

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

5 DATE: Wednesday, August 3, 2022
6 TIME: 5:45 PM
7 PLACE: Remote Attendance via ZOOM Meeting
8

9 PRESENT: Catherine McMains, Chair Mike O'Brien, Immediate Past Chair
10 Bard Hill, Secretary/Treasurer Michael Bissonette, at large <5000
11 Chris Shaw, Vice-Chair

12 ABSENT: Jacki Murphy, at large >5000

13 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Prog. Mgr.
14 Eleni Churchill, Transp. Prog. Mgr. Forest Cohen, Senior Business Mgr.
15 Amy Irvin Witham, Business Office Mgr. Philip Burbidge, Business Office Assoc.
16 Bryan Davis, Senior Planner Emma Vaughn, Communications Mgr.
17

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

20
21 2. Changes to the Agenda, Members items. There was an addition to the agenda: item 4. Section 248
22 Applications, the review of a draft letter regarding a petition for 321 Bear Trap Road in Milton.
23

24 3. Approval of the July 6, 2022, Joint Executive and Finance Committee Meeting Minutes
25 MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE JULY 6,
26 2022, JOINT EXECUTIVE & FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED
27 UNANIMOUSLY.
28

29 4. Act 250 & Section 248 Applications.

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

31 Regina explained this is a site plan we have seen before. She shared the letter and map on
32 screen. She explained the CCRPC received a full petition submitted by WRS Investment Inc
33 for the construction of a 146kW solar array to be located at 321 Bear Trap Road in Milton,
34 Vermont. The project meets the intent of the Energy Goal #17, of the 2018 ECOS Plan and
35 the location meets the suitability policies of the 2018 ECOS Plan. The previous review of the
36 45-day notice of application indicated the following constraints may be impacted by the
37 project: one known state constraint: rare, threatened, and endangered species; and two
38 possible state constraints: agricultural and hydric soils, and Vt. Conservation Design Highest
39 Priority Forest Blocks. Regina said in the full petition they have directly addressed all the
40 concerns. The CCRPC supports this site as a preferred site for net metering if the known
41 constraints are avoided and/or mitigated. These comments are based on information
42 currently available; we may have additional comments as the process continues.
43

44 Mike asked if the CCRPC letter should be updated to reflect the status of municipal
45 approval? Regina said no; Section 248 projects that get approved at the PUC do not go
46 through local approval. We put that language in Act 250 letters because in that case those
47 projects also get approved at the local level.
48

1 Bard asked about the process. He said if a specific item is not warned at least 24-hours in
2 advance, it needs to be tabled until the next meeting. He asked if it is okay to approve the
3 letter. Charlie said the letter came through late and such letters have been handled through
4 e-mail in the past. Charlie and Regina said we will forward this out in an e-mail and then add
5 this as an action item for ratification at next month's meeting.
6

7 5. Equity Advisory Committee Update

8 Charlie said we sent out notices to various organizations to solicit interest in joining the committee a
9 few weeks ago. Charlie said there are approximately 20 people interested. Our consultant, Creative
10 Discourse, and the advisory committee are holding a workshop event on September 10th to help
11 review and prioritize the recommendations that came out of the equity assessment report. Charlie
12 said at the workshop there will be discussion on solidifying a smaller number of people to join, as
13 the functioning committee will need to be smaller than 20. Mike asked about stipends for
14 attendance. Charlie said in 2014 we put a policy in the public participation plan on how to
15 compensate people who attend public meetings. The stipend amount was set at \$50.00 per
16 meeting and we plan to use this model for the Equity Advisory Committee. Charlie said this stipend
17 will be offered, as opposed to people having to make a request. Emma said our correspondence has
18 stated we will provide stipends in an amount of at least \$100 for this workshop. We are planning to
19 offer \$150 for this longer workshop and its preparation. Bard feels there should be a written policy
20 of who gets paid and how much. Charlie said we do have a policy; however, we need to update it
21 and bring it back to the Executive Committee for action.
22

23 6. Equity and Engagement Manager Job Description

24 Charlie referred members to the Equity and Engagement Manager job description document
25 included in the packet. He also shared the document on his screen with everyone. Charlie said he,
26 Bryan and Emma made edits to the job description. He explained they wanted the position
27 description to have broader terms. Charlie reviewed the edits and made additional updates based
28 on the suggestions from members. Bryan reminded everyone that the language is continually
29 evolving, and sometimes less formal language attracts different demographics. MIKE O'BRIEN
30 MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE EQUITY AND
31 ENGAGEMENT MANAGER JOB DESCRIPTION WITH THE EDITS AND UPDATE THE PERSONNEL POLICY
32 DOCUMENT. MOTION CARRIED UNANIMOUSLY.
33

34 7. Chair/Executive Director Report

35 a. FY23-26 Transportation Improvement Program (TIP)

36 Charlie said he did not really have much more to report since the last meeting. Eleni said there
37 is a lot of funding coming through.
38

39 8. Other Business: There was none.
40

41 9. Executive Session: MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO ENTER
42 INTO EXECUTIVE SESSION FOR PERSONNEL ISSUES AT 6:37 PM. MOTION CARRIED UNANIMOUSLY.
43

44 MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO EXIT EXECUTIVE SESSION
45 AT 6:51 PM WITH NO ACTION TAKEN. MOTION CARRIED UNANIMOUSLY.
46

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

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- 2 Respectfully submitted,
- 3 Amy Irvin Witham

FINAL