not to conflict with Yom Kippur.

#### **10. Adjournment**

The meeting was adjourned at approximately 1:31 p.m.

*Respectfully submitted, Dan Albrecht*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
PLANNING ADVISORY COMMITTEE - MINUTES

DATE: Wednesday, June 8, 2022  
TIME: 2:30 p.m. to 4:00 p.m.  
PLACE: Virtual Meeting via Zoom with link as published on the agenda

**Members Present:**

Eric Vorwald, Winooski  
Larry Lewack, Charlotte  
Adele Gravitz, Shelburne  
Darren Schibler, Essex  
Cymone Haiju, Milton  
Meagan Tuttle, Burlington  
Paul Conner, South Burlington  
Alex Weinhausen, Hinesburg

**Staff:**

Regina Mahony, Planning Program Manager  
Taylor Newton, Senior Planner  
Melanie Needle, Senior Planner  
Charlie Baker, Executive Director  
Dan Albrecht, Senior Planner

**Other:**

Laura Lapierre, VT DEC  
Amanda Froeschle, Burlington District Office,  
VT Dept of Health

**1. Welcome and Introductions**

Paul Conner called the meeting to order at 2:34 p.m.

**2. Approval of May 11, 2022 Minutes**

Eric Vorwald made a motion, seconded by Paul Conner to approve the May 11, 2022 minutes. No further discussion.  
MOTION PASSED.

**3. Vermont Significant Wetlands Inventory (VSWI) Update**

Laura Lapierre provided an 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 procedures. Ultimately, the intent is to update the wetlands inventory to clarify the location of existing significant wetlands and provide better predictability for landowners. A public comment period is open until July 1, 2022. See [this website](#) for more information, including an [interactive draft VSWI map](#).

As the wetlands office has received more accurate wetlands information from project applications this information has been added to an "advisory" wetlands data layer. This information will now be used to clarify the location of existing wetlands on the VSWI. The wetlands office is also proposing to incorporate unique wetlands like bogs (see slide to the right for more information). The wetlands office has been evaluating them for about 10 years to understand their function. Now they can define them as Class II in the VT Significant Wetlands Inventory, and now add them to the inventory. Also, a consultant has been hired to update the map by watershed based on aerial photos, LIDAR data, machine learning and spot checking. The Winooski Basin will be finished by Dec. 2022, and

## Wetland Determination for Addition to VSWI Map

- The wetland is of the same type and threshold size as those mapped on the VSWI maps: i.e.; open water (pond); emergent marsh; shrub swamp; forested swamp; wet meadow; beaver pond or beaver meadow; bog or fen; and **greater than 0.5 acres**.
- The wetland contains dense, persistent non-woody vegetation or woody vegetation, and in either instance is **adjacent to a stream, river or open body of water, and is over 2,500 square feet in size**.
- The **wetland is a vernal pool** that provides amphibian breeding habitat. Vernal pool is defined in §2.39 of the VWR as: a small wetland in a shallow natural depression that typically fills with water during the spring and/or fall and may dry during the summer. Vernal pools have no permanent inlet stream and no viable populations of fish. Vernal pools are typically sparsely vegetated with herbaceous plants and are shaded by trees from the surrounding upland forest. Many vernal pools provide critical breeding habitat for amphibians.
- The wetland is a **headwater wetland**. Headwater wetland means a naturally occurring wetland that is above 2,500 feet in elevation and contributes to a stream (VWR §2.18).
- The wetland contains a species that appears in the Vermont Natural Heritage Inventory (VNHI) database as **rare, threatened, endangered or uncommon; or is an exemplary natural community** as mapped by VNHI.

Lamoille set for 2023; and Direct to Lake by 2026. Once this information is available they should be able to officially incorporate this data more quickly (within 30 days).

Laura highlighted the municipalities with the most changes. These included the following Chittenden County towns: Charlotte, Essex, Richmond, Shelburne, and Williston. See more in Chittenden County because we see more permit projects here.

Process:



PAC member comment/questions:

1. How does this process match up with the watershed map where some watersheds aren't getting updated until future years? Is this just updating the wetlands you know of now, and the watersheds that have been updated by the contractor? Laura: Yes, then they will update the maps with for the other watersheds when the contractors get those done; but they won't need to do a rule change for those.
2. So in Chittenden County our changes are largely due to the incorporation of the advisory layer, since contractors haven't updated our area yet? Laura: Correct.
3. Alex Weinhagen noted that four wastewater lagoons are on the map as wetlands. Are these the kinds of comments that you are looking for? Laura: For now the focus should be on what's outside of the red outline. For other obvious errors, go ahead and point them out; they may make those edits now or they may wait until the contractors complete the watershed edits.
4. Darren Schibler asked what feedback are you looking for exactly? Laura: Wherever we've added or subtracted from the red polygon – please point out if wrong at a broader scale (not if it is just 10' off). Also, functionally the wetlands are protected already in the rules. So even if landowners want to take a wetland off the map, it doesn't necessarily mean it won't be subject to the rules. Citizen scientist – i-naturalist program is a good idea for engaging the public.
5. Taylor Newton – question about the rule itself: the City of So. Burlington adopted local wetland rules that are sensitive to local context: areas planned for growth v. rural areas. Has the state considered a similar concept? Or at least reduced fees in areas planned for growth? Laura: The buffer zones within the VT state wetland rules are based off various wetland functions and values. So there are limits on adjusting those buffers based on areas planned for growth v. rural without a rule change. Laura added that she understands the Act 20 reform and growth center discussions. They look at projects and project purpose and opportunities for mitigation; and an understanding that there may be less opportunity for mitigation. However, they wouldn't be able to lower buffers without legislative change.
6. Melanie Needle – Which version of the wetlands advisory layer is being incorporated? Laura: The advisory layer dated March 19, 2022 is the version that will be incorporated. They will then sunset the advisory layer so there is only one layer to look at.
7. Once the next watershed gets done they will to get the edits incorporated quickly – 30 day update.

#### **4. CCRPC ECOS Plan Draft Section – Energy & Climate Change**

Melanie Needle provided an overview of the draft Energy & Climate Change section for the draft 2023 ECOS Plan. Melanie briefly pointed out the impacts of climate change; and explained that the climate mitigation strategies are in the energy section; and the climate adaptation strategies are in the ecological section and public safety section. Darren Schibler suggested that we also talk about this in the economic section as well. Alex Weinhagen suggested that we better connect to the strategies within this section so we talk about we are going to do about it, rather than just doom and gloom. Adele Gravitz added that it is important to make this more optimistic. What does that look like? Paul Conner stated that there are opportunities (i.e. economic opportunity), and the strategies are the same planning strategies we've been promoting all along (i.e. Strategy 2: smartgrowth). Darren Schibler also stated, channeling Robin, that while we may not have the ability to influence air fuel use, we can encourage more and better rail opportunities. Melanie Needle asked folks to let her know if there are any other suggestions or comments. Regina Mahony stated that there will be new LEAP data as a result of the new state Comprehensive Energy Plan; however, that data isn't available yet and it's too soon to know how that will influence this Plan update.

**5. Burlington District Office of the Vermont Department of Health**

Amanda Froeschle introduced herself and explained how she can help towns with public health work:

- provide health data to help inform healthy community design
- think about conducting an assessment
- provide health supporting language in plans or policies
- conduct Health Impact Assessments
- figure out if there are any populations that would be more or less impacted by a potential project
- Health lens to committees
- identify health priorities
- connect you with resources

Paul Conner thanked Amanda for introducing herself and suggested she'd likely get a lot of asks for data analysis. Alex Weinhausen asked who has incorporated public health in their Comprehensive Plans? Amanda and Melanie stated that the following municipalities have: Jericho, Essex Junction, Jericho, Williston and Winooski. Charlie asked if the VT Department of Health has been incorporating equity into this work? Amanda: Yes, it's foundational to a lot of the work we do now, including from bike lanes, food access, translation services, etc. to ensure everyone has access to the tools for healthy behaviors. For Town Plans they have been integrating a health equity lens and disaggregated data.

**6. Members Items Open Forum**

Dan Albrecht stated that 14 out of 18 All Hazard Mitigation Plan draft annexes have been submitted to the VT Emergency Management for review.

**7. Regional Act 250/Section 248 Projects on the Horizon.**

Paul Conner asked the PAC to email Regina and Taylor any Act 250/Section 248 updates.

**8. Other Business**

- a. Legislative Summaries:
  - i. Attached is the Agency of Commerce & Community Development Preliminary Legislative Summary\*. H.606 got vetoed.
  - ii. The [Lake Champlain Chamber wrap-up](#)
  - iii. Coming soon: VPA and VLCT
- b. Significant amount of hazard mitigation funding currently available. See attached email.
- c. Vermont Department of Environmental Conservation has developed a new **Permit Navigator** tool ([dec.vermont.gov/permitnavigator](http://dec.vermont.gov/permitnavigator)) that will replace the old Permit Review Sheets. The Permit Navigator tool assists individuals, businesses, and municipalities in determining what state environmental permits they may need for a given project. The Permit Navigator provides a section to learn about various Agency of Natural Resources permits, including a brief explanation, time to issue the permit, application fee amount, link to the application, program resources, and more. The Permit Navigator produces a downloadable/printable document (Permit Navigator Result) to help anyone through the permitting and planning process and learn about what may be required. The PAC had a discussion about how this means there will no longer be a project review sheet prepared by the state Permit Specialists.
- d. Champlain Housing Trust's CEO Michael Monte and Director of Home Ownership Julie Curtin will be presenting the details of the brand new [Homeownership Equity Program](#) initiative on Zoom at noon on Thursday, June 23<sup>rd</sup>. Register [here](#).
- e. ESRI ArcGIS Urban – Regina Mahony stated that we've previously talked about cost sharing for the match, but CCRPC will be able to cover the match amount.
- f. RPCs are going to start thinking about resources that should be updated on the [www.vpic.info](http://www.vpic.info). Regina Mahony asked the PAC members to let her know if there are any thoughts about what needs updating.

**9. Adjourn**

Meeting adjourned at 3:55pm.

Respectfully submitted, Regina Mahony

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
LONG RANGE PLANNING COMMITTEE - MINUTES

DATE: Tuesday, August 9, 2022  
TIME: 7:00 p.m. to 8:00 p.m.  
PLACE: Virtual Meeting via Zoom with link as published on the agenda

**Members Present:**

Eric Vorwald, PAC Rep from Winooski  
Annie Costandi, CWAC Rep from Essex  
Andrew Watts, Board Rep from Williston  
Bob Henneberger, TAC Rep

**Staff:**

Regina Mahony, Planning Program Manager  
Melanie Needle, Senior Planner  
Charlie Baker, Executive Director  
Christine Forde, Senior Transportation Planner  
Taylor Newton, Senior Planner

**1. Welcome and Introductions**

Regina Mahony welcomed everyone at 7:04pm.

**2. Approve June 14, 2022 Minutes**

Eric Vorwald made a motion, seconded by Andrew Watts to approve the June 14, 2022 minutes. No further discussion. MOTION PASSED.

**3. Review the DRAFT Land Use, Facilities & Utilities Section**

Regina Mahony provided an overview of the Land Use, Facilities and Utilities section.

**Land Use Comments:**

1. Within the first bullet make a better transition between the previous sprawling development pattern and the more concentrated pattern we have now, or make this two separate bullets.
2. Update the designation data. It should be more current than 2019.
3. Regarding land fragmentation clarify or state the following more simply: "...increased parceling have meant that the number of parcels in rural areas has increased while their size has decreased..."
4. Clarify that the majority of the historic site inventories were done in the 1970s, many of these resources no longer exist, and the inventories should be updated.

**Infrastructure & Facilities Comments:**

1. Regarding a projection for future wastewater capacity, the old 2002 study should be deleted as the base year is no longer relevant. If possible do a simple calculation based on our population and household forecasts to gauge the future demand.
2. Text edit needed in the solid waste bullet.
3. Have CSWD review the solid waste bullet.
4. Review the hospital bullet with UVMHC.
5. Regarding the age cohorts, has the influx of new residents from COVID had an impact on our aging demographic? Also update the chart with 2020 Census data.
6. Update sentences under the wastewater capacity indicator with the correct data from up above.

**Strategy/Actions Comments:**

1. Strategy 2: The transit oriented development overlay addition to the Future Planning Area Map and Strategy 2 seemed to make sense to the LRPC. There was also a comment that the commuter bus stop areas in the more rural areas make sense to help describe where the current service is, and if those change overtime it will help to have a conversation about that in the future to understand why and if anything should be done about it.
2. Strategy 2, 4.a: Remove reference to the Commission on Act 250.
3. Strategy 2, 4.a: Add potential municipal or geographic off-ramps from Act 250.
4. There was a comment about forest connectivity and the importance of identifying tools on how

1 municipalities and individuals can work on these connections and protections of these resources.

- 2 5. Strategy 2, 4.c: Make a connection to the VTrans congestion policy work and MTP section here. The  
3 weatherization goals and renewable energy goals are the state level goals. If we have County level goals,  
4 please include them.

- 5 6. Strategy 7 – Remove reference to PACE and replace with other tools if relevant.  
6

7 **4. Review the Transit Oriented Development Overlay on Future Planning Area Map**

8 After introducing the map in the previous agenda item, Regina Mahony showed the LRPC how the new Transit  
9 Oriented Development Overlay district is described in the Regional Plan supplement section of the ECOS Plan.  
10 There were no further comments.  
11

12 **5. Meeting Times**

13 Regina Mahony asked if September 20<sup>th</sup> (3<sup>rd</sup> Tuesday) will work for your next meeting date to discuss the  
14 transportation section. Committee members indicated that September 20<sup>th</sup> at 7pm will work.  
15

16 **6. Adjourn**

17 Regina Mahony stated that she will be leaving CCRPC to be the City Manager in Essex Junction, and she apologized  
18 for leaving midway through this project but stated that the work will be well covered. Charlie Baker stated that folks  
19 can contact him if they have any issues or concerns.  
20

21 The meeting adjourned at 8:04pm.  
22

23 Respectfully submitted, Regina Mahony