

# ANNUAL MEETING AGENDA

Wednesday, June 21, 2023, 5:00 pm

Maquam Barn, 125 Duffy Rd., Milton, VT



**5:00 pm - Social hour, hors d'oeuvres, cash bar**

**5:30 pm - CCRPC Business Meeting**

## CCRPC BUSINESS MEETING AGENDA

1. Call to Order
2. Changes to the Agenda (Action; 1 min.)
3. Public Comment Period on Items NOT on the Agenda
4. Approve Minutes of May 17, 2023, Meeting \* (Action; 1 min.)
5. Consent agenda – TIP Amendments \* (MPO Action; 1 min.)
6. Warn Public Hearing for FY24-27 Transportation Improvement Program (TIP) \* (MPO Action; 1 min.)
7. Election of Officers and Executive Committee for FY24 \* (Action; 2 min.)
8. FY24 Meeting Calendar \* (Action; 1 min.)
9. Board and Staff Recognition Resolutions \* (Action; 1 min.)
10. Chair/Executive Director's Updates (Information; 1 min.)
11. Committee/Liaison Activities & Reports \*  
(Information; 1 min.)
  - a. [Executive & Finance Committee](#) (The June 15, 2023, minutes to be included next month)  
([final minutes](#) April 5, 2023, and [final minutes](#) May 3, 2023)\*
    - i. Act 250 Sec 248 letters
  - b. [Transportation Advisory Committee](#) ([draft minutes](#) June 7, 2023) \*
  - c. [Clean Water Advisory Committee](#) ([draft minutes](#) June 7, 2023) \*
  - d. [MS4 Subcommittee](#) ([draft minutes](#) June 6, 2023) \*
  - e. [Equity Advisory Committee](#) ([draft minutes](#) June 6, 2022) \*
  - f. [Planning Advisory Committee](#) (The June 14, 2023, minutes to be included next month)
12. Adjournment (Action; 1 min.)

**6:00 pm - Don Turner-welcome, opening remarks, service recognition, MPO 40th Anniversary, Sen. Kesha Ram Hinsdale-guest speaker**

**7:30 pm - Adjournment**

*\*Attachment(s)*

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

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

- Planning Advisory Committee – Wednesday, June 14, 2023, 2:30pm
- Equity Advisory Committee – Wednesday, June 28, 2023, 11am
- Executive Committee – Wednesday, July 5, 2023, 5:45pm
- Long Range Planning Committee - Tuesday, July 11, 2023, 7pm
- Transportation Advisory Committee – Tuesday, July 11, 2023, 9am
- Clean Water Advisory Committee - Tuesday, July 11, 2023, 11am
- CWAC MS4 Subcommittee - Tuesday, July 11, 2023, ~12:30pm
- CCRPC Board Meeting - Wednesday, July 19, 2023, 6:00pm

Tentative future Board agenda items:

July 19, 2023	FY24-27 TIP (transportation improvement program) ECOS Plan Schedule review Economic Development District intro Enhanced Energy Plan update?? Committee Appointments Equity Update
August	NO MEETING
September 20, 2023	New Board Member Training Committee Appointments Health Equity? Equity Update

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

DATE: Wednesday, May 17, 2023  
TIME: 6:00 PM  
PLACE: REMOTE ATTENDANCE via ZOOM MEETING VIDEO

PRESENT:	Bolton:	Vacant	Buel's Gore:	Garret Mott
	Burlington:	Andy Montroll	Charlotte:	Dana Hanley
	Charlotte:	Deidre Holmes (Alt)	Colchester:	Jacki Murphy
	Essex Junction	Elaine Haney	Essex Junction:	Dan Kerin (Alt)
	Essex:	Andy Watts	Huntington:	Absent
	Hinesburg:	Mike Bissonnette	Jericho:	Catherine McMains
	Milton:	Absent	Richmond:	Bard Hill
	St. George:	Absent	Shelburne:	John Zicconi
	So. Burlington:	Chris Shaw	Underhill:	Brad Holden
	Westford:	Benjamin Bornstein	Williston:	Absent
	Winooski:	Mike O'Brien	Cons/Env.:	Miles Waite
	VTrans:	Matthew Arancio	FHWA:	Absent
	Bus/Ind:	Tim Baechle	GMT:	Absent
	Socio-Econ/Housing:	Absent	Agriculture:	Absent
	BIA:	Absent		

Others: CCTV, Scott Moody

CCRPC Staff:	Charlie Baker, Executive Director	Taylor Newton, Planning Prgrm Mgr.
	Forest Cohen, Sr. Business Mgr.	Amy Irvin Witham, Business Office Mgr.
	Eleni Churchill, Transp. Prgrm Mgr.	Christine Forde, Sr. Transp. Planner
	Marshall Distel, Sr. Transp. Planner	Dan Albrecht, Sr. Planner
	Anne Nelson Stoner, Equity-Engagement Mgr.	Sai Sarepalli, Sr. Transp. Planning Engr.
	Melanie Needle, Sr. Planner	Jason Charest, Sr Transp. Planning Engr.
	Ann Janda, Sr. Energy Project Mgr.	

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by the Chair, Catherine McMains.
2. Open Public Hearing for FY24 UPWP & Budget  
**Public Hearing:** CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO OPEN THE PUBLIC HEARING FOR THE FY24 UPWP & BUDGET AT 6:01 PM. MOTION CARRIED UNANIMOUSLY.
3. Open Public Hearing for 2023 Metropolitan Transportation Plan  
**Public Hearing:** CHRIS SHAW MADE A MOTION, SECONDED BY MIKE BISSONETTE, TO OPEN THE PUBLIC HEARING FOR THE 2023 METROPOLITAN TRANSPORTATION PLAN AT 6:01 PM. MOTION CARRIED UNANIMOUSLY.
4. Public Comment Period on Items NOT on the Agenda. There were none.

5. Action on Consent Agenda. There were none.

6. Approve Minutes of the April 19, 2023, Board Meeting

CHRIS SHAW MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE APRIL 19, 2023, BOARD MINUTES, WITH ONE EDIT. MOTION CARRIED UNANIMOUSLY.

- Edit page 2, Line 11: Correct misspelling of "board."

7. Staff introductions; Ann Janda and Melanie Needle.

Ann Janda, Senior Energy Project Manager greeted members. Ann joined the CCRPC in September of 2021 to help municipalities implement their enhanced energy plans. Her role was originally funded by the VT Agency of Commerce and Community Development (ACCD). When she started, Ann assisted Melanie Needle with South Burlington's Climate Action Plan and supported the work of all the Chittenden County energy committees. This year, her role is funded by the VT Agency of Buildings and General Services (BGS) to assist municipalities to participate in the Municipal Energy Resilience Program (MERP) to make their municipal buildings more efficient and possibly switch from fossil fueled heating systems to electric or renewable energy fueled heating. Ann is continuing to work with South Burlington and an outside consultant to develop an implementation plan for the transportation sector component of South Burlington's Climate Action Plan. Ann also supports the administration of the new Chittenden County Communications Union District (CCCUD).

Melanie Needle, Senior Planner, introduced herself to members and provided an overview of projects she works on. She explained she splits her time between Geographic Information Systems (GIS) projects and land use projects. This year she is working on learning ArcGIS Urban, updating the enhanced energy plan and the South Burlington Climate Action Plan. Melanie said she lives in Burlington with her two dogs and family. Chris Shaw asked for a brief overview of the South Burlington Climate Action Plan. Melanie explained that the focus of the CAP is on reducing greenhouse gas emissions by 2030 primarily in the transportation sector by driving electric, transit, walk/bike, and growing in a compact development pattern.

8. Infrastructure & National Highway System Reliability Targets

Eleni Churchill and Sai Sarepalli provided members with a presentation on the Infrastructure and National Highway System Reliability and Freight Movement Performance Targets for the metropolitan planning area. Eleni reminded everyone of the detailed memo included with the packet and reviewed the following:

- Transportation Performance Management
- National Goal Areas
  - *Safety, Infrastructure condition of pavement and bridges, NHS Travel Time, Freight Travel Time, Environmental Sustainability.*
- When MPO/CCRPC Action is Needed
  - *Typically, 180 days after VTrans sets a target for specific measures. CCRPC can accept VTrans targets or establish our own.*

Sai introduced himself and reviewed the following:

- NHS Infrastructure Condition - pavement and bridges.
  - *Statewide measures and targets*
    - *NHS Bridges in good condition 35%*
      - *Current percent in good condition 52.5%*
    - *NHS Bridges in poor condition 6%*

- *Current percent in poor condition 0.00%*
- NHS System Reliability and Interstate Freight Travel
  - Person miles traveled on interstate that are reliable: 90%
  - Person miles traveled on non-interstate that are reliable: 80%
  - Statewide travel time reliability index for interstate freight travel time: <1.75

Catherine asked if there were penalties for not meeting targets? Eleni responded, yes, if VTrans fails to meet targets, it could result in stricter oversight by FHWA and less flexibility on how federal funds are used. Sai added, the NHS infrastructure and reliability targets are set every four years, however, the State of Vermont monitor progress towards achieving targets every two years. This allows time to correct any issues and achieve the NHS performance targets within the four-year timeframe. Eleni added, the safety targets are set and monitored annually.

Bard said it seems there are natural consequences, for instance if a bridge failed. However, he wondered why the rating system has only two areas, good, or poor. Why isn't there a mid-level rating? Eleni and Sai explained there are more than two ratings and multiple criteria used to determine the condition of bridges but only two ratings are used for the performance measures.

Mike asked about the freight ratio calculation. Sai said this is a very technical question; it is an index of ratio of the 95th percentile truck travel time to a normal/average travel time for a segment of the interstate, in correspondence with the time of day over weekdays and weekends. There is a specific and complicated formula behind this. Mike said our area is in good shape for these. Eleni and Sai agreed.

The Transportation Advisory Committee (TAC) and CCRPC Staff recommendation is for the Board to accept the statewide NHS Infrastructure and Reliability targets established by VTrans in CY2022 for the metropolitan planning area.

**Accept the statewide NHS Infrastructure and System Reliability targets:** MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ACCEPT THE STATEWIDE SAFETY TARGETS. MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS. MOTION CARRIED WITH 19 OF 24 VOTES AND 13 MUNICIPALITIES VOTING IN THE AFFIRMATIVE:

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

#### 9. Federal Adjusted Urban Area Boundary Approval

Jason Charest, Senior Transportation Planning Engineer, introduced himself and presented members with an overview on the draft Federal Urban Area Boundary Adjustments for Chittenden County. Every ten years, following the decennial census, Census Urban Area boundaries are established based on census population and household criteria. FHWA then has an adjustment process that considers expansions of the Census Urban Areas to include roadways that exhibit more urban than

1 rural characteristics. The result of this process creates what are known as Federal Urban Area  
2 Boundaries.

3  
4 What is an urban area?

- 5 • Census-defined urban area is at least 2,000 housing units or 5,000 people.
- 6 • FHWA-defined urbanized area is at least 50,000 people (threshold to create an MPO)
- 7 • Small urban area: 5,000-49,999 people.

8  
9 The 2020 Census shows two urban areas: Milton Urban Area and Burlington Urban Area. Jason  
10 showed a table with population and housing figures from other populated areas in Vermont as  
11 reference. Jason reminded members MPO's can cross state borders. This Urban Area Boundary  
12 Adjustment process is important for highway/traffic statistics used in planning, functional  
13 classification (urban vs rural), and funding. The Federal Aid System does not include rural minor  
14 collectors or local roads. CCRPC staff developed an Adjusted Urban Area Boundary to smooth  
15 boundaries based on geographical features. The adjustments do not affect funding tied to  
16 population, and the Federal Aid System remains the same. Jason showed a map displaying the  
17 proposed Adjusted Urban Area Boundary. Note that if a road forms a border, it is considered urban.

18  
19 Chris Shaw asked about the map and the choice of color-coding. Jason explained the map was a  
20 CCRPC staff proposal and not created by VTrans. Bard Hill wondered if there is any downside to  
21 classifying these road systems. Jason said the same question came up at the Transportation Advisory  
22 Committee meeting and he could not think of a downside. John Zicconi said, if looking at Shelburne  
23 Village and Spear Street, has the map approved the designation for roads would be subject to  
24 receive funding? Jason replied no, the federal aid system consists of the top roadways above the  
25 Minor Collector, these are part of the federal aid system, regardless of Urban or Rural. The only time  
26 it comes into play is with regard to Minor Collectors. Based on this, Spear Street would always be on  
27 the Federal Aid System regardless of whether it's considered urban or rural. Mike O'Brien asked how  
28 much roadway does this add? Jason said he is not sure in terms of increased roadway mileage that  
29 would be considered urban.

30  
31 CCRPC Staff recommends the Board approve the proposed Federal Adjusted Urban Area Boundary  
32 with the understanding that there may be additional minor changes following further conversations  
33 with VTrans and FHWA.

34  
35 JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE PROPOSED  
36 FEDERAL ADJUSTED URBAN AREA BOUNDARY MAP. MOTION CARRIED WITH 19 OF 24 VOTES AND  
37 13 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

38			
39	Bolton: Absent	Burlington: Yes (4)	Charlotte: Yes
40	Colchester: Yes (2)	Essex: Yes	Essex Jct: Yes
41	Hinesburg: Yes	Huntington: Absent	Jericho: Yes
42	Milton: Absent	Richmond: Yes	St. George: Absent
43	Shelburne: Yes	South Burlington: Yes (2)	Underhill: Yes
44	Westford: Yes	Williston: Absent	Winooski: Yes
45	VTrans: Yes		

46  
47 10. Close Public Hearing and adopt the FY24 UPWP & Budget

Catherine asked if there were any public comments before the public hearing closed. There were none. She referred members to the FY24 UPWP & Budget documents included with the packet.

**Public Hearing.** CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO CLOSE THE PUBLIC HEARING FOR THE FY24 UPWP & BUDGET AT 7:04 PM.

**Approval of the Overall FY24 UPWP & Budget**

GARRET MOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADOPT THE FY24 UPWP & BUDGET. MOTION CARRIED UNANIMOUSLY.

**Approval of the Transportation Portion of the FY24 UPWP & Budget**

DAN KERIN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE TRANSPORTATION PORTION OF THE FY24 UPWP & BUDGET. MOTION CARRIED WITH 19 OF 24 VOTES AND 13 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

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

11. **Close Public Hearing and Adopt the Metropolitan Transportation Plan (MTP)**

Catherine asked if there were any public comments before the public hearing was closed. There were none.

**Public Hearing.** CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO CLOSE THE PUBLIC HEARING FOR THE METROPOLITAN TRANSPORTATION PLAN AT 7:07 PM.

The 2023 Metropolitan Transportation Plan (MTP) documents were included with the packet (memo and the draft MTP report). Goals of the MTP are as follows: Safety, livable and healthy communities, mobility and efficiency, equity, environment and resilience, economy, existing transportation system. The 2023 Metropolitan Transportation Plan can be found on the CCRPC website through the following link: [https://www.ccrpcvt.org/wp-content/uploads/2023/04/2023-ECOS-MTP\\_Public-Hearing-Draft\\_20230413.pdf](https://www.ccrpcvt.org/wp-content/uploads/2023/04/2023-ECOS-MTP_Public-Hearing-Draft_20230413.pdf)

**Approval of the Metropolitan Transportation Plan:** CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE 2023 METROPOLITAN TRANSPORTATION PLAN. MOTION CARRIED WITH 19 OF 24 VOTES AND 13 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

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

1  
2 12. Executive Committee Nominations

3 Mike O'Brien referred members to the memo included with the packet. He reviewed the proposed  
4 slate of officers and thanked everyone who volunteered. He also noted that nominations can be  
5 made from the floor. Charlie reminded members this is informational and will be an action item on  
6 the agenda for the June meeting. The proposed slate is as follows:

- 7 • Chris Shaw, Chair
- 8 • Bard Hill, Vice Chair
- 9 • Jacki Murphy, Secretary/Treasurer
- 10 • Elaine Haney, At-Large for Towns >5000
- 11 • Michael Bissonette, At-Large for Towns <5000
- 12 • Catherine McMains, Immediate Past Chair

13  
14 13. Equity Update

15 Charlie said Anne Nelson continues to build relationships within Chittenden County. She is  
16 connecting with individual municipalities to get a sense of what is happening in terms of equity  
17 work. Charlie said Anne Nelson is working on creating an equity statement and code of conduct. He  
18 expects drafts to be ready for the July board meeting. He said there is \$100K set aside in the budget  
19 for building capacity within marginalized communities. Chris asked where the \$100K is coming  
20 from? Charlie said this is MPO funding from Federal Highway Administration funds. We looked at  
21 how the Federal Highway Administration has invested funds into equity work and we are still  
22 working out the details.  
23

24 14. Chair/Executive Director's Updates

- 25 a. Charlie thanked members for the work on the UPWP Budget and the MTP. Mike O'Brien  
26 thanked CCRPC Staff for all their work. Bard also thanked the staff for producing a very high-  
27 quality document.
- 28 b. Staffing update. Charlie said we are currently in the process of hiring a new Land Use  
29 planner. There were fifteen applicants and three were asked to return for a second  
30 interview.
- 31 c. Legislative update. Charlie said the legislature has adjourned. His first notable item is the  
32 approval of \$1.5 million in funding for regional planning commissions around the State. He  
33 explained this is 60% of full funding, which is very positive and a huge step forward. Charlie  
34 thanked members and their municipalities for their support on this. The second is the S.100  
35 Housing Bill. There are implications for municipal zoning and reducing some level of local  
36 control, Charlie is very hopeful this will have a positive impact on the housing market in  
37 Vermont over the long term. Charlie said there are also a lot of studies attached to this bill  
38 that the RPC will be involved in.
- 39 d. Annual Meeting Charlie reminded members the annual meeting will be held at the Maquam  
40 Barn in Milton on the evening of June 21. He said Emma Vaughn sent out an e-mail for  
41 members to save the date. A follow-up email for registration will go out soon. The evening  
42 will include the election of officers for FY24, the FY24 meeting schedule approval, warning  
43 the FY24-27 TIP, and a celebration for the 40<sup>th</sup> anniversary of the MPO. There will be more  
44 details to come. There will be a \$20 payment to offset costs for the sit-down dinner. Charlie  
45 is pleased that Senator Kesha Ram Hinsdale is scheduled as our guest speaker. Catherine  
46 reminded everyone there are still a few CCRPC staff as well as Board members who were  
47 part of the MPO, she hopes they can be recognized at the meeting.



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15. Committee/Liaison Activities & Reports. Catherine noted that minutes of various committee meetings were included in the board packet as well as links to the minute documents posted online.

16. Adjournment. MIKE O'BRIEN MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE BOARD MEETING AT 7:22PM. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham



## Chittenden County Regional Planning Commission

**June 21, 2023**

**Agenda Item C.1: Consent Item**

### Transportation Improvement Program TIP Amendments

**Issues:** Make the following changes to the FY23 year of both the FY2022-2025 TIP, which remains in effect, and the FY2023-2026 TIP, which has not been approved by FHWA.

#### New Transportation Alternatives Grant Awards

Project	TIP Change	Federal Funds Awarded
<b>Calahan Park Sidepath, Burlington</b> (Project BP120, Amendment FY23-33)	Design and construct 700 feet of 8- to 10-foot wide shared use path along the north side of Calahan Park along Locust Street, in the South End of Burlington. Add \$30,000 for design in FY23.	\$286,400
<b>VT116 at Charlotte Road Sidewalk Relocation and Crosswalk Improvements, Hinesburg</b> (Project BP118, Amendment FY23—34)	Move \$82,460 in construction funds from FY23 to FY24 and add \$99,940 in new TA funding. New total in FY24 is \$168,670. Project is for the relocation of an existing sidewalk and related crosswalk to increase pedestrian and vehicular visibility and safety.	\$99,940
<b>Bridge Street Sidewalk, Richmond</b> (Project BP121, Amendment FY23-35)	Add \$50,000 for PE in FY23 and the remaining funds (\$206,000) in FY24 to construct 675 feet of 5-foot wide concrete sidewalk on the east side of Bridge Street beginning at Jolina Court and ending at the intersection of Esplanade.	\$256,000
<b>Bartlett Bay Road Culvert Replacement, South Burlington</b> (Project BR073, Amendment FY23-36)	Add \$50,000 for PE in FY23, \$14,000 for PE in FY24, \$4,000 for ROW in FY25 and the balance of funds, \$232,000, for CON in FY26. This project seeks to rectify flooding and downstream erosion by replacing the existing 36" culvert with an appropriately sized box culvert.	\$300,000
<b>Allen Road Shared Use Path Scoping Study, South Burlington</b> (Project BP122, Amendment FY23-37)	Add \$40,000 in FY23 for a Scoping Study for a shared use path on Allen Road from Shelburne Road (US7) to the Farm Stand Apartments (150 Allen Road). This segment requires 1,700 feet of new shared use path and 400 feet of sidewalk replacement with a shared use path.	\$40,000
<b>Irish Hill Road Pedestrian Bridge and Sidewalk, Shelburne</b> (Project BP107, Amendment FY23-38)	Advance \$434,914 in unobligated CON funds from FY21 to FY23 and FY24 and add additional grant funds (\$235,500). New TIP totals are \$320,000 in FY23 and \$357,920 in FY24. Project will construct 5-foot-wide bridge across the LaPlatte River.	\$235,500
<b>Industrial Avenue Sidewalk, Williston</b> (Project B123, Amendment FY23-39)	Add \$30,000 for PE in FY23 and \$34,064 for PE in FY24 to design and construction of a 5-foot-wide concrete sidewalk on the south side of Industrial Avenue that will extend 1,450 feet from US Route 2 to the White Cap property at 426 Industrial Avenue.	\$300,000

## Other Minor Amendments

Amendment Number	CCRPC Project Number	Project	Description of TIP Change
FY23-40	OT037	Bartlett Brook Stormwater Treatment System Expansion, South Burlington	Advance \$59,960 in unobligated construction funds from FY22 to FY23.
FY23-41	OT044	Kennedy Drive Stormwater Pond 7 Expansion, South Burlington	Advance \$231,676 in unobligated CON funds from FY22 to FY24 to meet current project schedule.
FY23-56	BP108	Dorset Street Path -- Old Cross Road to Sadie Lane, South Burlington	Modify the FY22 TIP to match the current project schedule. Add \$8,000 for PE in FY23, \$39,730 for PE/ROW in FY24 and \$556,000 for CON in FY24.
FY23-59	HP102	Williston Road Bicycle and Pedestrian Improvements, South Burlington	Modify the TIP to match the current project schedule. Add \$24,000 for PE in FY23, \$420,000 for PE/ROW in FY24 and \$192,045 for CON in FY25.
FY23-61	RR011	Malletts Bay Rail Crossing Improvements, Winooski	Advance \$380,880 from FY22 to FY24 to match current project schedule.
FY23-63	OT036	Stormwater Detention Pond Design and Construction at LDS Church, Essex	This project was awarded a second stormwater grant in 2022. Add \$395,946 in FY24.
FY23-62	IN015	Jasper Mine Road Park-and-Ride, Colchester	Add \$135,000 for PE in FY23 for a park-and-ride on Jasper Mine Road in Colchester.
FY23-65	HP140	Class I Paving, Burlington	Move \$3,488,428 in unobligated construction funds from FY22 to FY23.
FY23-66	HP169	Church Street Side Streets - Cherry Street, Burlington	Add a new Federal Earmark Project (\$14M) for improvements to Cherry Street. Add \$180,000 for PE in FY23, \$675,000 for PE and \$2,820,000 for CON in FY24, \$8,768,000 for CON in FY25, and \$2,256,000 for CON in FY26.
FY23-76	HP007	US7/Middle Road/Railroad Street Intersection, Milton	Increase PE funding in the FY22 TIP from \$1,000,000 to \$1,500,000 to match the FY23 TIP. Add \$500,000 in FY23.
FY23-77	HP134	VT116/VT2A Improvements, St. George	Add \$100,000 in previously unobligated PE funds to FY23 to advance design of this project.

**TAC/Staff  
Recommendation:**

Recommend that the TAC approve the proposed TIP Amendments

**For more information  
contact:**

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



**Chittenden County Regional Planning Commission**

**June 6, 2023**

**Agenda Item 6: Action Item**

**Draft FY2024-2027 Transportation Improvement Program**

**Issues:**

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

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

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

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

The project list from the Draft Fiscal Year 2024–2027 Transportation Improvement Program is provided as a [separate attachment](#).

**Staff/TAC**

**Recommendation:**

Recommend that the board warn a public hearing for their July meeting for the FY2024–2027 TIP; and that the board approve the TIP in July.

**For more  
information  
contact:**

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



## **CCRPC Board Meeting**

**June 21, 2023**

### **Agenda Item 7: Information Item**

## **Report on Nominations for FY24**

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

The Board Development Committee met on April 24th and recommended the following slate of officers for FY2024.

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

The bylaw provisions regarding election of Officers and the Executive Committee are as follows (please note that Article VII, Section C. specifies the inclusion of the Immediate Past Chair as a member of the Executive Committee):

### ARTICLE VII. OFFICERS & EXECUTIVE COMMITTEE

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

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

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

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

## Chittenden County Regional Planning Commission

**June 21, 2023**

Agenda Item **X**: Action Item

### FY2024 Schedule of Meetings

**Issue:** Vermont's Open Meeting Law requires that public bodies clearly designate the time and place of all regular meetings. Below is the proposed meeting schedule for both the Executive Committee and the CCRPC Commission for the 2024 fiscal year beginning July 1, 2023. Please mark your calendars.

Executive Committee Meetings	Commission Meetings
<i>First Wednesday of the Month, 5:45-7:00pm</i>	<i>Third Wednesday of the Month, 6:00-8:00pm</i>
July 5, 2023	July 19, 2023
August 2, 2023	[No August Meeting]
September 6, 2023	September 20, 2023
October 4, 2023	October 18, 2023
November 1, 2023	November 15, 2023
December 6, 2023	[No December Meeting]   Legislative Breakfast TBD
January 3, 2023	January 17, 2024
February 7, 2024	February 21, 2024
March 6, 2024	March 20, 2024
April 3, 2024	April 17, 2024
May 1, 2024	May 15, 2024
June 5, 2024	June 18, 2024**

\*\* Meeting moved from typical schedule to avoid conflict with cultural or religious days of significance.

#### Additional CCRPC Committee Meeting Schedules:

**Clean Water Advisory Committee (CWAC)** | *First Tuesday of the Month, 11:00am*

**FY24 Exceptions:** July 2023: Moved from Tuesday, July 4 (Independence Day) to Wednesday, July 5; March 2024: Moved from Tuesday, March 5 (Town Meeting Day) to Wednesday, March 6

**Equity Advisory Committee (EAC)** | *Last Wednesday of the Month, 5:00pm*

**FY24 Exceptions:** December 2023: Canceled; March 2024: Canceled; April 2024: Moved from Wednesday, April 24 (Passover) to Wednesday, April 17

**Transportation Advisory Committee (TAC)** | *First Tuesday of the Month, 9:00am*

**FY24 Exceptions:** July 2023: Moved from Tuesday, July 4 (Independence Day) to Wednesday, July 5; March 2024: Moved from Tuesday, March 5 (Town Meeting Day) to Wednesday, March 6

**Planning Advisory Committee (PAC)** | *Bi-Monthly on the Second Wednesday of the Month, 2:30-4:00pm*

**FY24 Exceptions:** April 2024: Moved from Wednesday, April 10 (Eid al-Fitr - end of Ramadan) to Thursday, April 11

**Finance Committee** | *Jointly with the Executive Committee, as needed*

**Staff Recommendation:** That the Commission approve the FY2024 Schedule of Meetings.

**Contact:** For more information, contact Charlie Baker: [cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org) or (802) 735-3500



**CHITTENDEN COUNTY  
REGIONAL PLANNING COMMISSION**

In Recognition of 20 Years of Service

TO  
**MICHAEL O'BRIEN**

FOR  
REPRESENTING THE CITY OF WINOOSKI  
ON THE  
CCMPO BOARD JANUARY 1998-June 2011  
AND  
CCRPC BOARD SINCE JULY 2011  
AND  
ON THE EXECUTIVE COMMITTEE AS  
SECRETARY-TREASURER FROM JULY 2003 – JUNE 2005  
VICE-CHAIR FROM JULY 2005 – JUNE 2007  
AT-LARGE REPRESENTATIVE JUNE 2007 – JUNE 2008  
SECRETARY-TREASURER JULY 2015 – JUNE 2016  
VICE CHAIR SINCE JULY 2016

Dated this 20<sup>th</sup> day of June, 2018 in Burlington, Vermont

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CHRISTOPHER D. ROY, CHAIR



**CHITTENDEN COUNTY  
REGIONAL PLANNING COMMISSION**

In Recognition of 10 Years of Service

TO  
**CHRIS SHAW**

FOR  
REPRESENTING THE CITY OF SOUTH BURLINGTON  
ON THE  
CCRPC BOARD SINCE JULY 2013

AND  
ON THE EXECUTIVE COMMITTEE AS

AT-LARGE REPRESENTATIVE FROM JULY 2019 - JUNE 2021  
VICE CHAIR FROM JULY 2021 – JUNE 2023  
AND, MULTIPLE COMMITTEES

Dated this 21<sup>ST</sup> day of June, 2023 in Milton, Vermont

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CATHERINE MCMAINS, CHAIR



# CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

## - RESOLUTION HONORING CHRISTINE FORDE -

**WHEREAS**, THE CHITTENDEN COUNTY METROPOLITAN PLANNING ORGANIZATION (CCMPO), WHICH WAS DESIGNATED BY THE GOVERNOR OF VERMONT TO MEET THE REQUIREMENTS OF FEDERAL LEGISLATION, IS RESPONSIBLE FOR MANAGING THE CONTINUOUS, COOPERATIVE AND COMPREHENSIVE TRANSPORTATION PLANNING PROCESS IN CHITTENDEN COUNTY HIRED CHRISTINE IN DECEMBER 1998; AND

**WHEREAS**, CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION MERGED WITH CCMPO IN 2012; AND

**WHEREAS**, CHRISTINE FORDE HAS FAITHFULLY SERVED THE CCMPO/CCRPC FOR TWENTY-FIVE YEARS AS AN EMPLOYEE; AND

**WHEREAS**, CHRISTINE FORDE, HAS PROVIDED OUTSTANDING EFFORTS IN PROVIDING TRANSPORTATION PLANNING SUPPORT FOR THE CCMPO/CCRPC BOARD, STAFF, MUNICIPALITIES, AND PARTNER AGENCIES; AND

**WHEREAS**, CHRISTINE FORDE HAS CREATED, LED AND CHAMPIONED MANY INITIATIVES AT THE CCMPO/CCRPC INCLUDING:  
DEVELOPING AND MAINTAINING THE TRANSPORTATION IMPROVEMENT PROGRAM;  
OVERSEEING SCOPING, CORRIDOR AND NETWORK TRANSPORTATION STUDIES;  
DEVELOPING AND MANAGING THE PROJECT PRIORITIZATION PROCESS;  
TAKING ON EMERGENCY MANAGEMENT RESPONSIBILITIES; AND  
PARTICIPATING IN NUMEROUS LOCAL AND STATE INITIATIVES.

**NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THAT:**

IT THANKS CHRISTINE FORDE FOR HER OUTSTANDING WORK, DEDICATION, PROFESSIONALISM AND HIGH ETHICAL STANDARDS, AND SUPPORT OF THE LEADERSHIP OF THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THEREBY EARNING THE RESPECT OF HER PEERS, PUBLIC OFFICIALS, AND THE PUBLIC.

**DATED THIS 21<sup>ST</sup> DAY OF JUNE, 2023 IN MILTON, VERMONT**



CATHERINE MCMAINS, CHAIR

# CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

## - RESOLUTION HONORING DAN ALBRECHT -

WHEREAS, THE CHITTENDEN COUNTY REGIONAL PLANING COMMISSION, WHOSE ORGANIZATIONAL VISION IS TO BE A PRE-EMINENT, INTEGRATED REGIONAL ORGANIZATION THAT PLANS FOR HEALTHY, VIBRANT COMMUNITIES, ECONOMIC DEVELOPMENT, AND EFFICIENT TRANSPORTATION OF PEOPLE AND GOODS WHILE IMPROVING THE REGION'S LIVABILITY, HIRED DAN IN AUGUST 2003; AND

WHEREAS, DAN ALBRECHT HAS FAITHFULLY SERVED THE CCRPC FOR TWENTY YEARS AS A PLANNER AND SENIOR PLANNER; AND

WHEREAS, DAN ALBRECHT, HAS PROVIDED OUTSTANDING HAZARD MITIGATION, BYWAY, BROWNFIELDS AND WATER QUALITY SUPPORT FOR CCRPC BOARD AND STAFF; AND

WHEREAS, DAN ALBRECHT HAS CREATED, LED AND CHAMPIONED MANY INITIATIVES AT THE CCRPC INCLUDING:  
LEADING THE LAKE CHAMPLAIN NATIONAL SCENIC BYWAY/HERITAGE CORRIDOR EFFORTS AND GRANTS;  
PROVIDING STAFF DRB ASSISTANCE TO MEMBER MUNICIPALITIES;  
SUCCESSFUL BROWNFIELD GRANT AWARDS TO AID IN REDEVELOPMENT PROJECTS;  
DEVELOPMENT OF ALL HAZARD MITIGATION PLANS TO ENSURE OUR MUNICIPALITIES ARE PREPARED FOR DISASTERS;  
LEADS MS4 PROGRAM TO ADDRESS TWO CRITICAL PERMIT REQUIREMENTS ON BEHALF OF MEMBER MUNICIPALITIES; AND  
ESTABLISHED THE BASIN 5 CLEAN WATER SERVICE PROVIDER TO IMPLEMENT THE LAKE CHAMPLAIN TMDL.

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THAT:

IT THANKS DAN ALBRECHT FOR HIS OUTSTANDING WORK, DEDICATION, PROFESSIONALISM AND HIGH ETHICAL STANDARDS IN THE LEADERSHIP OF THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THEREBY EARNING THE RESPECT OF HIS PEERS, THE PUBLIC AND PUBLIC OFFICIALS.

DATED THIS 21<sup>ST</sup> DAY OF JUNE, 2023 IN MILTON, VERMONT



CATHERINE MCMAINS, CHAIR

# CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

## - RESOLUTION HONORING FOREST COHEN -

WHEREAS, THE CHITTENDEN COUNTY REGIONAL PLANING COMMISSION, WHOSE ORGANIZATIONAL VISION IS TO BE A PRE-EMINENT, INTEGRATED REGIONAL ORGANIZATION THAT PLANS FOR HEALTHY, VIBRANT COMMUNITIES, ECONOMIC DEVELOPMENT, AND EFFICIENT TRANSPORTATION OF PEOPLE AND GOODS WHILE IMPROVING THE REGION'S LIVABILITY, HIRED FOREST IN JULY 2008; AND

WHEREAS, FOREST COHEN HAS FAITHFULLY SERVED THE CCRPC FOR FIFTEEN YEARS AS BUSINESS MANAGER AND SENIOR BUSINESS MANAGER; AND

WHEREAS, FOREST COHEN, HAS PROVIDED OUTSTANDING FINANCIAL, BUSINESS MANAGEMENT, AND HUMAN RESOURCES SUPPORT FOR CCRPC BOARD AND STAFF; AND

WHEREAS, FOREST COHEN HAS CREATED, LED AND CHAMPIONED MANY INITIATIVES AT THE CCRPC INCLUDING:  
INNOVATIVE PERSONNEL AND ADMINISTRATIVE POLICIES  
SOUND BUDGETING AND FINANCIAL MANAGEMENT RESULTING IN CLEAN AUDITS FOR 10 YEARS  
FINANCIAL SUPPORT OF PARTNER PROGRAMS SUCH AS CHITTENDEN COUNTY OPIOID ALLIANCE AND CLEAN WATER SERVICE PROVIDER  
SUCCESSFUL TRANSITION OF NEW STAFF DUE TO RETIREMENTS  
FULLY INTEGRATED UNIFIED PLANNING WORK PROGRAMS AND BUDGETS.

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THAT:

IT THANKS FOREST COHEN FOR HIS OUTSTANDING WORK, DEDICATION, PROFESSIONALISM AND HIGH ETHICAL STANDARDS IN THE LEADERSHIP OF THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THEREBY EARNING THE RESPECT OF HIS PEERS, THE PUBLIC AND PUBLIC OFFICIALS.

DATED THIS 21<sup>ST</sup> DAY OF JUNE, 2023 IN MILTON, VERMONT



CATHERINE MCMAINS, CHAIR

# CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

## - RESOLUTION HONORING CHARLIE BAKER -

WHEREAS, THE CHITTENDEN COUNTY REGIONAL PLANING COMMISSION, WHOSE ORGANIZATIONAL VISION IS TO BE A PRE-EMINENT, INTEGRATED REGIONAL ORGANIZATION THAT PLANS FOR HEALTHY, VIBRANT COMMUNITIES, ECONOMIC DEVELOPMENT, AND EFFICIENT TRANSPORTATION OF PEOPLE AND GOODS WHILE IMPROVING THE REGION'S LIVABILITY, HIRED CHARLIE IN JUNE 2008; AND

WHEREAS, CHARLIE BAKER HAS FAITHFULLY SERVED THE CCRPC FOR FIFTEEN YEARS AS ITS EXECUTIVE DIRECTOR; AND

WHEREAS, THE CCRPC SERVES AS THE METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE REGION AND CHARLIE BAKER BECAME THE MPO'S DIRECTOR AND HAS FAITHFULLY SERVED IN THAT ROLE SINCE 2015; AND

WHEREAS, CHARLIE BAKER, HAS PROVIDED OUTSTANDING LEADERSHIP FOR CCRPC BOARD AND STAFF; AND

WHEREAS, CHARLIE BAKER HAS CREATED, LED AND CHAMPIONED MANY INITIATIVES AT THE CCRPC INCLUDING:

OVERSEEING THE SUCCESSFUL MERGER OF THE CHITTENDEN COUNTY MPO AND CCPRC;  
DEVELOPING THE ECOS PROJECT AND PLAN AND IT'S IMPLEMENTION THROUGH RELATIONSHIP BUILDING;  
ADVANCING THE WORK OF THE ORGANIZATION AS A SERVICE TO THE MUNICIPALITIES IN MANY AREAS INCLUDING WATER QUALITY;  
COLLABORATING WITH KEY PARTNERS ON HOUSING TO ADDRESS THE REGION'S HOUSING SHORTAGE;  
PROVIDING BACKBONE SUPPORT TO REGIONAL EFFORTS SUCH AS THE OPIOID ALLIANCE AND REGIONAL DISPATCH; AND  
SUPPORTING AN EXCELLENT STAFF AND IMPROVING THE FISCAL HEALTH OF CCRPC.

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THAT:

IT THANKS CHARLIE BAKER FOR HIS OUTSTANDING WORK, DEDICATION, PROFESSIONALISM AND HIGH ETHICAL STANDARDS IN THE LEADERSHIP OF THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THEREBY EARNING THE RESPECT OF HIS PEERS, THE PUBLIC AND PUBLIC OFFICIALS.

DATED THIS 21<sup>ST</sup> DAY OF JUNE 2023 IN MILTON, VERMONT



CATHERINE MCMAINS, CHAIR

# CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

## - RESOLUTION HONORING EMMA VAUGHN -

WHEREAS, THE CHITTENDEN COUNTY REGIONAL PLANING COMMISSION, WHOSE ORGANIZATIONAL VISION IS TO BE A PRE-EMINENT, INTEGRATED REGIONAL ORGANIZATION THAT PLANS FOR HEALTHY, VIBRANT COMMUNITIES, ECONOMIC DEVELOPMENT, AND EFFICIENT TRANSPORTATION OF PEOPLE AND GOODS WHILE IMPROVING THE REGION'S LIVABILITY, HIRED EMMA IN OCTOBER 2013; AND

WHEREAS, EMMA VAUGHN HAS FAITHFULLY SERVED THE CCRPC FOR TEN YEARS AS COMMUNICATIONS MANAGER; AND

WHEREAS, EMMA VAUGHN, HAS PROVIDED OUTSTANDING COMMUNICATIONS, EVENT AND TITLE VI SUPPORT FOR CCRPC BOARD AND STAFF; AND

WHEREAS, EMMA VAUGHN HAS CREATED, LED AND CHAMPIONED MANY INITIATIVES AT THE CCRPC INCLUDING:

PRODUCED COMPREHENSIVE MONTHLY NEWSLETTERS;

REDEVELOPED CCRPC'S WEBSITE IN 2016 AND PERFORMS CONSTANT UPDATES;

TRANSFORMED THE ECOS ANNUAL REPORT INTO A CONCISE, VISUALLY APPEALING INFOGRAPHIC;

DEVELOPED AND MANAGED NUMEROUS EVENTS INCLUDING CCRPC'S 50<sup>TH</sup> ANNIVERSARY IN 2016 AND OUR ANNUAL LEGISLATIVE BREAKFASTS;

DEVELOPED INFOGRAPHIC SUMMARIES AND COMMUNICATIONS FOR NEW INITIATIVES SUCH AS BUILDING HOMES TOGETHER, CHITTENDEN COUNTY OPIOID ALLIANCE, CHITTENDEN COUNTY PUBLIC SAFETY AUTHORITY, CHITTENDEN COUNTY COMMUNICATIONS DISTRICT; AND HELPED LEAD AND SUPPORT CCRPC'S EQUITY EFFORTS THROUGH THE ORGANIZATIONAL ASSESSMENT AND SUPPORTING THE EQUITY LEADERSHIP TEAM AND ITS TRANSITION TO THE EQUITY ADVISORY COMMITTEE.

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THAT:

IT THANKS EMMA VAUGHN FOR HER OUTSTANDING WORK, DEDICATION, PROFESSIONALISM AND HIGH ETHICAL STANDARDS IN THE LEADERSHIP OF THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION THEREBY EARNING THE RESPECT OF HER PEERS, THE PUBLIC AND PUBLIC OFFICIALS.

DATED THIS 21<sup>ST</sup> DAY OF JUNE, 2023 IN MILTON, VERMONT



CATHERINE MCMAINS, CHAIR

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

DATE: Wednesday, April 5, 2023

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

PRESENT:	Catherine McMains, Chair	Chris Shaw, Vice-Chair
	Bard Hill, Secretary/Treasurer	Michael Bissonette, at large <5000
	Mike O'Brien, Past Chair	Jacki Murphy, at large >5000
	Jeff Carr, Finance (left 6:29)	
OTHERS:	Amy Bell, VTrans (left 6:41 PM)	Matthew Arancio, VTrans (left 6:41 PM)
STAFF:	Charlie Baker, Executive Director	Taylor Newton, Planning Mgr.
	Forest Cohen, Senior Business Mgr.	Eleni Churchill, Transp. Prog. Mgr.
	Mckenzie Spear, Business Office Assoc.	Anne Nelson Stoner, Equity Mgr.
	Emma Vaughn, Communications Mgr.	

1. Call to Order, Attendance. The Executive Committee meeting was called to order by Catherine McMains at 5:46 PM.
2. Changes to the Agenda, Members items. There were none.
3. Approval of the March 1, 2023, Joint Finance and Executive Committee Meeting Minutes  
MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE MARCH 1, 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
4. Draft FY24 UPWP and Budget
  - a. FY24 UPWP Draft\* -

Charlie noted our MPO funding has been increasing due to the infrastructure bill. The Draft FY24 has approximately \$2.2 million worth of contractual work. Catherine noted that was a lot more than when she was on UPWP Committee. Charlie said MPO funding had been raised by about 30-40%. There is also the annual conversation with Chris Jolley about the amount of "carry forward" dollars available. Catherine asked, will there be enough staff? Charlie acknowledged there are more projects, and the nature of the projects will also determine this. The staff is stretched and will continue to be stretched with this program. He expects the \$2.2 million is a peak point due to the carry forward amount and will probably level off. There are a lot of large regional projects that are unique. Charlie offered a row-by-row on the spreadsheet if they wanted.

Eleni spoke about the UVM/VNRC application. Eleni said this was an application from Richard Watts, UVM for FY23. The project was included in the FY23 program, but Richard asked to defer to FY24; staff agreed. Before the FY24 UPWP process started, Richard informed us that UVM will not be sponsoring the project and assured us that VNRC was

stepping in to provide the match. Staff reached out to VNRC to verify with no response until after the second UPWP Committee meeting. At the second meeting, Chris Shaw and Michael Bissonette were also there, the members decided not to award the application, pending information from Richard Watts and Jack Hanson about whether this project has changed long-term travel behavior of participants. This project mainly gave incentives to participants not to use their private vehicles for six months. The UPWP Committee wanted to know what happens after the six months have ended. Richard attended the third meeting and gave some initial results. There still needs to be a long-term check. The Committee then said if we received a revised VNRC application and a commitment to the 20% match, it would be okay to include the project in the FY24 program. The RPC asked Richard to work with VNRC to revise the application for the Executive Committee's consideration. We received an application 2 days before the meeting that was not fully revised; there were only minor updates such as adding Brian Shupe (VNRC) but most of everything else was the same, the dates were wrong, and UVM was still listed as the fiscal agent. Staff feel this project will be challenging to manage if they cannot organize the pertinent information at this early stage. Mike O'Brien said he was glad to hear all of this because he was confused by the application. Chris Shaw agreed that this was not complete. Staff recommended that sponsors should reapply in FY25 with more details on long-term behavioral changes of participants of previous phases of the project. Catherine said that it made a lot of sense.

CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO DELETE TASK 2.3.3.9 (LINE 64) FROM THE DRAFT UPWP. MOTION CARRIED 5-0-1, WITH ONE ABSENTION FROM MICHAEL BISSONETTE.

b. FY24 UPWP Budget Draft

Charlie shared an overview of the UPWP. There are a lot of yellow tasks, which is an indication of pending tasks and conversations going on in Montpelier. The budget adjustment act approved the rural assistance program—relatively small dollars to reach out to small towns to help them receive federal funding. The Regional Planning Grant funding is being used to provide \$100,000 this fiscal year to match MPO dollars. The draft budget has RPG funding used for MPO match down to \$35,000 for FY24. Federal funds are going up faster than the dues. Charlie also mentioned full formula funds for the regional planning grant being requested of the legislature. The house appropriations committee recommended an additional \$1.5 million statewide; this might turn \$150,000 - \$200,000 in our budget, which is not reflected in the budget draft. This will make the match issue easier.

In natural resources, another application is the EPA for Brownfields. There are also projects for a grant application to update the State's energy code and another energy efficiency block grant (which Charlie believes we will receive). Multiple projects are pending for natural resources and energy, and we believe most will be funded, so revenue is associated with them. Charlie said in addition to MPO funds going up; the staffing level is in question regarding how the RPC will manage all of this.

Charlie said he wanted to discuss the proposed 12.36% increase in the salary line. Charlie noted he baked in an 8% salary budget increase, and the other 4% is for a new staff person. Charlie has also been collecting data from other jurisdictions. Charlie shared a table with other reference data. Some of the increases are only cost of living adjustments (COLA), and



1 others are not. Charlie said this does not significantly impact the RPC's bottom line. He  
2 explained that whatever the billing rate is, that is what is billed to funders and provides our  
3 revenue.

4  
5 Jeff Carr said the reimbursement cost must be reasonable, and we want to retain people  
6 with the salary increase. Jeff said they use Northeastern CPI, which covers less than 60% of  
7 the household. ECI was used a while back which included benefits. He's trying to understand  
8 why we didn't use that to track, and he deferred to the judgment of the management team.  
9 He's concerned about overstaffing and being sustainable long term. Jeff noted that VTrans is  
10 suitable for the RPC, but there is financial overhead; at some point, it will catch up to them  
11 and the RPC. He wants to avoid committing to someone and later not being able to sustain  
12 the position. Charlie agreed that Jeff made valid points. Catherine mentioned that she  
13 thought it was reasonable. Jericho did a 3% increase mid-year and will do 5% in FY24. She  
14 also said retirements coming will help with long term sustainability. She also mentioned  
15 some of the responses from the staff survey that expressed concern about salaries.

16  
17 Mike O'Brien noted that the 8% increase is at the top, and he's ok with it, but it could be  
18 dropped to 7% due to municipalities. He would also like to know how the salaries fit into the  
19 ranges of the studies.

20  
21 Jacki said she was wondering if we are hiring an HR person to review compensation. Jacki  
22 agrees that the increase makes sense but is curious if completing the compensation study  
23 after is putting the cart before the horse. Charlie said he knows there is pressure, and we  
24 are budgeting to keep up with the upward pressure on salaries. The compensation study at  
25 the end of 2023 will determine how well we did in keeping up. Jacki referred to the  
26 employee survey and noted that the staff was concerned about the salary range. She also  
27 recognizes that there could be a high cost of losing seasoned staff and having to retrain.  
28 Charlie said they had done very well retaining staff, and the first retirements will be  
29 happening in FY25 and more in FY26 and FY27. If revenues go down, we won't replace staff;  
30 if revenues continue, we can. Jeff noted that salaries would differ among experience. He  
31 says we must be intelligent about comparisons; the population has coverage differences. He  
32 reiterated his concern about making commitments that we can't keep. He does not want us  
33 to be in the position of having to lay anyone off. Charlie said that is why he is not counting  
34 on the \$1.5 million that is currently in the legislature's budget. Jeff noted the opportunity  
35 from churning is helpful.

36  
37 Amy Bell spoke about the transportation side of the budget. She wanted to make clear that  
38 the RPC is a dedicated recipient of federal funding, and VTrans has no say in the allocations  
39 of those funds. As a rule, transportation funds are much more reliable than those allocated  
40 through the legislature. There could be federal changes, but they are less volatile than at the  
41 general assembly level. Charlie agreed, as well as other committee members. Charlie noted  
42 they have yet to set individual salary adjustments and will do that in June.

43  
44 JEFF CARR MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO FORWARD THE DRAFT FY24  
45 UPWP AND BUDGET TO THE FULL BOARD FOR THE APRIL MEETING. MOTION CARRIED  
46 UNANIMOUSLY.  
47



5. Act 250 & 248 Applications

a. Lake Road Solar, LLC Charlotte; 45-day Notice of Application (#23-0916-AN)

Taylor shared his screen showing us a map of a 5 megawatts solar facility at the 45-day notice stage in Charlotte. This was a revised project. A similar project was submitted at the 45-day notice stage approximately a year ago. The previous project proposed accessing from the west; this is now being accessed from the park and ride in West Charlotte Village. Encore will own the project with a power purchase agreement with Green Mountain Power. In terms of natural resources, there have been a few flagged. The known constraints are wetlands and endangered species. A few local constraints included wildlife habitat and the RPC has been asked to work with the Town to address those constraints. Taylor said that there were no red flags from staff and then asked for any questions.

Chris Shaw asked what impact the installation has. How viable is it to have fencing, and what impact do we have on that? Taylor said fencing is required; they always are by the insurance company.. Chris Shaw feels it counterintuitive for fencing to be there with wildlife habitats. Catherine said in her experience, she had seen pushback with fencing. Chris Shaw asked if this would be more of a local effort to adjust fencing location. Taylor confirmed that it would be. Mike O'Brien asked if this is located next to the tracks and if and if there is a park and ride. Amy Bell said it was not in use. It was previously a train station and is no longer a park and ride and is owned by VTrans. She said they had not seen this project proposed yet. There are no plans to reopen as a park-and-ride. There was vandalism in this area. Eleni noted that this was not a part of their park and ride plan that they had just completed.

MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE SECTION 248 APPLICATION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

b. Barnabas Court, Colchester #4C1351

Taylor shared his screen, showing us a map of a 24-unit PUD in Colchester. To the south is Bellwood Avenue in Mallets Bay, north of the drive-in, Church Road to the west, and Prim Road to the east. From an RPC land use perspective, it is a suburban land use district, and there is water and sewer there are no issues on the RPC's end. In addition, Taylor noted a transportation analysis and there are no issues.

Jacki wanted to know about Bellwood's neighborhood and groundwater issues.. Taylor said there are wetlands nearby with buffers from the development. He believes this in a higher elevation part of that neighborhood. He said it is outside the wetlands. He said it is not served by sewer but by water and fits in the density range and has no transportation issues.

JACKI MURPHY MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE ACT 250 APPLICATION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

6. Board Development Committee Report

Mike O'Brien said he has talked to a few people about different positions. Currently, nothing is final. He is confident it will be firmed up soon and plans to set a meeting for the Board Development Committee to discuss.

7. Equity Update:

1 Anne Nelson Stoner spoke about the Equity Advisory Committee meeting she facilitated last week to  
2 get folks involved in a community network map. The hope is to get more detail as far as  
3 marginalized voices; who works with these people, and what community spaces exist? This falls in  
4 with engagement. This created a conversation about equity funds and what the process will look like  
5 handling these funds. The idea of participatory budgeting came up and was discussed. She has a lot  
6 of meetings with different municipalities and what she can do to help and be a resource. She is still  
7 working on the mission statement and equity action plan. Also, the two interns from UVM are still  
8 working on guides for engagement and residents' guides to the RPC. She also mentioned she met  
9 with some members who would like to participate in the committee.

10  
11 Chris Shaw thanked Anne Nelson for her work. Like the South Burlington council, he wondered if  
12 they moved around to different schools to hold meetings in various neighborhoods. He asked if that  
13 was a model for the RPC's future to help familiarize people within our communities. He noted there  
14 are great meeting spots in Winooski and Burlington. Anne Nelson said that could be helpful and  
15 could help increase participation. She feels that asking people to come to us creates barriers. The  
16 goal behind network mapping is "how can the RPC go to residents of our communities and build  
17 long-term relationships? Chris Shaw said it could be a more intimate approach and suggested the  
18 possibility of 3-4 members from different committees and the board might meet with community  
19 members where they are.

20  
21 8. Chair/Executive Director Report

22 Charlie explained VTrans is finishing up recommendations for the Transportation Equity Framework.  
23 He has been on the advisory committee and this work is going in the same direction as Anne Nelson.  
24 They are also asking the same questions the RPC is. The state will be supportive of the work. Charlie  
25 said there is crossover and mentioned the \$1.5 million in the draft budget. He wanted to thank the  
26 CCRPC Board members for their support. The budget is now in Senate appropriations. He is  
27 cautiously optimistic. The S.100 housing bill has been voted out of the Senate and landed in the  
28 House today. VLCT has some concerns, and Mayor Weinberger would like more Act 250 changes  
29 there. Charlie says that is a difficult ask now, as the legislative made an agreement not to change Act  
30 250 this year and will discuss it in 2024. Charlie said it is trying to reduce the ability of NIMBYs to  
31 influence permitting decisions, thereby reducing housing production. This should go through the  
32 House committees by the end of April and be in a conference committee by early May. Charlie  
33 believes it will move forward. One other bill of interest has some traction that would have 30% of  
34 the land area of Vermont be preserved by 2030 and 50% by 2050.

35  
36 Emma Vaughn reviewed the possible annual meeting options with everyone. The Maquam Barn and  
37 Winery in Milton has a rental rate of \$1,000. Also, Sleepy Hollow Inn in Huntington has a rental rate  
38 of \$500. Chris Shaw said he has been to Sleepy Hollow, which is rural. He has heard the Maquam is  
39 spectacular. Charlie said they did some negotiation with Maquam, and they are giving us a break on  
40 the rent. Jacki said Sleepy Hollow does not have an ideal road but could be better at that time of the  
41 year. Jacki votes for Maquam as it is easier to get to. Bard said safe, accessible parking is important  
42 and felt that we should take the deal if Milton made such a great deal. Catherine agreed with  
43 everyone and chose Maquam. Michael Bissonnette said he is okay with either.

44  
45 9. April Board Meeting draft agenda

46 Charlie reviewed the April Board Meeting draft agenda. Staff introductions with Ann Janda and  
47 Melanie Needle, also warn a public hearing for UPWP. Charlie will provide a short review of the  
48 UPWP and Budget and ask that a public hearing be warned for May. Chris Shaw asked about

1 anything that might happen with the legislature. Charlie said he will spend more time on that under  
2 his report. Jacki asked about an update on the airport. Chris said that will still be worthwhile. Charlie  
3 said he would make an inquiry. Chris Shaw is curious about what else will go on after a possible  
4 name change. Charlie said the mayor mentioned it on Monday. Bard brought up the noise issues  
5 and F35's and wants to know about sound monitoring and he feels as if they don't want to monitor.  
6 He feels strongly about having facts that are accessible.

7  
8 10. Other Business There was none.  
9

10 11. Executive Session: Charlie, Forest and Executive committee members moved to Executive session.  
11 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ENTER INTO AN EXECUTIVE  
12 SESSION TO DISCUSS PERSONNEL ISSUES AT 7:07 PM.

13  
14 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO LEAVE THE EXECUTIVE SESSION AT  
15 7:53 PM. THERE WAS NO ACTION TAKEN.

16  
17 12. Adjournment: CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE  
18 MEETING AT 7:54 PM. MOTION CARRIED UNANIMOUSLY.

19  
20 Respectfully submitted,  
21 Mckenzie Spear

April 5, 2023

Encore Renewable Energy  
Attn: Phillip D. Foy  
[phillip@encorerenewableenergy.com](mailto: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](mailto:cbaker@ccrpcvt.org).

Sincerely,

Charlie Baker  
Executive Director

CC: CCRPC Board  
Certificate of Service



## **CERTIFICATE OF SERVICE**

I hereby certify on this 5<sup>th</sup> 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](mailto:asenecal@omegavt.com)

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

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

Colchester Selectboard  
Rich Paquette, Chair  
781 Blakely Road  
Colchester, VT 05446  
[paquette12@comcast.net](mailto:paquette12@comcast.net)

Colchester Planning & Zoning  
Director Cathaynn LaRose, AICP  
781 Blakely Road  
Colchester, VT 05446  
[clarose@colchestervt.gov](mailto:clarose@colchestervt.gov)

Agency of Natural Resources 1  
National Life Drive, Davis 2  
Montpelier, VT 05620-3901  
[anr.act250@vermont.gov](mailto: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](mailto:NRB.Act250Essex@vermont.gov)  
[Nrb.act250agenda@vermont.gov](mailto:Nrb.act250agenda@vermont.gov)

Colchester Town Clerk  
Julie Graeter  
781 Blakely Road  
Colchester, VT 05446  
[jgraeter@colchestervt.gov](mailto:jgraeter@colchestervt.gov)

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

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

Vermont Agency of Transportation  
Barre City Place  
219 N. Main Street  
Barre, VT 05641  
[AOT.Act250@vermont.gov](mailto:AOT.Act250@vermont.gov)  
[christopher.clow@vermont.gov](mailto:christopher.clow@vermont.gov)

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

NRCS, District Conservationist  
Natural Resources Conservation  
Service  
356 Mountain View Drive  
Suite 105  
Colchester, VT 05446  
[joe.buford@usda.gov](mailto:joe.buford@usda.gov)

Winooski NRCD Office  
617 Comstock Road, Suite 1  
Berlin, VT 05602  
[info@winooskinrncd.org](mailto: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](mailto:ethan.tapper@vermont.gov)  
[john.gobeille@vermont.gov](mailto:john.gobeille@vermont.gov)  
[andrew.wood@vermont.gov](mailto:andrew.wood@vermont.gov)

Green Mountain Power Corp.  
c/o Josh Castonguay  
163 Acorn Lane  
Colchester, VT 05446  
[josh.castonguay@greenmountainpower.com](mailto:josh.castonguay@greenmountainpower.com)

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

Michael Barsotti, Water Quality  
Director Champlain Water District 403  
Queen City Park Road South  
Burlington, VT 05403  
[mike.barsotti@champlainwater.org](mailto: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:  $\pm 2.8$  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% ( $\pm 5.31$  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

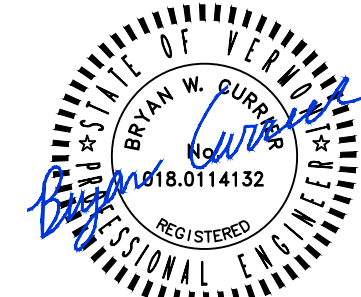
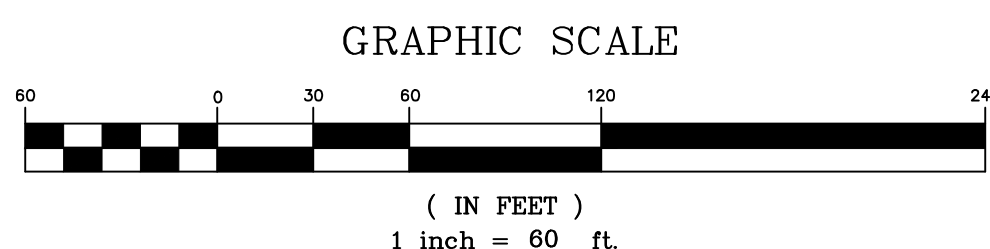
ALLEN BROOK DEVELOPMENT INC.  
(C/O AL SENEAL)  
31 COMMERCE AVE  
SOUTH BURLINGTON, VT 05403

#### 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				
DESIGN	OBCA				
DRAWN	OBCA				
CHECKED	DWB				
SCALE	1" = 60'				
BARNABAS COURT PLANNED COMMUNITY					
203 BELWOOD AVE COLCHESTER, VT					
O'LEARY-BURKE CIVIL ASSOCIATES, PLLC					
OVERALL PLAN					
1					



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

DATE: Wednesday, May 3, 2023

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair  
Michael Bissonette, at large <5000 Mike O'Brien, Past Chair  
Jacki Murphy, at large >5000

OTHERS: Matthew Arancio, VTrans

ABSENT: Bard Hill, Secretary/Treasurer 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.  
Emma Vaughn, Communications Mgr. Eleni Churchill, Transportation Mgr.

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

2. Changes to the Agenda, Members items. There were none.

3. Approval of the April 5, 2023, Joint Finance and Executive Committee Meeting Minutes  
MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO TABLE THE APRIL 5, 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES UNTIL THE MAY EXECUTIVE COMMITTEE MEETING. MOTION CARRIED UNANIMOUSLY.

4. FY24 Draft UPWP and Budget

Charlie Baker referred members to the Draft FY24 UPWP and Budget documents included with the packet. He said there were minimal edits and asked for a motion to recommend this iteration to the Board. Catherine asked if the color coding would be edited, specifically the red highlights. Charlie explained yes, most of the red highlighted projects indicate completion and all of this will be cleaned up before it is presented at the Board Meeting.

MICHAEL BISSONETTE MADE A MOTION, SECONDED BY MIKE O'BRIEN, THAT THE EXECUTIVE COMMITTEE RECOMMEND THE DRAFT FY24 UPWP AND BUDGET TO THE BOARD FOR APPROVAL, WITH EDITS. MOTION CARRIED UNANIMOUSLY.

5. Act 250 & Section 248 Applications.

a. Milton Lamoille Solar LLC; Milton; 45-day Notice of Application; #23-1263-AN

Taylor Newton presented members with a screenshare of the map that accompanied the 45-day Notice application included with the packet. The application is to be submitted to the VT Public Utility Commission for the development of a 500kW solar array project located at 145 Lamoille Terrace in Milton, Vt. The parcel is owned by the town of Milton and hosts a wastewater

treatment facility. The developer, Norwich Solar, and the Town of Milton want to designate this as a preferred site. After review, the CCRPC has identified the following known and possible constraints:

- Known constraint: Wetlands. The CCRPC understands the wetland will not be impacted by the proposed development.
- Possible constraints: Agricultural Soils, Highest Priority Wildlife Crossing, and Habitat Blocks. The CCRPC requested each of the possible constraints be addressed in accordance with recommendations of the Vermont Agency of Agriculture, Food and Markets, and Vermont Agency of Natural Resources.

The site meets the 2018 ECOS Plan's suitability standards and advances the 2018 ECOS Plan's goal of increasing renewable energy generation in Chittenden County. The CCRPC supports the identification of this site as a preferred site for net metering. These comments are based on information currently available. The CCRPC may have additional comments and will review and comment on each new submittal to confirm the findings as the process continues.

Chris Shaw asked Taylor for additional information on habitat block and local constraints, specifically how the Vermont Agency of Natural Resources Bio-Finder interactive mapping works. He wondered how a user can drill down to the scoring within the atlas. Taylor stated the data is contained online within the atlas. Taylor explained that his understanding is the acreage and connection is to larger habitat blocks.

MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE 45-DAY NOTICE APPLICATION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

#### 6. Board Development Committee Update

Mike O'Brien said the committee met on Monday, April 24. Members decided Chris Shaw will move from Vice Chair to Chair, Bard Hill will move from Treasurer to Vice Chair, Jacki Murphy has agreed to come on as Treasurer, Mike Bissonette will be the small-town representative and Catherine will move to the Immediate Past Chair position. The only spot left to fill is the large-town representative. This could be filled in by a representative from Essex City, Williston, or Burlington. Mike said if Dan Kerin (Essex City) is unable to take on the role as he moves to an alternate board member, Elaine Haney (Essex City) may agree to take the position. However, if Elaine is unable to commit, Mike is going to reach out to Andrew Watts (Williston). The back up plan will be Andy Montroll (Burlington). Charlie asked Mike to forward the final decision to him by Wednesday because this is on the May Board agenda. Mike let everyone know it has been the policy to fill these positions with a current Board Representative and not an alternate. Catherine thanked Mike for his work in bringing this all together.

#### 7. Equity Update:

Anne Nelson Stoner greeted members. She said the Equity Advisory Committee has continued working to develop an approval process for the allocation of transportation funds into equity work. Anne Nelson recently teamed with Taylor Newton to integrate equity into our ECOS plan. She said the current two UVM interns will wrap up next week and Annie Henderson, a graduate student from Antioch, will begin as a summer intern on Monday May 8. Anne Nelson said she continues her outreach efforts to meet with Chittenden County community members and has scheduled an in-person equity meeting for CCRPC staff on Monday, May 8. Chris Shaw brought up Artificial

Intelligence (AI) and posed a question around how AI will impact equity and community engagement work, perhaps making it easier. Anne Nelson shared her thoughts that it could make sharing of top-down information easier, and ease internal processes a bit, but will not take away the need to gather lived experiences of residents. It is important with AI to think about what forms of knowledge are and are not captured. Anne Nelson emphasized that it will be interesting to see how it shapes our work, the new opportunities, and challenges it will bring.

8. Legislative Update

Charlie said things are now winding down in the Vermont Statehouse. He reminded everyone that the Regional Planning Commissions asked for full statutory formula funding for FY24 early in the Legislative session. What is in the budget approved by the Senate and the House is an increase of \$1.5 million. This request would allow RPCs to meet many of the needs that RPCs are not currently able to address. The next big hurdle with this will be the conference committee and getting this signed by Governor Scott. A veto on the budget is a real possibility. He is still watching Housing Bill S.100. This bill is considered a high priority and is currently working its way onto the House floor to be voted on. Charlie believes that the Senate will consider concurring with the House version; although he does not anticipate a conference committee. There are multiple layers to this. Charlie said Representative Seth Bongartz is championing the H.5 bill which includes a study on how to make future land use maps more consistent and effective for use by State agencies. He has brought it into the Housing Bill S.100. Essentially, this bill holds multiple changes on zoning and housing, as well as requiring several studies that will keep us very busy over the coming months. Charlie explained Regina Mahony had been working on this prior to leaving the CCRPC and Taylor has picked up where she left off. They are dealing with housing barriers, but not the housing barriers that come with Act 250. Members discussed the various changes this could bring.

9. Chair/Director Report

- Auditor Search Charlie and Forest said the Request for Proposals (RFPs) went out last week in search of a new Auditor. Forest is hoping a decision will be made at the June meeting.
- Planner Hiring Update Charlie and Taylor said we currently have a dozen or so strong candidates for the open planner position.
- NADO Policy Update Charlie reminded members he was appointed as an officer for the National Association of Development Organizations (NADO). Last week he was in DC for meetings with congressional committee staff and agency leadership. There is an opportunity with the 2023 Farm Bill Reauthorization that includes provisions to have Northern Border. Regional Commission funding be considered local funding for the purposes of matching other federal grants.
- Annual Meeting Charlie shared that Kesha Ram Hinsdale, Vermont State Senator, will be the guest speaker for our annual meeting being held at Maquam Barn in Milton. The meeting will begin with a social hour and hors d'oeuvres, then we will hold a quick Board Meeting before sitting down for dinner. Charlie said we are going to charge \$20 per guest to make sure guests are committed to attending. Emma Vaughn said this year's meeting will be very similar to 2019 when it was held at the Mansfield barn in Jericho. Members said they are looking forward to it and agreed the format and location sound lovely.

10. May Board Meeting Agenda Charlie referred members to the draft May Board Agenda included with their packets. He said we decided to explicitly open and close public hearing for the FY24 UPWP and Budget and the 2023 Metropolitan Transportation Plan. Staff introductions for Ann Janda and

Melanie Needle are scheduled. Eleni asked members if they wanted the Transportation Performance Reliability measures in the Consent agenda or if they prefer an agenda item and memo with a short presentation. Catherine feels a presentation would be appreciated, particularly for newer members. Charlie said there will be an equity update and a brief follow up to the Census Urbanized Area (which we do once every ten years). Mike requested the addition of the Board Development Committee nominations to the agenda.

11. Other Business: Catherine thanked Mike O'Brien for his service on the Executive Committee and said we are going to miss him. Everyone agreed.

12. Executive Session: None needed.

13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO ADJOURN THE MEETING AT 7:02 PM. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

May 3, 2023

Judith Whitney, Clerk of the Commission  
Vermont Public Utility Commission  
112 State Street  
Montpelier, VT 05620-2701

Re: 145 Lamoille Terrace, Milton  
Preferred Site Letter of Support and Review of 45-Day Notice of Application (23-1262-AN)

Dear Ms. Whitney,

The Chittenden County Regional Planning Commission ("CCRPC") is in receipt of the 45-day notice of application submitted by Norwich Solar to develop a 500kW solar array to be located at 145 Lamoille Terrace in Milton, VT. This parcel is owned by the Town of Milton and also hosts its wastewater treatment facility. In addition, the developer and Town wish to designate this site as a "preferred site" as described in PUC Rule 5.100.

The 2018 ECOS Plan and CCRPC's "Guidelines and Standards for Reviewing Act 250 and Section 248 Applications" provide guidance for the siting of renewable energy facilities and the designation of preferred sites. Based on the draft site plan, CCRPC has identified the following site development constraints as detailed in the 2018 ECOS Plan:

#### Known Constraints

- **Wetlands.** The site plan submitted with the 45-day notice of application shows a Class II wetland (Vermont Significant Wetlands Inventory) to the west of the proposed site. CCRPC understands that this wetland will not be impacted by the proposed development.

#### Possible Constraints

- **Agricultural Soils.** Primary Agricultural Soils underlie the southern two-thirds of the site. CCRPC requests that impacts to the agricultural soils be minimized in accordance with the recommendations of the Vermont Agency of Agriculture, Food, and Markets.
- **Highest Priority Wildlife Crossing.** A Highest Priority Wildlife Road Crossing is mapped at the bottom of Lamoille Terrace near the entrance to the site. CCRPC requests that the applicant work with the Vermont Agency of Natural Resources to ensure that the fencing proposed directly around the proposed solar installation will not affect this crossing.
- **Habitat Blocks.** Habitat Blocks Scoring 8-10 as shown on the Vermont Natural Resources Atlas (a local possible constraint) are shown on the site. These are more recently described as Priority Interior Forest Blocks on Vermont [BioFinder](#) as areas of natural cover (mostly forest) surrounded by roads and development. However, the resolution of this layer is unclear and may inadvertently include non-forested areas of the site. Since it is previously cleared and developed, CCRPC finds proposed solar installation will not further impact the Habitat Block.

Additionally, the site meets all of the 2018 ECOS Plan's suitability standards, which define characteristics of sites where CCRPC encourages renewable energy generation facilities. These relevant standards for this project are:

1. Strategy 2, Action 4(b)(i): Locate energy generation proximate to existing distribution and transmission infrastructure with adequate capacity and near areas with high electric load: The project is located with

direct access to three-phase power and is near a Vermont Electric Power Company transmission line without distribution constraints. In addition, the project is located close to the areas of highest development density and electric load in Milton.

2. Strategy 2, Action 4(b)(ii): Locate renewable energy generation in areas designated by a municipality: The Milton Selectboard and Planning Commission have both signed a letter designating this site as a preferred site.
3. Strategy 2, action 4(b)(iii): Locate solar generation (including but not limited to net metering) on previously impacted areas: The project is located at an existing wastewater treatment facility.
4. Strategy 2, action 4(b)(iv): Locate ground-mounted solar larger than 15 kW...outside of state designated village centers: The project is located outside of Milton's designated village center.
5. Strategy 2, action 4(b)(v): Locate ground-mounted solar generation in Chittenden County's areas planned for growth, while allowing for infill development wherever reasonably practical: The project is located in the growth-oriented Metro Planning Area and utilizes an existing partially developed site not available for other forms of development, but still allows for expansion of the wastewater treatment facility.

Finally, this project advances the 2018 ECOS Plan's goal of increasing renewable energy generation in Chittenden County. **The CCRPC supports the identification of this site as a preferred site for net metering.** This review is based on the information currently available. CCRPC will review and comment on materials submitted as the Section 248 review process continues.

Thank you for your time and attention.

Sincerely,

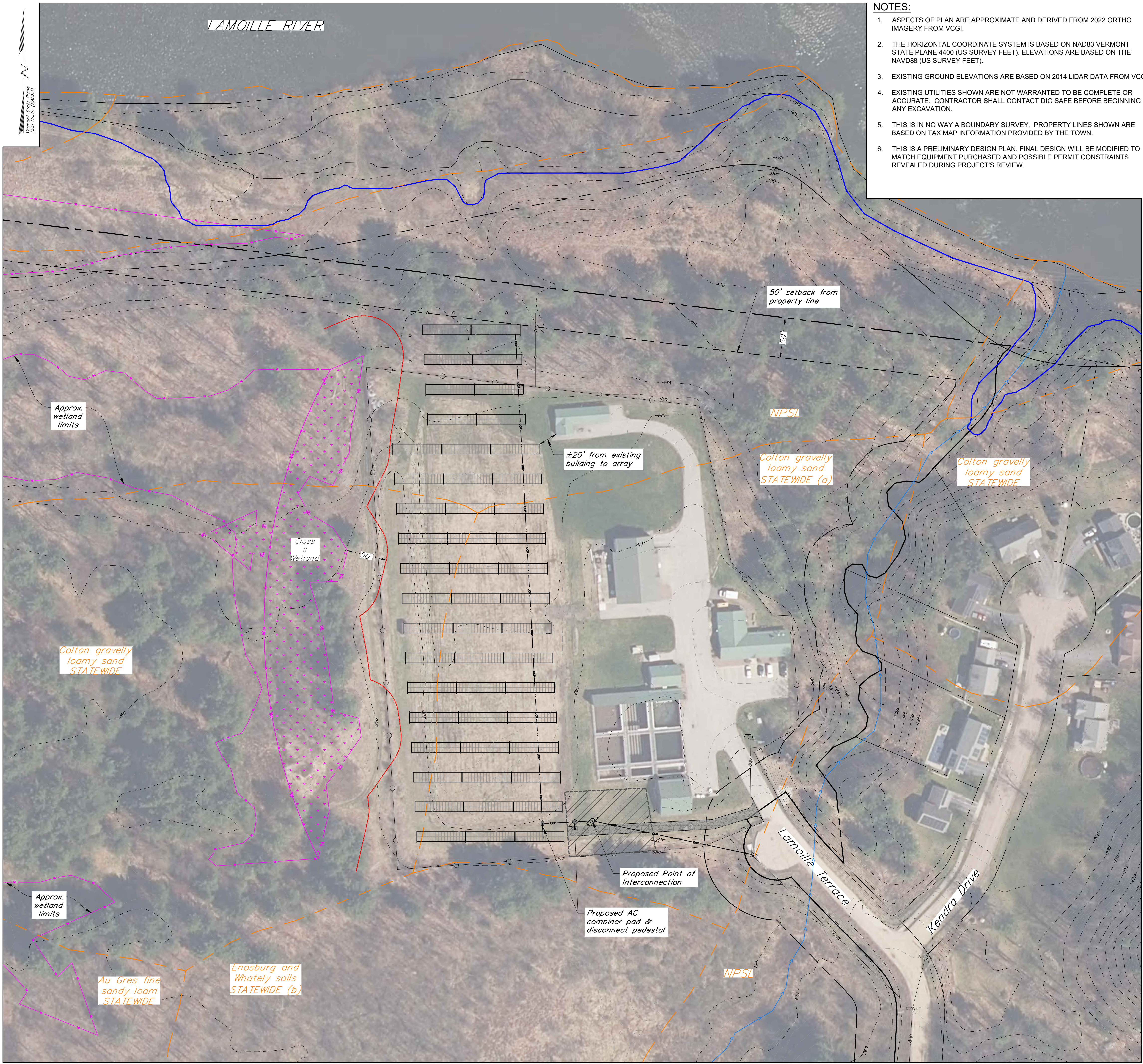
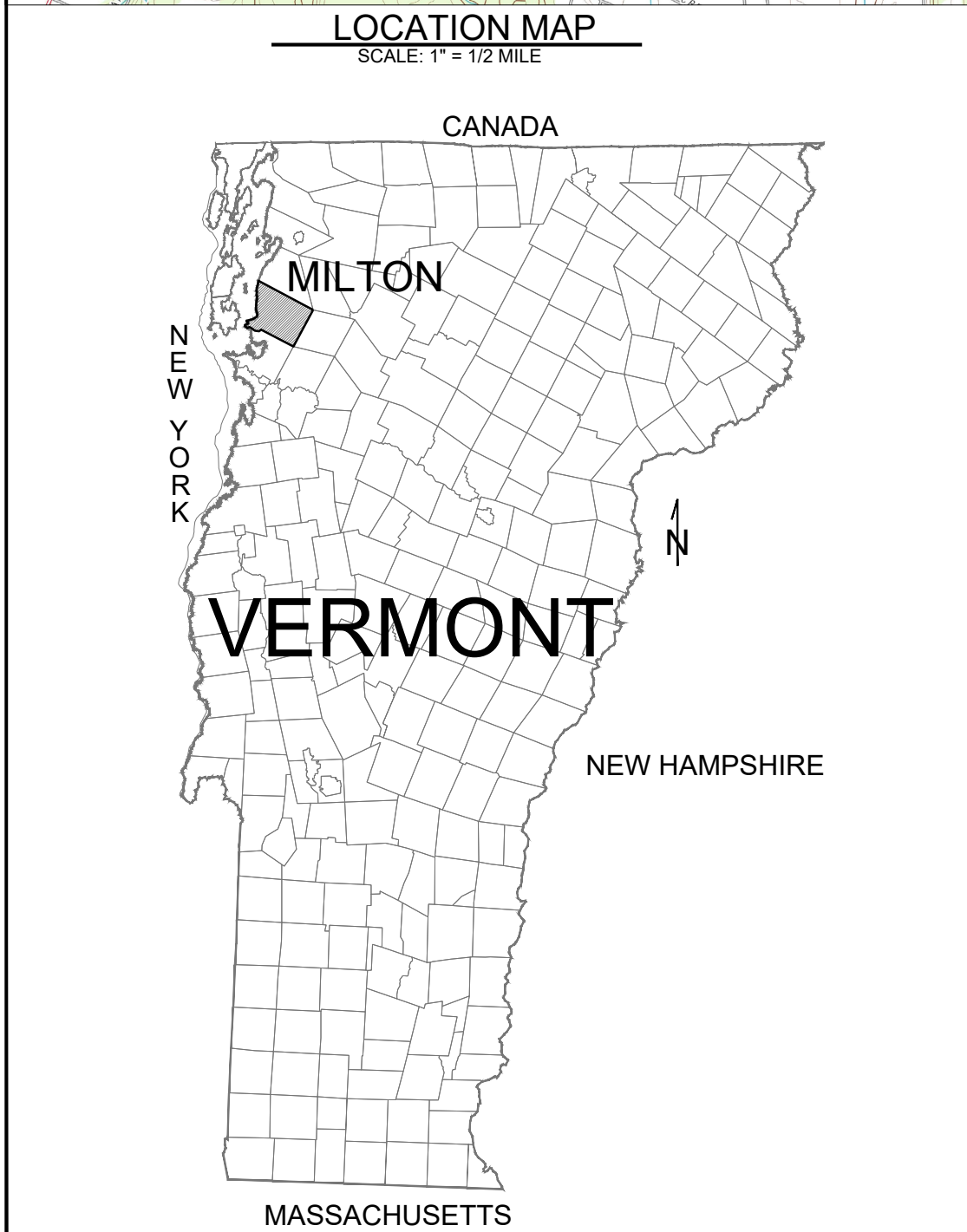
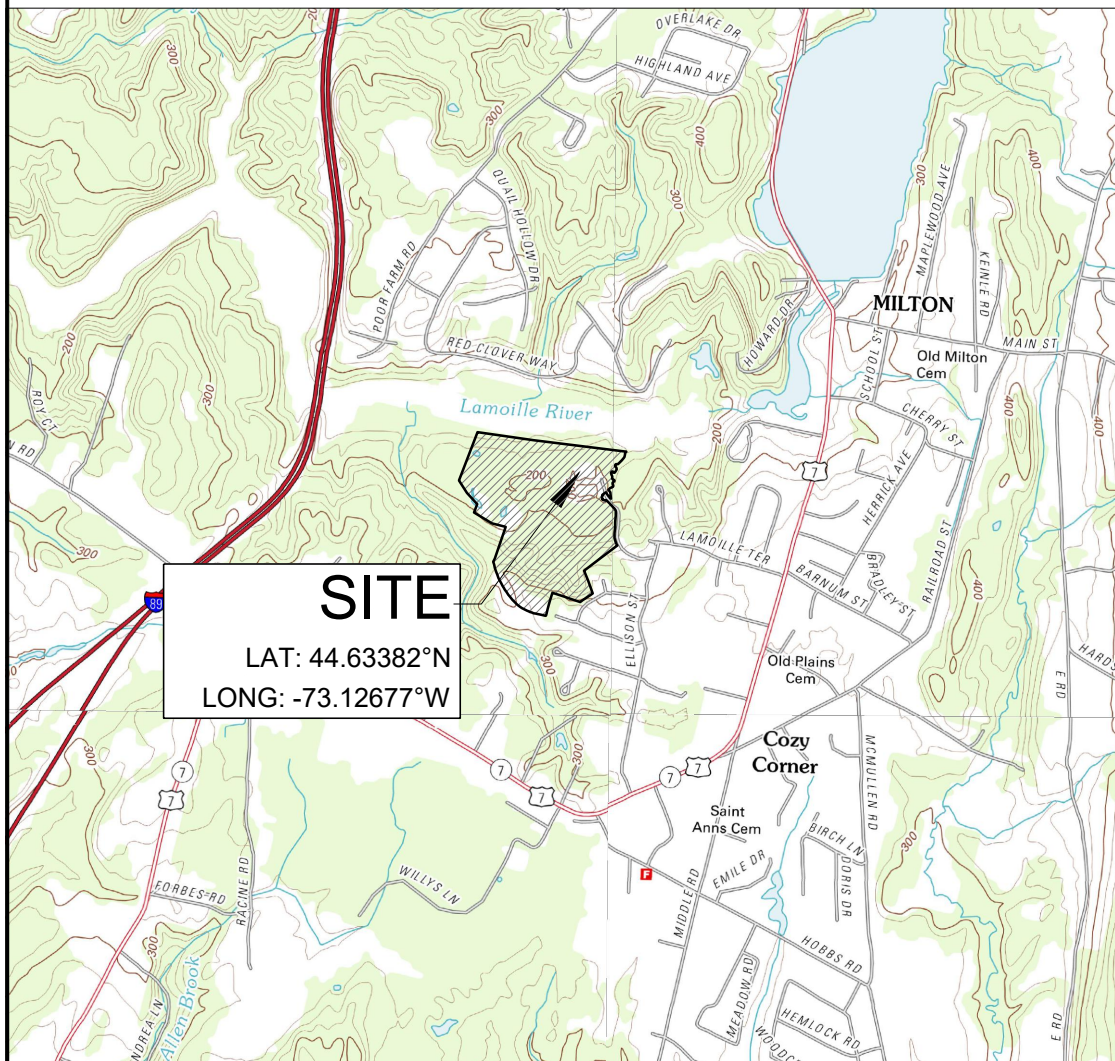
Charlie Baker  
Executive Director

CC: CCRPC Board  
Cymone Bedford, Milton Planning & Development Review Director



LEGEND

- EXISTING / PROPOSED POWER POLE
- EXISTING GRADE CONTOUR LINES (5 FOOT INTERVALS)
- EXISTING GRADE CONTOUR LINES (1 FOOT INTERVALS)
- EXISTING OVERHEAD POWER LINES
- APPROXIMATE PROPERTY LINES
- APPROXIMATE PROJECT PROPERTY LINES
- SETBACKS TO SOLAR PANEL RACKING
- WETLANDS (LOCATED BY AE)
- WETLAND BUFFER
- MAPPED SOIL BOUNDARY (VCGI)
- RIVER CORRIDOR (VCGI)
- 100-YEAR FLOOD LIMITS (VCGI)
- STREAM (VCGI)
- EXISTING PERIMETER FENCE
- PROPOSED PERIMETER FENCE
- PROPOSED 12' GRAVEL ACCESS ROAD
- PROPOSED UNDERGROUND POWER
- PROPOSED OVERHEAD POWER
- PROPOSED FIXED SOLAR PANEL RACKING
- PROPOSED STAGING AREA



- NOTES:
- ASPECTS OF PLAN ARE APPROXIMATE AND DERIVED FROM 2022 ORTHO IMAGERY FROM VCGI.
  - 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 ELEVATIONS ARE BASED ON 2014 LIDAR DATA FROM VCGI.
  - EXISTING UTILITIES SHOWN 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 SHOWN ARE BASED ON 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.

Milton Lamoille Solar LLC

Lamoille Terrace  
Milton, Vermont



15 RAILROAD ROW, SUITE 201  
WHITE RIVER JUNCTION, VERMONT 05001  
802-285-5413  
WWW.NORWICHSOLAR.COM

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www.krebsandlansing.com

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NOT FOR CONSTRUCTION

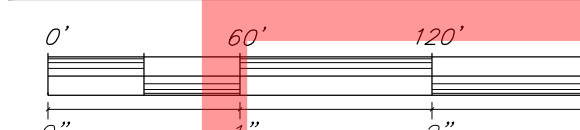
SOURCE DATA LEGEND

MAPPING SOURCE DATA USED FOR PLAN COMPILATION

Electrical Design:  
Norwich Solar Technologies  
15 Railroad Row  
White River Junction, Vermont 05001

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

Environmental:  
Arrowwood Environmental  
950 Bert White Rd  
Huntington, Vermont 05462



Proposed  
Solar Array

SET REV. REVISIONS/COMMENTS DATE


Drawing Title:

PRELIMINARY  
SITE PLAN

DATE of Issue: 03/01/2023

Drawn by: JBC Checked by: JBC

Project No.: 23141 Scale: 1" = 60'

Drawing No.: Rev No.:

C-100



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION ADVISORY COMMITTEE  
MINUTES

DATE: Tuesday, June 6, 2023  
TIME: 9:00 a.m.  
PLACE: Virtual Meeting via Zoom

**Members Present**

Bryan Osborne, Colchester  
Amy Bell, VTrans  
Chris Jolly, FHWA  
Jacqui DeMent, FHWA  
Barbara Elliott, Huntington  
Bob Henneberger, Seniors  
Dayton Crites, Burlington  
Ravi Venkataraman, Burlington  
Deirdre Holmes, Charlotte  
Bruce Hoar, Williston  
Jonathon Weber, Local Motion  
Chris Damiani, GMT  
Adam Lawrence, SSTA  
Aaron Martin, Essex  
Josh Arneson, Richmond  
Kurt Johnson, Underhill

Sandy Thibault, CATMA  
Chris Yuen, Essex Junction  
Lisa Schaeffler, Milton  
Tom Dipietro, South Burlington  
Jon Rauscher, Winooski

**Staff**

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

**Guests**

Matthew Arancio, VTrans  
Katharine Otto, VTrans

1. Bryan Osborne called the meeting to order at 9:01 AM.

**2. Consent Agenda**

BARBARA ELLIOTT MADE A MOTION TO APPROVE THE CONSENT AGENDA, SECONDED BY JONATHON WEBER. THE MOTION PASSED UNANIMOUSLY.

**3. Approval of May 2, 2023 Minutes**

BARBARA ELLIOTT MADE A MOTION TO APPROVE THE MINUTES OF MAY 2, 2023, SECONDED BY BOB HENNEBERGER. THE MOTION PASSED UNANIMOUSLY.

**4. Public Comments**

No comments from the public.

**5. FY24-27 Transportation Improvement Program (TIP)**

Christine Forde, CCRPC, reviewed the process to develop the draft FY24-27 Transportation Improvement Program (TIP), as outlined in the TAC agenda packet memo. The presentation is posted on the [TAC webpage](#). The TIP is a prioritized, fiscally constrained, multi-year list of federally funded transportation projects and operations in the metropolitan planning organization region. Projects must have completed or nearly completed the planning process and be ready for design, they must have funding, and they must be listed in the state's capital program. The information in the TAC packet is the "meat" of the TIP with front and end matter still being updated.

This is a large four-year TIP with a total of \$278.5 million (does not include airport funds) due to some large projects including I-89 Exits 16 and 17, large paving projects, Champlain Parkway and others. These are part of a "bubble" of projects and when they are complete, the annual TIP funding levels will return to more common historical amounts.

Project categories include: new sidewalks and paths (17 projects), bridge preservation (9 projects), intermodal (1 project), new facility/major roadway upgrade (3 projects), interstate/interchange (3 projects), paving (10 projects), roadway corridor improvements (5 projects), safety/traffic operations/ITS (16 projects), transit (these are Federal Transit Administration formula funds), and stormwater/environmental (8 projects).

Christine reviewed the status of CIRC Alternative projects which are included in the TIP. Bryan Osborne commented that Circ phase 3 projects were to be determined years ago during the Circ Alternatives process, and he thanked VTrans for getting so many of those in progress. He asked if the VT2A Improvements project, with preliminary engineering (PE) in FY25, is based on the previous scoping report? Amy Bell will find out. Bruce Hoar commented that he also appreciates those projects moving forward and would like to see projects move faster.

BARBARA ELLIOTT MADE A MOTION TO RECOMMEND THAT THE BOARD, AT THEIR JUNE MEETING, WARN A PUBLIC HEARING FOR THE DRAFT FY2024–2027 TIP FOR THEIR JULY MEETING, AND THAT THE BOARD APPROVE THE TIP IN JULY. MOTION SECONDED BY BRUCE HOAR. THE MOTION PASSED UNANIMOUSLY.

#### **6. Results of Active Transportation Survey**

This presentation is postponed until a later date due to illness. All of the data, analysis, and reports of the Chittenden County Active Transportation survey, commissioned with support from CCRPC, can be accessed via the link at the top of [this page](#).

#### **7. 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 ongoing or recently completed projects.

#### **8. CCRPC Board Meeting Report**

In May the Board held a public hearing for and voted to approve the FY24 UPWP and Budget, held a public hearing for and voted to approve the metropolitan transportation plan, voted to accept the Infrastructure and National Highway System Reliability and Freight Movement Performance Targets for the metropolitan planning area, voted to approve the proposed federal urban area boundary map, and heard updates on CCRPC equity work, staffing, and legislative updates.

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

- **VTrans Bike/Ped Grant Program:** VTrans is seeking grant applications for new infrastructure projects that improve access and safety for bicyclists and pedestrians. **Applications must be received by June 9.** For more information and grant materials visit <https://vtrans.vermont.gov/highway/local-projects/bike-ped>.
- **Highway Safety Improvement Program Small Scale Grants:** The state has initiated a new Highway Safety Improvement Program (HSIP) grant-for small scale projects on TOWN roads. Funding for these grants will be 100% from the State and is to cover construction only (from \$5,000-\$35,000). **Applications are due June 16** Find more info [here](#) and [here](#).
- **2023 Tier 2 Roads and Rivers Trainings:**
  - Tier 1 [slideshow](#) discusses river terms and concepts to provide a background for the Tier 2 class. The slide show may take 30 minutes to an hour to review and includes some quick quizzes that are not recorded but provide immediate feedback for the user.
  - Tier 2 two-day training at VTrans Training Center (VTTC) in Berlin:
    - May 17th & 18th @ 1716 Route 302 in Berlin
    - October 11th & 12th @ 1716 Route 302 in Berlin
  - Sign up: Non-state staff sign up through our [new registration page](#). State/municipal staff: [SOV LINC](#) (look at the events calendar for the “Rivers and Roads Tier II).
  - Contact Staci Pomeroy, [staci.pomeroy@vermont.gov](mailto:staci.pomeroy@vermont.gov), 802-490-6191.

- 1 • **2023 Green Your Fleet event:** This is the biggest Alternative Fuel (AF) and Electric Vehicle  
2 (EV) event hosted at the NH Motor Speedway on Friday, **June 9**. GYF spotlights diverse vehicle,  
3 equipment, fuel, technology, and infrastructure alternatives: biodiesel, electric, hydrogen, natural  
4 gas, and propane for commercial and municipal LD/MD/HD onroad and offroad, vehicles and  
5 equipment, as well as other fuel efficiency strategies in transportation. [Register here](#). Contact  
6 Peggy O'Neill-Vivanco, [poneillv@uvm.edu](mailto:poneillv@uvm.edu), (802) 656-9123.
- 7 • **Wildlife Crossing Pilot Program funding:** [Notice of Funding Opportunity](#) (NOFO) for the  
8 FHWA Wildlife Crossings Pilot Program is now available for Fiscal Years 2022 and 2023 in the  
9 amount of \$111.85 million. The program helps carry out projects by certain Federal, Tribal, State,  
10 and local governments, including municipalities, counties, and others that reduce wildlife-vehicle  
11 collisions and improve habitat connectivity for terrestrial and aquatic species. **Deadline for**  
12 **applications is 11:59 PM EST on August 1.** Grant applications must be submitted through  
13 Grants.gov. Please check the [webpage](#) for future webinars and more information. Contact:  
14 [wildlifecrossings@dot.gov](mailto:wildlifecrossings@dot.gov).
- 15 • **2023 Clean School Bus Grant Program:** Notice of Funding Opportunity (NOFO) for the [Clean](#)  
16 [School Bus Grant Program](#) includes two sub-programs, one for school district and Tribal  
17 applicants (School District Sub-program) and one for third-party applicants (Third-Party Sub-  
18 program). EPA is providing two separate competitions under this single NOFO to address the  
19 unique needs and concerns of diverse recipients and encourage participation in the CSB grants  
20 program. EPA is prioritizing applications that will replace buses serving high-need local  
21 education agencies, rural areas, Tribal school districts funded by the Bureau of Indian Affairs and  
22 public school districts receiving basic support payments for students living on Tribal land, and  
23 rural areas. In addition, EPA is committed to ensuring the CSB Program delivers on the Biden-  
24 Harris Administration's Justice40 Initiative that at least 40% of the benefits of certain federal  
25 investments flow to disadvantaged communities. **Grant applications submitted to Grants.gov**  
26 **by Tuesday, August 22, 2023, at 11:59PM ET.**

27  
28 Chris Damiani, GMT, is looking to resume transit fares starting in January 2024. there is an in-person  
29 public meeting scheduled for Thursday, June 15, 6:00-7:00 p.m. at the Unitarian Universalist Society of  
30 Burlington Community Room, 152 Pearl St, Burlington.

31  
32 **The next TAC meeting is scheduled for Tuesday, July 11.** It is anticipated to be virtual and short, with  
33 two action items.

34  
35 LISA SCHAEFFLER MOVED TO ADJOURN, SECONDED BY BARBARA ELLIOTT, THE  
36 MOTION PASSED UNANIMOUSLY.

37  
38 The meeting adjourned at 9:27.

39  
40 Respectfully submitted, Bryan Davis

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

DATE: Tuesday, June 6, 2023  
SCHEDULED TIME: 11 a.m. to 12:15 p.m.  
PLACE: In-person @ CCRPC office and online via Zoom  
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all online unless otherwise noted)		
Bolton:	Hinesburg:	St. George:
Buels Gore:	Huntington: Darlene Palola	Underhill:
Burlington: James Sherrard	Jericho: Tom Joslin	Westford:
Charlotte: Alex Dobbs	Milton: Lisa Schaeffler, Maria Hatseliuk (11:12)	Williston: Christine Dougherty
Colchester: Brett McCreary	Richmond:	Winooski: Ryan Lambert
Essex: Annie Costandi, Chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo	South Burlington: Dave Wheeler, Marisa Rorabaugh	VANR:
BTV Airport: Catie Calabrese (EIV), Madison Regan (intern)	University of VT: Lani Ravin	CCRPC Board:
Friends of the Winooski River:	Lewis Creek Assoc:	Winooski NRCD:
<b>Other Attendees:</b> Dean Pierce (Basin 7 CWSP), Brian Voigt (Basin 8 CWSP); Jill Sarazen, Keith Fritschie, Karen Bates, DEC;		
<b>CCRPC Staff:</b> Dan Albrecht (at CCRPC office), Taylor Newton, Chris Dubin, Sai Sarepalli		

- 1. Call to Order.** Chair, Annie Costandi called the meeting to order at 11:02 a.m.
- 2. Changes to the Agenda and public comments on items not on the agenda** No changes.
- 3. Review and action on draft minutes of April 4, 2023.** After a brief recap by Albrecht, *Wheeler made a motion, seconded by McCreary to approve the minutes as drafted with the addition of explanatory language by Albrecht to the Editor's Note in section 6 regarding UPWP projects. All in favor. MOTION PASSED.*
- 4. Results of January 2023 Survey of Residents of 9 MS4 municipalities in Chittenden County of their perceptions & habits regarding stormwater** Albrecht reviewed the Stormwater Awareness Study results from January 2023. Over 500 responses were received over a three-week period via multiple methods (e.g. land line, mobile, email, etc.). The survey consultant was Probolsky Research on behalf of the MS4 permittees in the County and its Rethink Runoff campaign (see link here: <https://rethinkrunoff.org/> )

Key findings include:

- Climate changes and stormwater runoff are major concerns for over 70% of survey respondents
- 47% think Lake Champlain is more polluted than ten years ago.
- 48% think local brooks, streams, and rivers are about the same or less polluted than ten years ago
- Run off from residential roofs and driveways considered to be of some or great impact by 74% of respondents.
- 87% of residents see run-off from parking lots as having some or great impact on water quality
- Rain run-off from farms considered to be some or great impact by 87%
- 91% think that run-off from roads has some or great impact on water quality
- 79% agree that their personal actions affect the water quality in Lake Champlain

With regards to respondent's answered considering their own behavior, survey results indicate:

- 90% of those who maintain their own lawn either compost, mulch or bag up their grass clipping and leaves.
- 66% of those who maintain their own lawn do not use any fertilizer but of those who do apply fertilizer 28% do so in the spring, 11.8% in the summer and 13.8% in the fall.
- Regarding winter ice mitigation 39% use salt, 38.6% don't use any deicers, 7.4% use sand and 9.4% use other materials.
- For the 36% of respondents who own dogs and take them for walks, 70% - 81.7% depending upon location/timing (neighborhood, park/trail, winter) report putting droppings in the trash while 7.2% - 8.9% admit to tossing it in the woods/brush.

Overall, 10% of the 500 respondents had heard of the Rethink Runoff campaign. Bates asked how CCRPC will use the results to better engage the public in the future. Albrecht said that CCRPC and the MS4s will work with its media consultant to tweak the approach to advertising buys in the future. Bates also suggested having the MS4s sponsor the Raise the Blade campaign.

5. **Show-and-tell: recent water quality projects in South Burlington** Rorabaugh provided an overview of the impaired watersheds in South Burlington and existing operational stormwater permits in the City. The City currently has 20 project within the design process. (See PowerPoint posted at the Committee webpage linked above.) Rorabaugh reviewed several specific projects sites across the City and the various challenges to getting projects permitted.

Albrecht asked about the City's preference for gravel wetlands. Rorabaugh noted that gravel wetlands are really efficient in terms of footprint size. Sherrard asked if the City is increasing its maintenance staff. Rorabaugh said there are no plans to expand staff at this time, but it will need to be considered in the future.

6. **Update on planned 2023 Road Erosion Inventories by CCRPC** Dubin stated that there will be a training with other RPC planners and our interns this Friday. The training will be put on by VTrans and will be focused on how to do updated REIs and use the updated platform. This year CCRPC will complete 6 road erosion inventories in the county this year.

7. **Update on operations of Clean Water Service Providers for Basins 5, 7 and 8** Voigt (Basin 8) noted that just pre-qualified program implementors, CCRPC has been prequalified. There is currently an active project solicitation with a deadline in early June. A second solicitation will happen in July.

Pierce (Basin 7) said the Lamoille Basin is doing a second round of solicitations currently with a due date in July. Also conducting a call for annual pre-qualifications. He noted that a recently funded project in the basin was disqualified because VTrans was claiming the credits from the project.

Albrecht (Basin 5) noted that three design projects are underway managed by different subgrantees. The CCRPC is also acting as a Project Manager and has directly contracted with Fitzgerald Environmental to do project identification/scoping for projects on four streams in Milton/Georgia.

8. **Updates by Staff** None.

9. **Items for July Meeting** The Committee decided to cancel the July meeting.

10. **Adjournment.** The meeting was adjourned at 12:11 p.m.

*Respectfully submitted, Taylor Newton and Dan Albrecht*

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

DATE: **Tuesday, May 2, 2023**  
SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
PLACE: In-person @ CCRPC office and online via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all attending online unless otherwise noted)		
Burlington:	Burlington Airport: Heidi Miller (EIV), Catie Calabrese (EIV)	Williston: Christine Dougherty
Colchester: Brett McCreary	Milton: Lisa Schaeffler	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne:	VAOT: Jennifer Callahan
Essex Jct.: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler	Univ. of VT: Lani Ravin
DEC: Sam Hughes, Christy Witters		
<b>Other Attendees:</b> Karen Bates, Keith Fritschie, and Emily Schelley, DEC; Dave Allerton and Kim Kissinger, Town of St. Albans; Chip Sawyer, City of St. Albans; Dave Barron, Pluck; Bill Sweet, Town of Rutland		
<b>CCRPC Staff:</b> Dan Albrecht (in-person), Chris Dubin, Sai Sarepalli, Taylor Newton		

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

The meeting was called to order at 12:16 p.m. by Mandigo. The Chair noted that there will be no MCM#2 update. No public comments were made. Albrecht introduced the attendees.

**2. Review and approval of minutes (April 4, 2023)**

Albrecht recapped the draft minutes. He noted some editing errors: yellow highlighting and an incorrect reference to Buels Gore that he can correct.

*Costandi made a motion, seconded by Wheeler, to approve the minutes of April 4, 2023, with minor corrections as noted by Albrecht. The motion passed with no opposition and Dougherty abstaining.*

**3. 2023 Stormwater Awareness Resident Survey**

Hughes introduced Christy Witters and Emily Schelley. He noted that he will cover these topics. ( See presentation posted on Subcommittee change) MS4 GP 2023: Timelines and Changes 2) Updating the BMPDSS tool for flow modeling and 3) Street Sweeping Study.

**1) MS4 GP 2023: Timelines and Changes**

The draft is at EPA for review. 30-day public comment period will begin in early May. The current permit expires on July 27<sup>th</sup>, so they hope to issue the new permit by early July. Permittees will be required to submit an NOI form by July 27<sup>th</sup> but updated SWMPs and updated PCPs and FRPs will not be due until 6 months after the start of the permit so about mid-January 2024.

The most significant changes in the permit are for: MCM#4-Construction Review and inspections, MS4 partial P credit for shared projects (e.g. with 3-acre sites) and municipal road standards. For MCM#4, it will now required permittees to develop a permit system in conjunction with and coordination with the state The key revised wording is: *Develop and implement an erosion control ordinance, or zoning or subdivision regulation, or other regulatory mechanism, or if a non-traditional MS4, a policy which requires erosion and sediment controls, as well as sanctions to ensure compliance.* DEC stressed that this does not need to be in place within 6 months but you do need to demonstrate your plan for creating these regulations. Hughes displayed items 4, 5 and 6 which is proposed new language requiring development and implementation of “procedures for site plan review....,” “procedures for receipt and



consideration of comments....,” and “procedures for site inspection and enforcement of control measures.” Albrecht asked for details on what the standards might be for compliance (e.g site visit before, site visit during, site visit after?). Witters said she will look into that and is open to suggestions as to what MS4s think are reasonable and can provide feedback. Dougherty asked about site plan review vis-à-vis state level review but it looks towns can defer to the state.

Sawyer asked if there was still a gap in terms of acreage covered by a permit? E.g. disturbances greater than 1-acre require a state permit but what level requires towns to act but the state does not have to. Witters replied that there is no change proposed on that issue. That is the post -construction MCM. If earth disturbance is greater than an acre then there needs to be some Post-Construction Controls in place, e.g. rain gardens, sheet flow, other GSI. The gap is that you could have a project that has less than a half-acre of impervious but less than 1 acre of disturbance and that still remains. Dougherty stressed that she would like more clarification on what is allowed as a post-construction stormwater control practice. She is uncomfortable with this continuing burden being placed on the towns.

Witters put the following in the chat for the language regarding MCM#5> *f) For stormwater runoff that discharges from new development and redevelopment projects that disturb greater than or equal to one acre, and that are not subject to regulation under the Agency’s post-construction stormwater management permit program the permittee shall adopt an ordinance, planning, zoning and subdivision regulation, or other regulatory mechanism, or if the permittee is a non-traditional MS4, a policy that:*

*(1) Prevents or minimizes water quality impacts from post-construction stormwater runoff from such developments,*

*(2) Utilizes a combination of structural, non-structural, and low impact BMPs (e.g. green roofs; infiltration practices, such as rain gardens, curb extensions, planter gardens, porous and pervious pavements, and other designs to manage stormwater using landscaping and structured or augmented soils; water harvesting devices, such as rain barrels and cisterns; and the use of stormwater for non-potable uses) which are appropriate, and*

*(3) Ensures adequate long-term operation and maintenance of those BMPs.*

She said this is an example list. Dougherty reiterated her concerns, e.g #3 requires regular inspections of hundreds of BMP for compliance and that will build up over the coming years and require municipal staff resources.

Regarding partial credit for shared projects, there are currently two permitting options for projects that include both municipal impervious and 3-acre sites.

1. Site is permitted under General Permit 3-9050 but no PCP credit is assigned.
2. The MS4 rolls the 3-acre site into the MS4 and can get credit for the upgrade practice but must add 35% of the non-municipal load to their PCP target.

Wheeler noted that they are finishing construction of a project like this with Burlington Country Club, a large gravel wetland along Spear Street, but it is also located partially in Burlington. But can the credit (or some of it) be rolled into South Burlington’s PCP? Schelley stated that this will need more details to answer with definition. Wheeler admitted that this question is a big hypothetical noting that the City of South Burlington has no desire to roll in permit work on Vermont National Country Club which is a massive landowner in the City. Schelley noted the proposed change read as follows:

*Partial Legal Responsibility by Individual Operational Permit*

*An MS4 may assume “partial legal responsibility” for a stormwater system if the system is covered by an individual permit where the MS4 is a co-permittee. The individual permit shall provide coverage for all*



1 *impervious surface subject to an operational permit; describe the assignment of phosphorus credit to a*  
2 *PCP as described in Subpart 8.2; and describe legal responsibility for maintenance and inspection for*  
3 *each co-permittee.*

4  
5 Under the general permit, you can't really assign a partial credit to an MS4 but with this change we could  
6 do it for an individual permit.  
7

8 Dougherty thanked them for acknowledging this overlap. I would like to see the credits also work in a co-  
9 permittee situation and not just limit it to an individual permit. Schelley said she will have to defer to legal  
10 on this, perhaps it could be done if language was changed in the 3-9050 permit. Dougherty noted the  
11 challenges with the MS4 permit and the 9050 permit being on different schedules and the burden that  
12 creates for co-permittees such as an MS4 and an HOA.  
13

14 Albrecht noted potential projects that treat both MS4 runoff and from the non-regulatory sector. Is there  
15 anything in the permit that would preclude such projects? Witters noted that an individual permit can be  
16 crafted to lump in projects that might have different sectors getting p-reduction credits. Albrecht noted that  
17 the draft Chapter 6 Guidance for Act 76 does allow for such split credits proportionate to the share of the  
18 runoff, e.g. 70% of the runoff comes from the MS4 while 30% comes from the non-regulatory sector.  
19 Wheeler notes that he supports such projects.  
20

21 Wheeler asked if 1) there are different applicant costs for an individual permit vs. a 3-9050 permit and 2)  
22 that MS4s will not have to pay annual operational permit fees for our roads? DEC answered, yes there is  
23 no difference in application fees and MS4s will not have to pay a fee related to roads. Aka the impervious  
24 acreage waiver alrd  
25

26 Regarding Municipal Roads Standards, permittees will have to submit their REI reassessment by April 1,  
27 2028. They would like permittees to use Survey 123 app to conduct and upload REI data. Chris Dubin  
28 noted that CCRPC will do the REI reassessment for Burlington and Winooski this summer. They won't  
29 have to do any large scale data uploads anymore and they will use Survey 123 app. He and our CCRPC  
30 interns will be doing training with DEC MRGP staff. The training will be around June 7-9 in Underhill (or  
31 the following week as a backup) and will be open to other municipalities joining. Send him an email if you  
32 are interested.  
33

#### 34 2) Stormwater Impaired Waters Modeling.

35

36 Hughes noted the BMPDSS has been down for a while, but the good news is that they have found some  
37 CW Fund monies for tracking and accounting support. They will be distributing an RFI for model option  
38 evaluation and then an RFP for Model set-up.

39 1stRFI: Evaluate multiple models based on following criteria to aid in model selection.

- 40 1. Allow the MS4s to update their FRPs based on changing designs.
- 41 2. Can run and provide time series output at 1-hour intervals or less
- 42 3. Output can be converted to flow duration curves
- 43 4. Evaluate all data input needs in comparison to what is used in BMPDSS
- 44 5. The ability to use previously collected precipitation and flow data to calibrate the model?
- 45 6. Ability to model new treatment practice types

46 Input on these criteria is welcome. Please contact [Samuel.hughes@vermont.gov](mailto:Samuel.hughes@vermont.gov). Emily Schelley noted she  
47 will also send out an email soliciting input.  
48

49 Wheeler asked what happens if the results are different from what the BMPDSS said. Schelley said she  
50 can't answer this question until we get there. Wheeler agreed and hopes that given new technology and

1 new data the data will be more accurate. Wheeler noted that the City of South Burlington is at a decision  
2 point with regards to several 3-acre permit sites and are stuck on whether to move forward without a  
3 model run or three. Schelley notes that in the interim they hope to get the BMPDSS running on a virtual  
4 platform. Noting that final NOIs are due in a month or two on some 3-acre sites, he asked if he could get  
5 an extension? Schelley noted that they can't give official extensions, but they can hold off an enforcement  
6 actions. She encouraged him to share their hydrocads for the original FRP models that can help them to  
7 determine what the change would look like in terms of flow.

### 8 9 3) Street Sweeping

10  
11 Emily Schelley noted that based upon prior work by Jim Pease that some MS4s received new street  
12 sweeping numbers. Mostly recently, EPA Region 1/UNH Stormwater Center came out with a report of  
13 recommendations that for example, a) Revises % removal credit with extra credit in fall b) had a Measured  
14 organic material credit. DEC has not officially adopted any changes yet but is open based on MS4 interest  
15 to tweaking the crediting scheme for street sweeping. They want to be consistent with other MS4s across  
16 the country. If you have any data from Pease, please share it with her as she is trying to find it in his old  
17 files. In response to a question from Albrecht, she noted that yes, they have the Final Report (editor's note:  
18 the VT-focused study on efficacy of street sweeping and catch basin cleaning being authored by USGS)  
19 and its data and that the Region 1 / UNH expert panel report was a follow-up to that. She will send that  
20 around. Mandigo noted that Pease was recommending curbside pickup servicing.

21  
22 Wheeler, regarding construction permits, are there any requirements that construction crews are trained in  
23 erosion control? Frankly such training would be great for consultants, towns as well as the construction  
24 industry. Witters noted she will check in with Tom Benoit if there are any upcoming trainings.

25  
26 Witters concluded that she hopes to hear back from their EPA contact and early next week and then  
27 assuming no substantive changes they can soon issue the draft permit.

### 28 29 4) Staff, member, and guest updates

30 Albrecht noted that Dave Barron from Pluck has worked up a draft of the press release regarding the  
31 results of the January 2023 survey and CCRPC hopes to issue it next week. That should generate traffic to  
32 rethinkrunoff.org and encouraged towns to highlight the survey results as well.

### 33 34 5) Items for Tuesday, June 6<sup>th</sup> meeting

35 MCM#1 Update

### 36 37 6) Adjournment

38 The meeting was adjourned at approximately 1:21 p.m.

39  
40 *Respectfully submitted, Dan Albrecht*  
41

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

DATE: **Tuesday, June 6, 2023**  
SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
PLACE: In-person @ CCRPC office and online via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all attending online unless otherwise noted)		
Burlington:	Burlington Airport: Catie Calabrese (EIV), Madison Reagan (intern)	Williston: Christine Dougherty
Colchester: Brett McCreary	Milton: Lisa Schaeffler (arr. 12:22)	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne:	VAOT: Jennifer Callahan
Essex Jct.: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler, Marisa Rorabaugh	Univ. of VT: Lani Ravin
DEC: Sam Hughes		
<b>Other Attendees:</b> Dave Barron, Pluck; Casey Spencer and Adelaide Dumm, WNRCD; Alex Dobbs (CWAC member-Charlotte), Keith Fritschie, DEC Basin 8 Planner, Karen Bates, DEC Basins 5 & 7 Planner		
<b>CCRPC Staff:</b> Dan Albrecht (in-person), Sai Sarepalli		

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

The meeting was called to order at 12:16 p.m. by Mandigo. The agenda as drafted was agreed to unanimously. No public comments were made.

**2. Review and approval of minutes (May 2, 2023)**

Albrecht recapped the draft minutes. He will the header for Item # to reference the Draft MS4 permit. *Costandi made a motion, seconded by Wheeler, to approve the minutes of May 2, 2023, with the correction as noted by Albrecht. The motion passed with no opposition.*

**3. MCM#1 Update by Pluck a) spring advertising, b) Proposed New Creative**

Barron walked through the spring advertising results and proposed new creative. (See PowerPoint at Subcommittee page link above). Total clicks via Google ads and Facebook and Instagram went up compared to the same timeframe as last year and for less money allocated. In terms of new creative, the general focus will be on the individual doing the action as the January survey results showed 79% of respondents felt their personal actions affect the water quality in Lake Champlain. Themes that will be avoided include being too communal or too inspirational. He displayed first drafts of deliverables, storyboards and scripts and animated characters. Later in the year he will drill down into which ads were the most popular.

Wheeler noted that the survey showed only 10% of people had heard of Rethink Runoff and asked are our strategies working? Are we optimizing clicks or optimizing people getting the message out to the most people. Barron noted in year one (editor's note: 2017) focused a lot on the brand but now most of our ads focus on encouraging people to take action (and going to our site to learn how). Albrecht noted we measure success by website visits and it has increased every year since we do more digital ads. Barron noted that our ads, to some extent, do both brand recognition and encouraging behavior change. Barron noted digital allows us to target ads and it also enables better tracking of how the ad is working. For example, a single short ad between 5 and 6 a.m. on WCAC costs \$90-\$170 vs. the same spent on digital equates to 1,000 targeted views on YouTube. Mandigo expressed her appreciation for Wheeler bringing the topic up. The quandary we have is that yes, we want to do more but we have to show EPA and DEC data that tracks success.

Concerning the proposed new creative, in response to Dobb's question in the chat, Barron noted that we don't do "earned media" i.e., public relations, pitching stories to media. In terms of new creative, the general focus will be on the individual doing the action as the January survey results showed 79% of respondents felt their

personal actions affect the water quality in Lake Champlain. Themes that will be avoided include being too communal or too inspirational. He displayed first drafts of deliverables, storyboards and scripts and animated characters, i.e., people taking actions. Members discussed which actions (dog poop, rain barrel, rain gardens, salt use, stream sampling,) should be promoted. Dumm expressed appreciation for diversity of characters in terms of age and race. She suggested advocating less mowing or letting grass grow very tall. Albrecht noted that Karen Bates had approached him about the MS4 supporting the "Raise the Blade" campaign. Barron indicated and members concurred that he would meet with Albrecht, Costandi and Mandigo to refine the programming and dollar allocation to try and reflect the input he just heard.

#### **4. MCM#12 Update by WNRCD**

Casey Spencer introduced herself. Dumm indicated she will be going on maternity leave shortly. Spencer as well as their ag specialist, Kat Lewis, will be handling the water quality sampling and are up to speed on upcoming deliverables before she takes leave. Dumm walked through the May RRSST Status Update (posted at subcommittee weblink above). She will get back to Albrecht to clarify the numbers in 2022 vs. 2023 on Adopt a Drain performance. The Update includes details on Administrative Tasks, Outreach Tasks and Event / Project Driven Tasks. A brief discussion occurred over replacement of rain garden signs as all but one of them are gone as well as which rain gardens should continue to be the purview of the Stream Team. Dumm then walked through the rest of the workplan. In terms of upcoming events, a project will be carried out in Winooski while outreach events will be held in Burlington, Colchester, Milton, Essex and Essex Junction. There will be a summer newsletter in August and of course ongoing water quality sampling in the summer. Mandigo thanked Dumm for the clear outline of her tasks and for the work she put into making sure all the tasks will be covered.

#### **5. Consider authorization by CCRPC of Task Orders to Pluck and WNRCD for FY24 services consistent with approved FY24 budget**

Albrecht recapped the FY24 Budget which the Subcommittee previously approved. He asked for authorization to issue FY24 Task Orders of \$19,500 and \$26,900 to Pluck and WNRCD, respectively. This will be Year 3 for Pluck and a new Year One for WNRCD of their respective master agreements with CCRPC. Dues will be \$7,000 each for FY23. After a brief discussion, *a motion was made by Costandi with a second by Sherrard to issue the Task Orders as described. The motion carried unanimously with Wheeler abstaining.*

#### **6. Staff, member, and guest updates**

No updates were given.

#### **7. Consider whether to meet in July**

Discussion occurred over whether to meet to discuss the draft MS4 permit. Comments are due to DEC by July 18. There is a remote, public meeting on July 11<sup>th</sup> from 10-12. Members felt that we can query each other in a few weeks to see if people want to meet. Dougherty expressed her concerns that this is not really a good time for members of the public to weigh in during off-work hours. Residents are affected by the permit. Hughes indicated he would pass on that concern to DEC.

#### **8. Adjournment**

The meeting was adjourned at approximately 1:18 p.m.

*Respectfully submitted, Dan Albrecht*