

Agenda

Joint Finance and Executive Committee Meeting

Wednesday, April 5, 2023 – 5:45 p.m.
Small Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT



Or Remotely:

Join Zoom Meeting: <https://us02web.zoom.us/j/82598361071>

One tap mobile: +13052241968, 82598361071# US

Dial in: +1 646 876 9923 Meeting ID: 825 9836 1071

1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. March 1, 2023, Joint Finance and Executive Committee Minutes* (Action)
4. Draft FY24 UPWP and Budget (Discussion/possible Action)
 - a. FY24 UPWP Draft*
 - b. FY24 UPWP Budget Draft*
 - c. VNRC Application
5. Act 250 & Section 248 Applications
 - a. Lake Road Solar, LLC; Charlotte; 45-day Notice of Application (#23-0916-AN) * (Action)
 - b. Barnabas Court; Colchester; #4C1351*
6. Board Development Committee Report (Discussion)
7. Equity Update (Discussion)
8. Chair/Executive Director Report (Discussion)
9. April Board Meeting draft agenda* (Discussion/possible Action)
10. Other Business (Discussion)
11. Executive Session (to discuss personnel issues) (Discussion/possible Action)
12. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – **May 3, 2023; 5:45 p.m.**

*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. *121 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.*

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

DATE: Wednesday, March 1, 2023

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
Bard Hill, Secretary/Treasurer (left 6:42PM) Michael Bissonette, at large <5000
Mike O'Brien, Past Chair Jacki Murphy, at large >5000
Jeff Carr, Finance

STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Mgr.
Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
Mckenzie Spear, Business Office Assoc. Anne Nelson Stoner, Equity Mgr.

1. Call to Order, Attendance. The Executive Committee meeting was called to order by Catherine McMains at 5:45 PM.
2. Changes to the Agenda, Members items. There were none.
3. Approval of the February 1, 2023, Joint Finance and Executive Committee Meeting Minutes
CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE FEBRUARY 1, 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.
 - Edit: Pg 5, Line 1: add "to" after the word assessment
 - Edit: Pg 5, Line 8: add "land" after the word State
 - Edit: Pg 5, Line 5: change word "power" to "authority"Bard Hill requested bill numbers be included in minutes. [example: Housing Bill S.100].
4. Approval of the February 15, 2023, Special Meeting Joint Finance and Executive Committee Meeting Minutes MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE FEBRUARY 15, 2023, SPECIAL MEETING JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Catherine turned the meeting over to Bard Hill for the financial portion of the meeting at 5:54 PM.
5. FY23 Quarter 2 Financials
 - a. Journal Entries
Bard referred members to the FY23 second quarter Journal Entries dated October 2022 to December 2022 included in the meeting packet.

JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE QUARTERLY JOURNAL ENTRIES FOR OCTOBER 2022 THROUGH DECEMBER 2022. MOTION CARRIED UNANIMOUSLY.

b. FY23 Quarter 2 Financial Report

Forest Cohen referred members to the 2nd Quarter Financial Report included with the packet covering the first half of the Fiscal Year 2023, from July 2022 through December 2022. Jeff asked if we were under-recovering on our indirect. Forest said yes, as detailed in the report we are slightly under-recovering at 80% with our approved rate of 76.8%. Charlie reminded members that staff tends to take more vacation and holiday time during the first half of the year. Jeff Carr said he thought the financials looked great. Forest provided an overview of the financial reports to members and agreed with Jeff, this was a very healthy balance sheet. Bard and Jeff asked if funds can be transferred from the operating account into the money market to earn a bit more in interest. Members agreed. Charlie and Forest said they planned to do so. They will discuss and make the transfer soon.

Balance Sheet, as of December 31, 2022

- Cash in checking (Operating): \$308,058
- Cash in Money Market (Reserve): \$308,464
- Current assets over Current liabilities: \$944,653
- Deferred Income Communities/Match: \$194,862
 - Please note that we are using ACCD funds for the first \$100K of match to MPO funds. Through December 31, 2022, we have used \$98,151 of ACCD funds for match.

Income Statement through December 31, 2022

Before allocating local dues to match our expenses through December, the expenses exceeded revenues by ~ \$58,000. This is the result of our indirect costs being slightly higher than our approved rate. We expect our actual indirect rate to be around 80% this year. The approved rate is 76.8%. The rest of the discrepancy comes from the ratio of billable hours versus non-billable hours which is due to staff taking paid time off over the summer months and the recent holiday season. The result is being lower in the first half of the year than the second half of the year. Because we have more than a \$100,000 increase in our ACCD funds for FY23, we decided to use \$100,000 of those funds to match transportation projects before using the local dues, which freed up a corresponding amount of local dues revenue. Instead of allocating the entire remainder of local dues in the final month (or months) of the fiscal year, it makes more sense to start matching expenses earlier in the fiscal year. In addition to the nominal amount needed to match ineligible expenses in December, Forest allocated \$57,850 of local dues to match the first half of FY23 expenses. We will match expenses again at the end of March and will allocate the remaining local dues in June.

Cash Flow through January 2022

The cash position is trending toward exceeding the initial projection. The Cash Flow/Targets sheet indicates that there's potential to move more than \$75,000 from the operating account into reserve. Row 22 of the sheet tracks the Local Dues funds described at length above.

The financial portion of the meeting concluded at 6:06 PM. Jeff said goodbye and excused himself from the meeting.

6. Act 250 & Section 248 Applications. There were none.

7. Long Range Planning Committee Energy Sub-Committee Members

The Long-Range Planning committee established an energy sub-committee to guide updates to the energy portions of the ECOS Plan. Charlie referred members to the memo included in the packet. He also thanked our chair, Catherine McMains, for volunteering to serve as chair of the Energy Sub-Committee the last time. Charlie explained we had 10 volunteers and only need 7. Since Catherine is already the CCRPC Board Chair, she can pass on this role. Catherine thanked Charlie. The recommended appointees are:

- Jeff Forward, Richmond
- Keith Epstein, South Burlington
- Jim Donovan, Charlotte
- Dan Perkins, Essex
- Henry Bonges, Milton
- Dwight Decoster, Underhill
- Kevin Thorley, Williston

MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO BRING THIS LIST OF NOMINEES TO THE BOARD FOR APPOINTMENT TO THE ENERGY SUB-COMMITTEE. MOTION CARRIED UNANIMOUSLY.

8. Equity Update: Anne Nelson Stoner greeted members and shared a presentation from the recent Equity Advisory Committee meeting held on February 20, 2023.

Priorities for the Equity Advisory Committee include:

- Support the Equity Engagement Manager
 - Build relationships within the community.
 - Build an internal equity foundation.
 - Sustain, and strengthen the EAC.
 - Support municipalities in their equity efforts.
 - Explore funding.
- Provide Accountability
 - Update CCRPC's Mission Statement and Code of Conduct
 - Develop an Equity Action Plan
 - Develop a Residents Guide and Guide for Community Engagement
 - Update Public Participation Plan and the Stipend Policy
- Identify Opportunities for Direct Action
 - CCRPC Power - Funding
 - Funding for Equity work? Project idea - \$100K for the EAC to build civic infrastructure.
 - Steps:
 - Develop Project Proposal
 - Obtain approvals from FHWA and the CCRPC Board
 - Define funding availability timeline (July)
 - EAC Budget to carry out projects.
- Engage with Chittenden County Residents
 - Winooski Walk/Bike Plan.

- Serve on Project Advisory Committee.
- Review Public Engagement Plan.
- Learn the life cycle of a project.

Mike O'Brien had additional clarification for members on *Priority 2; Provide Accountability*. Mike is a member of the EAC and asked Anne Nelson to explain the work the interns are doing. Anne Nelson stated we have two University of Vermont interns, Grace Colbeth and Annika Zimmerman. Annika is helping to create the *Guide to Community Engagement* and Grace is working to create the *Residents Guide to the CCRPC*. The Residents Guide will be very easy to read and feature user friendly visual graphics to explain what the CCRPC is and various ways people from our communities can become involved in the work of the CCRPC.

Bard asked Anne Nelson about funding. He wondered if the EAC has authority over funding since most committees within the CCRPC cannot allocate funds. Anne Nelson said there will be a review and approval process in place for allocations coming from Transportation funding. Charlie explained the process is similar to how the Transportation Advisory Committee (TAC) recommends funding allocations for the TIP amendments; it is not the TAC making the decision, they make a recommendation and the CCRPC Board has the final decision. Additionally, the amount of funding requested is relatively low, it likely will not exceed \$100,000. The intent is to run the decision through the EAC and have this committee recommend ways the funds can be used. Charlie said our bylaws do not specify how funds are to be distributed.

Chris Shaw asked for more information on *Priority 3; Identify Opportunities for Direct Action* and examples of what accountability by the CCRPC would look like. Anne Nelson explained the current equity work is geared toward providing a foundation and different ways communities can hold the CCRPC accountable. She explained the EAC is working to provide our communities with a tool to help track and gauge how well the CCRPC is doing in terms of equity. Anne Nelson said we need to define what equity looks like for the CCRPC and ensure there is transparency in the work.

Bard asked for a reminder of what the scope of equity means for the CCRPC? Anne Nelson said in terms of equity for the CCRPC, the work needs to include all communities, particularly those who have historically have been and continue to be left out of the planning process. She explained the EAC is taking a broad approach to this. We want to collaborate and decide what this looks like for the CCRPC.

Mike O'Brien asked Anne Nelson if she feels she is being supported by the CCRPC Board and Staff. Anne Nelson said it is too early in the process and perhaps there has not been enough content to feel any push back from the CCRPC Board. Anne Nelson recognizes there will inevitably be many challenges as we move forward.

9. Chair/Director Report

- Annual Meeting.

Charlie asked members for preliminary feedback on our annual meeting and said we need to decide if the meeting will be in person or remote. Members discussed and agreed an in-person meeting would be welcomed. Venue proposals included Maquam Barn in Milton, Philo Ridge Farm and The Old Lantern in Charlotte, the Monitor Barn in Richmond, and The Sleepy Hollow Inn in Huntington. Charlie will refer these suggestions to Emma Vaughn to plan the in-person event.

1
2 • Legislative Update
3

- 4 • Rural Capacity Charlie said the Budget Adjustment Act with \$3 million for rural capacity
5 was recently approved. This will be a one-time effort to help under-resourced towns take
6 advantage of American Rescue Plan Act (ARPA) and other available funding. RPCs will be
7 asked to help with these efforts. The Town of St. George is one of our municipalities that
8 falls into the under-resourced category. Jacki asked if there is a time-limit to spend down
9 the ARPA funds. Charlie said yes, and this is one of the issues because the funds need to
10 be committed by the end of 2024 and spent by the end of 2026.
11

12 • RPC funding

13 Regional Planning Commissions received a 30% increase in FY23. Commissions are asking
14 for full formula funding in FY24. This would approximately double ACCD funding. Charlie
15 testified on this recently. He explained increased funding will help improve staff capacity
16 to assist our municipalities and meet many of the needs that we are not currently able to
17 address. These funds could help planners work on bylaws, housing issues, grant
18 administration, and project management services. This will allow Ann Janda to do more
19 energy work beyond the MERP program. There have been discussions of shared services,
20 particularly around zoning administration, with our smaller towns. We could have one
21 staff member dedicate time to assist three or four towns for zoning administration and
22 lister services. Charlie asked members if they had any other suggestions. Taylor said he
23 thinks we could allocate a certain amount of funding that municipalities could apply for
24 that would help cover their match requirements. Catherine asked if emergency response
25 services could be added to the list of items towns need. Chris said there are challenges
26 where emergency response services are called upon for mental health and substance
27 abuse issues. Members agreed. Charlie said he will add emergency response to the list of
28 services towns may need help with.
29

30 • Brownfields

31 The RPCs statewide will receive \$1 million dollars for Brownfields Assessment as a result
32 of the FY23 Budget Adjustment Act. We are still waiting to hear if we were awarded a
33 separate EPA grant for this work. We should know for certain in May. The State money
34 from the Agency of Commerce is a big help in the meantime.
35

36 • Housing bill S.100

37 Charlie referred members to the link to the housing bill embedded in the packet: [Housing](#)
38 [bill S.100](#). Kesha Ram Hinsdale has been championing the effort. This bill is considered a
39 high priority as it offers general support for addressing the housing issues within the state.
40 Charlie noted that we are walking a fine line between the bigger policy issue and
41 municipal control issues. Charlie believes this will be voted through the Senate within a
42 couple of weeks and there will be substantive debate when it moves to the House in
43 March. There is a lot in the bill. Members discussed some of the details and the overall
44 impact of this bill. Charlie said housing is an important issue, we do not have enough
45 housing and we have been working on the housing challenges for the past 20 or 30 years,
46 so it is a good time to look at some system changes.
47

10. March Board Meeting Agenda Charlie referred members to the draft board agenda for March. He said we have a minor TIP amendment and ratification, staff introductions for Taylor Newton and Darren Schibler, an action item for the West Central Vermont Comprehensive Economic Development Strategy, the charge to the Board Development Committee for FY24 nominations, and an Equity update. He said he will include updates for the Annual Meeting, the FY23 2nd Quarter financials, the FY24 UPWP, and a Legislative update within his update.

Chris Shaw suggested adding an item on the Burlington Airport master plan update. Charlie said he has not heard any updates on this so he will ask Nic Longo about this. Chris also suggested a discussion on the electrical grid in Chittenden County; specifically, what is Green Mountain Power's plan to deal with restrictions in the power grid? Taylor noted VELCO is working on transmission lines. Chris asked for a chart to show what energy can be produced in-state vs imported and other issues related to how we meet our energy goals. Taylor noted that he is on the Vermont Systems planning committee and these topics will be discussed with the board over the next few months as we start work to update our energy plan.

11. Other Business: Mike O'Brien asked Charlie if we were going to discuss his evaluation. Charlie said it will be an agenda item at the April Executive Committee meeting. He has been reviewing various ways to solicit feedback from staff and thinks it will likely be a survey on his performance and their satisfaction. He plans for this to be done in time for the April meeting.

12. Executive Session: None needed.

13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE MEETING AT 7:13 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

	B	C	D	E	F	G	H	I
1	Chittenden County RPC Program Revenue		Adopted FY23 Mid-Year Budget		Draft FY24 Budget		Change	
2			FY23		FY24		Change	Change
3	Municipal - Regional						\$'s	%
4	Regional Planning Grant - ACCD		\$430,811		\$545,188		\$114,378	26.55%
5	direct		\$8,000		\$8,000		\$0	0.00%
6	Regional Planning Grant Pandemic Recovery- ACCD		\$14,816		\$23,595		\$8,779	59.25%
7	direct		\$30,000		\$0		-\$30,000	-100.00%
8	Local/Town Dues (exclusive of MPO match)		\$107,187		\$1,139		-\$106,048	-98.94%
9	GIS Revenue		\$1,000		\$500		-\$500	-50.00%
10	Interest Revenue		\$2,000		\$2,500		\$500	25.00%
11	Other Revenue		\$500		\$500		\$0	0.00%
12	Municipal Assistance		\$51,147		\$23,719		-\$27,428	-53.63%
13	Housing Navigator		\$0		\$15,000		\$15,000	
14	EDA Planning Grant - West Central VT CEDS		\$20,968		\$0		-\$20,968	-100.00%
15	direct		\$50,000		\$0		-\$50,000	-100.00%
16	Rural Assistance Program		\$0		\$4,398		\$4,398	
17	ARPA Municipal Assistance		\$8,000		\$2,378		-\$5,622	-70.27%
18	Chittenden County CUD Assistance		\$26,183		\$29,926		\$3,744	14.30%
19	direct		\$273,817		\$0		-\$273,817	-100.00%
20	Municipal/Regional Staff Total		\$662,611		\$648,843		-\$13,768	-2.08%
21	Transportation							
22	MPO Transportation Staff Funding - FHWA, FTA, VTrans		\$1,534,559		\$1,722,655		\$188,096	12.26%
23	Local Dues Match Staff		\$70,507		\$156,406		\$85,900	121.83%
24	Regional Planning Grant Funds Match Staff		\$100,000		\$35,000		-\$65,000	-65.00%
25	Regionally Matched Consultant Dues		\$77,714		\$105,525		\$27,811	35.79%
26	MPO - Expenses/Consultants/Locally Matched & Carry Forward - direct		\$3,472,697		\$3,957,728		\$485,031	13.97%
27	Trans Prog Mgmt Services		\$13,811		\$16,693		\$2,882	20.87%
28	RAISE Grant - Northwest VT TOD Consultants		\$100,000		\$1,000,000		\$900,000	900.00%
29	Transportation Staff Total		\$1,718,877		\$1,930,754		\$211,878	12.33%
30	Natural Resources & Energy							
31	EPA Brownfields 2023		\$ -		\$5,743		\$5,743	
32	direct		\$0		\$200,000		\$200,000	
33	Brownfields 2018 Hazardous/Petroleum		\$ -		\$0		\$0	
34	direct		\$20,000		\$0		-\$20,000	-100.00%
35	ACCD Brownfields - MARC		\$10,323		\$10,519		\$196	1.90%
36	direct		\$99,000		\$90,000		-\$9,000	-9.09%
37	Regional Planning Grant Energy Implementation - ACCD		\$49,291		\$0		-\$49,291	-100.00%
38	Municipal Energy Resilience Program - BGS		\$46,185		\$83,213		\$37,028	80.17%
39	Vermont Building Energy Code		\$ -		\$12,375		\$12,375	
40	Public Service Department Outreach Assistance		\$ -		\$10,000		\$10,000	
41	Energy Efficiency Community Block Grant		\$ -		\$9,497		\$9,497	
42	RSEP/MS-4 Lead Agency Services		\$6,040		\$6,379		\$339	5.61%
43	604(b) Water Quality Project		\$3,636		\$3,190		-\$446	-12.28%
44	Water Quality - Basin Planning - ANR		\$31,923		\$21,900		-\$10,023	-31.40%
45	direct		\$218,077		\$228,100		\$10,023	4.60%
46	Clean Water Service Provider start-up		\$20,721		\$14,995		-\$5,726	-27.63%
47	direct		\$10,000		\$10,000		\$0	0.00%
48	Clean Water Service Provider Formula Grant		\$64,328		\$68,150		\$3,821	5.94%
49	direct		\$550,000		\$550,000		\$0	0.00%
50	Water Quality Project Development & Implementation Grants		\$4,027		\$4,253		\$226	5.61%
51	direct		\$97,387		\$97,387		\$0	0.00%
52	Municipal Grants in Aid Pilot Program - ANR		\$4,120		\$0		-\$4,120	-100.00%
53	Urban & Community Forestry - ANR		\$0		\$10,000		\$10,000	
54	Natural Resources Staff total		\$190,290		\$260,214		\$69,924	36.75%
55	Emergency Management & Health							
56	Emer Mgmt Perf Grant - VEM		\$57,747		\$57,606		-\$140	-0.24%
57	Floodplain Map and Bylaw Update		\$6,500		\$6,500			0.00%
58	Prevention Center of Excellence		\$162		\$0		-\$162	-100.00%
59	COVID-19 Impact on Racial Health Disparities		\$3,739		\$2,000		-\$1,739	-46.51%
60	direct		\$325,455		\$248,000		-\$77,455	-23.80%
61	Healthy Community Design and Equity		\$15,083		\$27,052		\$11,969	79.36%
62	Hot Weather Emergency Response Planning		\$6,736		\$0		-\$6,736	-100.00%
63	DEMHS MOU - DPS		\$0		\$0		\$0	
64	Emergency Management Staff total		\$89,967		\$93,159		\$3,192	3.55%
65								
66	Subtotal - Operations Support		\$2,661,744		\$2,932,970		\$271,226	10.19%
67	Subtotal - Project Consultant Revenue		\$5,332,148		\$6,494,740		\$1,162,592	21.80%
68								
69	Total Revenue		\$7,993,892		\$9,427,710		\$1,433,818	17.94%
70								

	B	C	D	E	F	G	H	I
71								
72	Expenses		Adopted FY23 Mid-Year Budget		Draft FY24 Budget		Change	
73			FY23		FY23		Change	Change
74							\$'s	%
75	Direct Project Expenses		\$5,332,148		\$6,494,740		\$1,162,592	21.80%
76	Personnel							
77	Salaries		\$1,592,602		\$1,789,494		\$196,892	12.36%
78	Benefits		\$626,708		\$716,811		\$90,102	14.38%
79	Worker's Comp Insurance		\$4,000		\$4,000		\$0	0.00%
80	Recruitment		\$3,000		\$3,000		\$0	0.00%
81	Education/Partnerships							
82	Conference & Training/Travel		\$30,000		\$30,000		\$0	0.00%
83	Dues/(Publications)		\$11,800		\$11,800		\$0	0.00%
84	Program Workshops/Meetings		\$13,000		\$13,000		\$0	0.00%
85	Mileage		\$1,500		\$1,500		\$0	0.00%
86	Electric Vehicles/CarShare		\$5,000		\$5,000		\$0	0.00%
87	Communications/PR/Indirect Equity Work		\$20,000		\$20,000		\$0	0.00%
88	Office & General Operations							
89	Rent		\$158,412		\$162,000		\$3,588	2.27%
90	Audit/Accounting		\$30,000		\$30,000		\$0	0.00%
91	Copier		\$4,200		\$4,200		\$0	0.00%
92	Equipment Maint & Software		\$47,000		\$47,000		\$0	0.00%
93	Depreciation		\$2,300		\$4,000		\$1,700	73.91%
94	Supplies		\$4,000		\$4,000		\$0	0.00%
95	Telephone/Internet		\$19,000		\$19,000		\$0	0.00%
96	Postage		\$1,500		\$1,500		\$0	0.00%
97	Equipment/Furniture Purchase		\$18,000		\$18,000		\$0	0.00%
98	Utilities		\$6,000		\$6,000		\$0	0.00%
99	Ineligible		\$11,000		\$11,000		\$0	0.00%
100	Insurance - General Liability		\$12,000		\$12,500		\$500	4.17%
101	Office Cleaning		\$6,500		\$6,500		\$0	0.00%
102	Payroll Processing		\$3,000		\$3,000		\$0	0.00%
103	Legal		\$5,000		\$5,000		\$0	0.00%
104	Internal Consultants (salary comp in FY24)		\$0		\$10,000		\$10,000	0.00%
105	Software Purchase		\$0		\$0		\$0	0.00%
106	Miscellaneous		\$500		\$500		\$0	0.00%
107								
108	Operations Support Expenses		\$2,636,023		\$2,938,805		\$302,782	11.49%
109	Project Consultant Expenses		\$5,332,148		\$6,494,740		\$1,162,592	21.80%
110								
111	TOTAL EXPENSES		\$7,968,170		\$9,433,545		\$1,465,375	18.39%
112								
113	Excess/(deficit)		\$25,722		-\$5,835		-\$31,556	-0.06%
114								
115	Capital Budgeting for FY24				Indirect Rate and Year-End Revenues In Excess of Expenses			
116	There will be capital investments in a server and possibly furniture and equipment in FY24 totalling between \$5-10,000.				Approved Indirect Rate		Actual Indirect Rate	Year-End Audited
117	Capital investment for FY20 was furniture replacement for the intern office area and new conference room tables. Capitalized costs for these investments are \$11,440. These cost will be depreciated over 5 years.				FY18	67.42%	71.88%	\$ (20,257)
118					FY19	68.12%	76.83%	\$ (52,705)
119					FY20	80.00%	77.35%	\$ 33,801
120					FY21	81.50%	76.91%	\$ 86,223
121					FY22	79.83%	78.75%	\$ 69,020
122					FY23	76.80%	TBD	TBD
123							5-year Total	\$ 116,082
124								
125					Cash Balances as of March 30, 2023			
126					Checking		\$	424,929
127					Reserve (Money Market)		\$	408,913
128					Total Cash		\$	833,842
129								
130								

April 5, 2023

Encore Renewable Energy
Attn: Phillip D. Foy
phillip@encorerenewableenergy.com
PO Box 1072
Burlington, VT 05402

Re: Lake Road Solar – Charlotte – 45-day Notice of Application (#23-0916-AN)

Dear Mr. Foy,

The Chittenden County Regional Planning Commission (“CCRPC”) is in receipt of the 45-day notice of application submitted by Lake Road Solar, LLC for the construction of a 5 MW solar array to be located on Lake Road in Charlotte, 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 solar array helps implement this action.

Suitability Policies

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. 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. Inability to meet these guidelines does not necessarily preclude the ability to develop renewable energy generation development. CCRPC finds that the location of this project meets the following suitability policies of the 2018 ECOS Plan:

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.
2. Locate ground-mounted solar larger than 15 kW AC...outside of state designated village centers, growth centers, downtowns, new town centers, neighborhood development areas, and historic districts on the State or National Register. The proposed project lies just outside the boundary of Charlotte’s West Village.

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 the following **State known constraints** may be impacted by the project:

- Class 1 and 2 Wetlands: The proposed access road may impact a Class 2 wetland and part of the proposed facility may be located within a Class 2 wetland buffer. CCRPC requests that the wetlands be delineated by a qualified professional and wetland boundaries be shown in the full petition. If wetlands exist on site, the full petition should confirm that no new infrastructure will impact the wetlands unless a permit is received from the Vermont Agency of Natural Resources.
- State-Significant Natural Communities and Rare, Threatened, and Endangered Species: There appears to be a rare plant located on the southeast corner of the site. Please confirm this with the Vermont Fish and Wildlife Department's Natural Heritage Program and provide information on any required avoidance or mitigation in the full petition.

Our review indicates that the following **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 the following **local possible constraints** may be impacted by this project:

- Wildlife Habitat: Charlotte's Town Plan Map 6 shows "Linkage Habitat or Connecting Corridor" along Pringle Brook and the VT Railway corridor. Fencing on eastern array appears to impact the latter; this could be avoided by locating fencing outside existing vegetation.
- Land in Active Agriculture: The parcel is actively being farmed. Development of the parcel to a solar facility would likely remove the parcel from agricultural production. Please provide more information about how impacts to this constraint may be mitigated in the full petition.

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, Dean Bloch, Town Administrator

April 5, 2023

Kevin Anderson
District Coordinator
111 West Street
Essex Junction, VT 05452

RE: Barnabas Court; Colchester; #4C1351

Dear Mr. Anderson,

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed the Act 250 application for the above-referenced project located off 203 Belwood Avenue in Colchester, Vermont. The project is described as the development of approximately 17.13 acres of land for a 24-unit planned residential development and construction of infrastructure improvements consisting of 1,597 linear feet of roadways, municipal water main, two onsite stormwater treatment systems, and four shared onsite sewage disposal systems.

The CCRPC offers the following comments on the proposed project:

The proposed project is located within the Suburban Planning Area as defined in the Chittenden County Regional Plan, entitled the *2018 Chittenden County ECOS Plan*. The CCRPC finds the proposed project to be consistent with the Planning Areas for the following reasons:

1. The Suburban Planning Area is identified in the Plan as an area authorized for residential development, and therefore the proposed project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth.
2. Although the project is not served by municipal sewer, it is served by municipal water, and the development density is between 1 and 4.5 dwellings per acre, and the design minimizes impacts on natural resources and strategically protects open space (the common land includes a rare sand over clay wetland).
3. The proposed land uses are consistent with the local regulations, as evidenced by the Town of Colchester's approval of the project.

Therefore, the CCRPC finds the proposed project to be in conformance with the Planning Areas of the *2018 Chittenden County ECOS Plan*.

The CCRPC has also reviewed the Traffic Impact Analysis (TIA) dated 3/24/2022, and associated supporting documents assembled by Lamoureux & Dickinson Consulting Engineers. Upon its review, the CCRPC does not have any concerns with the proposed development's effects on traffic and concurs with the recommended traffic control safety improvements within the vicinity of the proposed project.

Due to the detailed level of development review in most Chittenden County municipalities, and

the environmental permit reviews at the Vermont Department of Environmental Conservation, CCRPC focuses its Act 250 reviews on the type of proposed land use and the Planning Areas section of the *2018 Chittenden County ECOS Plan*. The CCRPC also focuses its review on transportation-related issues, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the *2018 Chittenden County ECOS Plan*.

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

Thank you for the opportunity to comment on the application. Please do not hesitate to contact me at (802) 846-4490 or cbaker@ccrpcvt.org.

Sincerely,

Charlie Baker
Executive Director

CC: CCRPC Board
Certificate of Service

CERTIFICATE OF SERVICE

I hereby certify on this 5th day of April 2023, a copy of the foregoing letter concerning Act 250 Land Use Permit Application #4C1106-5 was sent by U.S. mail, postage prepaid to the following individuals without email addresses and by email to the individuals with email addresses listed.

Allen Brook Development, Inc.
Attn: Alfred Senecal
31 Commerce Avenue
South Burlington, VT 05403
asenecal@omegavt.com

O'Leary Burke Civil Associates
Attn: Bryan Currier
13 Corporate Drive
Essex, VT 05452
bcurrier@olearyburke.com

O'Leary Burke Civil Associates
Attn: Jacob Wechsler
13 Corporate Drive
Essex, VT 05452
jwechsler@olearyburke.com

Colchester Selectboard
Rich Paquette, Chair
781 Blakely Road
Colchester, VT 05446
paquette12@comcast.net

Colchester Planning & Zoning
Director Cathaynn LaRose, AICP
781 Blakely Road
Colchester, VT 05446
clarose@colchestervt.gov

Agency of Natural Resources 1
National Life Drive, Davis 2
Montpelier, VT 05620-3901
anr.act250@vermont.gov

FOR YOUR INFORMATION

District #4 Environmental
Commission
Attn: Tom Little, Chair
Monique Gilbert
Parker Riehle
111 West Street
Essex Junction, VT 05452
NRB.Act250Essex@vermont.gov
Nrb.act250agenda@vermont.gov

Colchester Town Clerk
Julie Graeter
781 Blakely Road
Colchester, VT 05446
jgraeter@colchestervt.gov

Vermont Dept. of Public Service 112
State Street, Drawer 20 Montpelier,
VT 05620-2601
barry.murphy@vermont.gov
PSD.VTDPS@vermont.gov

Vermont Agency of Ag., Food and
Markets
116 State Street, Drawer 20
Montpelier, VT 05620-2901
AGR.Act250@vermont.gov

Vermont Agency of Transportation
Barre City Place
219 N. Main Street
Barre, VT 05641
AOT.Act250@vermont.gov
christopher.clow@vermont.gov

Vermont Division for Historic
Preservation
National Life Building, 6th Floor,
Drawer 20
Montpelier, VT 05620-0501
ACCD.ProjectReview@vermont.gov
scott.dillon@vermont.gov
elizabeth.peebles@vermont.gov

NRCS, District Conservationist
Natural Resources Conservation
Service
356 Mountain View Drive
Suite 105
Colchester, VT 05446
joe.buford@usda.gov

Winooski NRCD Office
617 Comstock Road, Suite 1
Berlin, VT 05602
info@winooskinrncd.org

Ethan Tapper, County Forester/FPR
John Gobeille & Andy Wood, ANR-
Fish & Wildlife
111 West Street
Essex Junction, VT 05452
ethan.tapper@vermont.gov
john.gobeille@vermont.gov
andrew.wood@vermont.gov

Green Mountain Power Corp.
c/o Josh Castonguay
163 Acorn Lane
Colchester, VT 05446
josh.castonguay@greenmountainpower.com

Vermont Gas Systems
PO Box 467
Burlington, VT 05402
efficiency@vermontgas.com
Efficiency Vermont
128 Lakeside Avenue
Suite 401 Burlington, VT 05401
pics@veic.org

Michael Barsotti, Water Quality
Director Champlain Water District 403
Queen City Park Road South
Burlington, VT 05403
mike.barsotti@champlainwater.org

ADJOINING LANDOWNERS

Mark & Shayla Zammuto
191 Belwood Avenue
Colchester, VT 05446

Alejandro Del Angel & Danielle F
Dion
223 Belwood Avenue
Colchester, VT 05446

Maya Kareen Moran
247 Belwood Avenue
Colchester, VT 05446

Gregory A & Lisa C Fuller
276 Belwood Avenue
Colchester, VT 05446

Timothy J White
281 Belwood Avenue
Colchester, VT 05446

Jonathan D Levinsky Rev..Trust
Jonathan D & Beth A Levinsky,
Trustees
7 Back Forty Lane
Westford, VT 05494

Andre & Gisele Thibault
95 Rivermount Terrace
Burlington, VT 05408

David W Sr. & Sandra L Peters Life
Estate, David W Peters Jr.
642 Prim Road
Colchester, VT 05446

Andre J & Gisele K Thibault
95 Rivermount Terrace
Burlington, VT 05408

Hauke Building Supply Inc
1127 North Avenue Suite
Burlington, VT 05408

Tracy L & Debra A Lord
50 Caleb Court
Colchester, VT 05446

Linda J Stancil
174 Belwood Avenue
Colchester, VT 05446

Gerlie/Jhammar Cruz
236 Belwood Avenue
Colchester, VT 05446

Antonio Raven
236 Belwood Avenue
Colchester, VT 05446



LOCATION PLAN

N.T.S.

LEGEND

- PROJECT BOUNDARY
- ADJACENT PROPERTY BOUNDARY
- EASEMENT BOUNDARY
- SETBACK
- ZONING DISTRICT BOUNDARY
- LIMITS OF CLASS 2 WETLAND
- LIMITS OF WETLAND 50' BUFFER
- EXISTING CONTOUR LINE (U.S.G.S. DATUM)
- PROPOSED SILT FENCE
- PROPOSED FENCELINE
- EXISTING TREELINE
- PROPOSED TREELINE
- PROPOSED BUILDING
- PROPOSED OPEN SPACE

ZONING INFORMATION

LOT INFORMATION:

ZONED: RESIDENTIAL-3 (R3) - 203 BELWOOD AVE = 0.37 ACRES
RESIDENTIAL-2 (R2) - BARNABAS COURT PLANNED COMMUNITY = 14.82 ACRES
COMMON LAND 'A' = 12.13 ACRES
COMMON LAND 'B' = 1.43 ACRES
COMMON LAND 'C' = 0.17 ACRES
RESIDENTIAL-2 (R2) - PUBLIC RIGHT OF WAY = 1.94 ACRES

DIMENSIONAL REQUIREMENTS:

MINIMUM LOT AREA: 15,000 S.F. CONVENTIONAL
MINIMUM LOT FRONTAGE: 125 FT
MAXIMUM ALLOWED COVERAGE: 30% CONVENTIONAL
PROPOSED COVERAGE: ± 2.8 ACRES ($\pm 16\%$)
MAX. PRD DENSITY: 50 UNITS MAX; 24 UNITS PROPOSED.
((16.76 AC. X 43,560 SF/AC.)/15,000 SF/UNIT +
(0.37 AC. X 43,560 SF/AC.)/10,000) = 50.3
OPEN SPACE: 31.0% (± 5.31 ACRES - GREEN HATCHED AREA)

SETBACKS:

FRONT: 30 FT CONVENTIONAL / 25' PROPOSED
SIDE: 15 FT CONVENTIONAL / PROPOSED
REAR: 25 FT CONVENTIONAL / PROPOSED

PRD BUFFER: 30 FT PROPOSED (MINIMUM)

NOTES:

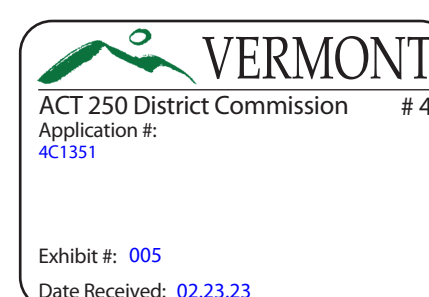
- THIS PLAN IS NOT TO BE USED FOR PROPERTY CONVEYANCE PURPOSES. SEE PROPERTY PLAT FOR PROPERTY CONVEYANCE PURPOSES.
- REQUESTED PRD REDUCTIONS:
 - FRONTAGE < 125'
 - LOTS SIZE < 15,000 SF
 - FRONT SETBACK < 30'; 25' PROPOSED
- BASEMENT NOTE: DURING CONSTRUCTION OF THE INDIVIDUAL UNITS, THE CONTRACTOR SHALL CONSULT WITH THE DEVELOPER IN REGARD TO THE NEED, IF ANY, FOR BASEMENT WATERPROOFING AND/OR FOOTING DRAINS VIA GRAVITY OR SUMP PUMP DISCHARGE TO DAYLIGHT.

OWNER/APPLICANT

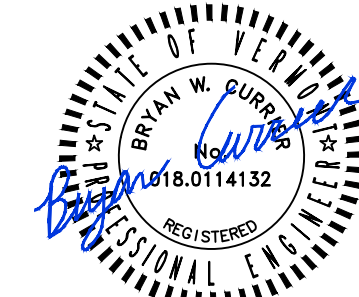
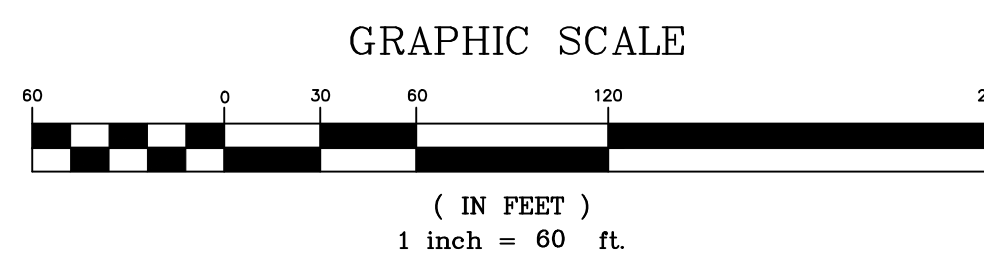
ALLEN BROOK DEVELOPMENT INC.
(C/O AL SENEAL)
31 COMMERCE AVE
SOUTH BURLINGTON, VT 05403

CONSULTANT

O'LEARY-BURKE CIVIL ASSOCIATES, PLLC
13 CORPORATE DRIVE
ESSEX JCT., VT 05452
(802) 878-9990



THE CONTRACTOR SHALL NOTIFY "DIGSAFE" AT
1-888-DIG-SAFE PRIOR TO ANY EXCAVATION.



DATE	1/11/23	REVISION	REVISIONS FOR ACT 250 SUBMISSION	BY	JFW
DATE	12/12/22	REVISION	REVISIONS PER TOWN OF COLCHESTER FINAL PLAT & SITE PLAN APPROVAL	BY	JFW
DATE	11/15/22	REVISION	ADDING PRESUMPTIVE SEWAGE ISOLATION SHIELD	BY	JFW
SURVEY	OBCA			DATE	4/14/22
DESIGN	OBCA			DATE	2018-80
DRAWN	OBCA			FILE	2018-80-S7
CHECKED	DWB			PLAN SHEET #	1
SCALE	1" = 60'				
BARNABAS COURT PLANNED COMMUNITY					
203 BELWOOD AVE COLCHESTER, VT					
OVERALL PLAN					
O'LEARY-BURKE CIVIL ASSOCIATES, PLLC					
13 CORPORATE DRIVE ESSEX JCT., VT 05452 PHONE: 878-9990 FAX: 878-9989 E-MAIL: colley@olearyburke.com					

REGULAR MEETING AGENDA

Wednesday, April 19, 2023, 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/84423682723>

One tap mobile: + 16468769923,, 84423682723#

Dial in: +1 646 876 9923 Meeting ID: 844 2368 2723

CONSENT AGENDA –

C.1 Minor TIP Amendment - Attached*

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. Staff Introductions: Ann and Melanie (Discussion; 6 minutes)
4. Action on Consent Agenda* (MPO Action; 1 minute)
5. Approve Minutes of the March 15, 2023, Board Meeting. (Action; 1 min.)
6. Warn Public Hearing for the FY24 UPWP and Budget for May 17, 2023* (Action; 20 minutes)
7. Warn Public Hearing for the Metropolitan Transportation Plan for May 17, 2023*(MPO Action; 20 minutes)
8. Equity Update (Discussion; 10 minutes)
9. Chair/Executive Director's Updates (Information; 1 min.)
10. Committee/Liaison Activities & Reports * (Information; 1 min.)
 - a. [Executive Committee](#) ([final minutes](#) February 1, 2023; [final minutes](#) February 15, 2023; [draft minutes](#) March 1, 2023)*
 - i. Act 250/248 Applications
 - b. [Clean Water Advisory Committee](#) ([draft minutes](#) February 7, 2023) *
 - c. [MS4 Sub-Committee](#) ([draft minutes](#) February 7, 2023) *
 - d. [Equity Advisory Committee](#) ([draft minutes](#) February 20, 2023) *
 - e. [Planning Advisory Committee](#) ([draft minutes](#) January 11, 2022) *
 - f. [Long Range Planning Committee](#) ([draft minutes](#) December 13, 2022) *
 - g. [Transportation Advisory Committee](#) ([draft minutes](#) March 8, 2023) *
11. Adjournment (Action; 1 min.)

*Attachment

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

- Equity Advisory Committee – Wednesday, March 29, 2023, 5:00pm
- Transportation Advisory Committee – Tuesday, April 4, 2023, 9am
- Clean Water Advisory Committee - Tuesday, April 4, 2023, 11am

*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. *121 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.*

- CWAC MS4 Subcommittee - Tuesday, April 4, 2023, ~12:30pm
- Executive Committee – Wednesday, April 5, 2023, 5:45pm
- Long Range Planning Committee - Tuesday, April 11, 2023, 7pm
- Planning Advisory Committee – Wednesday, April 12, 2023, 2:30pm
- CCRPC Board Meeting - Wednesday, April 19, 2023, 6:00pm

Tentative future Board agenda items:

May 17, 2023	FY24 UPWP and Budget Adoption Metropolitan Transportation Plan Public Hearing and Adoption Enhanced Energy Plan update Federal Urbanized Area Approval Equity Update
June 21, 2023 Annual Meeting	Election of Officers for FY24 FY24 Meeting Schedule Approval Warn FY24-27 TIP

Other potential topics:

Burlington Airport Master Plan

West Central Vermont Economic Development District MOU;

ECOS Plan

*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. *121 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.*