

REGULAR MEETING AGENDA
Wednesday, July 19, 2023, 6:00 pm
Remote Attendance, via ZOOM



Remote Attendance:

Join Zoom Meeting: <https://us02web.zoom.us/j/83759266456>

One tap mobile: +13092053325,83759266456# US

Dial in: +1 309 205 3325 Meeting ID: 837 5926 6456

CONSENT AGENDA –

C.1 Minor TIP Amendment – none

DELIBERATIVE AGENDA

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Staff introductions – Marshall Distel, Sarah Muskin (Discussion; 6 minutes)
4. Action on Consent Agenda – none (MPO Action, if needed ; 1 min.)
5. Approve Minutes of June 21, 2023, Meeting * (Action; 1 min.)
6. FY24-27 Transportation Improvement Program (TIP) *
 - a. Public Hearing (MPO Action; 15 minutes)
 - b. Action on the TIP (MPO Action; 1 minute)
 - c. Certification of the Planning Process* (MPO Action; 1 minute)
7. Revised FY24 Budget* (Action; 10 minutes)
8. ECOS Plan Schedule Review* (Discussion; 15 minutes)
9. Draft Enhanced Energy Plan Initial Review* (Discussion; 20 minutes)
10. Economic Development District Introduction (Discussion; 15 minutes)
11. Legislative Priority mid-year review* (Discussion; 10 minutes)
12. Committee member review/volunteers* (Discussion; 5 minutes)
13. Equity Update (Discussion; 10 minutes)
14. Chair/Executive Director's Updates (Information; 10 min.)
 - a. S.100 Studies
 - b. Brownfields Award
 - c. MERP Application is now live
15. Committee/Liaison Activities & Reports * (Information; 1 min.)
 - a. [Executive & Finance Committee](#) ([final minutes](#) June 15, 2023, [draft minutes](#) July 5, 2023)*
 - i. Act 250 and Sec 248 letters
 - b. [Transportation Advisory Committee](#) ([draft minutes](#) July 11, 2023)*
 - c. [Planning Advisory Committee](#) ([draft minutes](#) June 14, 2023)*
 - d. [Long Range Planning Committee](#) ([draft minutes](#) July 11, 2023)*
 - e. [LRPC Energy Sub-committee](#) ([draft minutes](#) July 10, 2023)*

*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, no later than 3 business days prior to the meeting for which services are requested.*

16. Adjournment

(Action; 1 min.)

**Attachment(s)*

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

- Equity Advisory Committee – Tuesday, July 26, 2023, 5:30pm
- Clean Water Advisory Committee - Tuesday, August 1, 2023, 11am
- CWAC MS4 Subcommittee - Tuesday, August 1, 2023, ~12:30pm
- Executive Committee – Wednesday, August 2, 2023, 5:45pm
- Long Range Planning Committee - Tuesday, August 8, 2023, 7pm
- Planning Advisory Committee – Wednesday, August 17, 2023, 2:30pm
- Equity Advisory Committee – Tuesday, August 30, 2023, 5:30pm
- Transportation Advisory Committee – Tuesday, September 5, 2023, 9am
- Clean Water Advisory Committee - Tuesday, September 5, 2023, 11am
- CWAC MS4 Subcommittee - Tuesday, September 5, 2023, ~12:30pm
- Executive Committee – Wednesday, September 6, 2023, 5:45pm
- Planning Advisory Committee – Wednesday, September 13, 2023, 2:30pm
- CCRPC Board Meeting - Wednesday, September 20, 2023, 6:00pm

Tentative future Board agenda items:

August	NO MEETING
September 20, 2023	New member Training prior to meeting? Committee Appointments FTA Title VI Plan State renewable energy standard – REV? Equity Statement review ECOS Prosperity review Health Equity project update Equity Update
October 18, 2023	Member training prior to meeting? Municipal Dues Transit Performance Measures – GMT Equity Statement action EDD MOU? ECOS People review Equity Update
November 15, 2023	ECOS Place review Legislative Breakfast content review Equity Update

*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, no later than 3 business days prior to the meeting for which services are requested.*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, June 21, 2023

TIME: 5:30 PM

PLACE: Maquam Barn and Winery, 125 Duffy Rd., Milton, VT

PRESENT:	Bolton:	Vacant	Buel's Gore:	Garret Mott
	Burlington:	Andy Montroll	Charlotte:	Dana Hanley
	Colchester:	Jacki Murphy	Essex Junction:	Elaine Haney
	Essex Junction:	Dan Kerin	Essex:	Andy Watts
	Huntington:	Absent	Hinesburg:	Absent
	Jericho:	Catherine McMains	Milton:	Absent
	Richmond:	Bard Hill	St. George:	Absent
	Shelburne:	Jeff Carr (Alt)	So. Burlington:	Chris Shaw
	Underhill:	Absent	Westford:	Absent
	Williston:	Andrew Watts	Winooski:	Mike O'Brien
	Cons/Env.:	Miles Waite	VTrans:	Matthew Arancio
	FHWA:	Absent	Bus/Ind:	Absent
	GMT:	Absent	Socio-Econ/Housing:	Bruce Wilson
	Agriculture:	Absent	BIA:	Absent
Others:	CCTV, Scott Moody			
CCRPC Staff:	Charlie Baker, Executive Director		Forest Cohen, Sr. Business Mgr.	
	Amy Irvin Witham, Business Office Mgr.		Christine Forde, Sr. Transp. Planner	

1. Call to order; Attendance. The meeting was called to order at 5:35 PM by the Chair, Catherine McMains.
2. Changes to the Agenda. There were none.
3. Public Comment Period on Items NOT on the Agenda. There were none.
4. Approve Minutes of the May 17, 2023, Board Meeting
MIKE O'BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MAY 17, 2023, BOARD MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.
 - Edit page 3, Line 10: add an 's' to the word monitor.
 - Edit page 4, Line 23: add the word "that are" after roads.
5. Consent Agenda - TIP Amendments
JACKI MURPHY MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY BY MUNICIPAL MPO MEMBERS.
6. Warn Public Hearing for FY24-27 Transportation Improvement Program (TIP)
AS THE MPO, ANDY MONTROLL MADE A MOTION, SECONDED BY ANDREW WATTS, TO WARN THE PUBLIC HEARING FOR THE FY24-27 TRANSPORTATION IMPROVEMENT PROGRAM AT THE JULY 19 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY BY MUNICIPAL MPO MEMBERS.
7. Election of Officers and Executive Committee for FY24

Catherine referred to the memo included with the packet. She reviewed the proposed slate of officers and thanked everyone who volunteered and asked for nominations from the floor. The proposed slate is as follows:

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

JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO CLOSE NOMINATIONS FROM THE FLOOR. THE MOTION CARRIED UNANIMOUSLY.

MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE SLATE OF OFFICERS FOR FY24 AS PRESENTED AND RECOMMENDED BY THE BOARD DEVELOPMENT COMMITTEE. THE MOTION CARRIED UNANIMOUSLY.

8. FY24 Meeting Calendar

Catherine referred members to the memo included with the packet. Vermont's Open Meeting law requires public bodies clearly designate the time and place of all regular meetings.

JACKI MURPHY MADE A MOTION, SECONDED BY ELAINE HANEY, TO APPROVE THE FY24 MEETING CALENDAR AS RECOMMENDED IN THE MEMO. THE MOTION CARRIED UNANIMOUSLY.

9. Board and Staff Recognition Resolutions

Catherine recognized Board and Staff members of the CCRPC for years of service. She explained the meeting packet included the following resolutions:

CCRPC Board Members:

- Chris Shaw - Twenty years of service
- Michael O'Brien - Twenty-five years of service

CCRPC Staff:

- Emma Vaughn, Communications Manager - Ten years of service
- Charles Baker, Executive Director - Fifteen years of service
- Forest Cohen, Senior Business Manager - Fifteen years of service
- Dan Albrecht, Senior Planner - Twenty years of service
- Christine Forde, Senior Planner - Twenty-five years of service

GARRET MOTT MADE A MOTION, SECONDED BY ELAINE HANEY, TO APPROVE THE STAFF RESOLUTIONS FOR YEARS OF SERVICE. THE MOTION CARRIED UNANIMOUSLY.

10. Chair/Executive Director's Report There was none.

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

1 12. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE
2 BOARD MEETING AT 5:43 PM. THE MOTION CARRIED UNANIMOUSLY.

3
4 Respectfully submitted,
5 Amy Irvin Witham



Chittenden County Regional Planning Commission

July 19, 2023

Agenda Item 6a,b: Action Item

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 funds 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 FY24-27 TIP includes \$284.1 million in federal funds for transportation projects in Chittenden County. Projects funded advance transportation performance goals set by FHWA, VTrans and CCRPC as detailed below.

- Safety - Includes over \$38 million for safety/ traffic operations/ ITS projects in 16 locations in the county. The TIP also includes over \$13 million for separated paths and sidewalk projects that will improve safety for pedestrian and bicyclists.
- Infrastructure Condition - Includes over \$20 million for paving projects and \$29.6 million for bridge preservation projects.
- Transit Reliability - Includes \$65.4 million for transit projects including bus and van replacements, bus facility upgrades and transit services.
- National Highway System Reliability - Includes projects in the categories of intelligent transportation systems and traffic operations that improve the operations of existing infrastructure. It also includes improvements at four interstate interchanges, Exit 12, Exit 14, Exit 16 and Exit 17, to improve access in the vicinity of I-89.

The Draft Fiscal Year 2024–2027 TIP is available at <http://www.ccrpcvt.org/our-work/our-plans/transportation-improvement-program/>.

**Executive
Committee/TAC/
Staff**

Hold a Public Hearing on July 19, 2023 on the FY2024–2027 Transportation Improvement Program for Chittenden County.

Recommendation:

Approve the Federal Fiscal Year 2024-2027 Transportation Improvement Program for Chittenden County.

**For more
information
contact:**

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



Chittenden County Regional Planning Commission

July 19, 2023

Agenda Item 6c: Action Item

Transportation Planning Process Certification

Background: Concurrent with the submittal of the proposed Transportation Improvement Program to Federal Highway Administration and Federal Transit Administration the CCRPC must certify that the metropolitan transportation planning process is being carried out in accordance with all federal requirements. The certification, which is attached to this item, lists the federal requirements CCRPC must follow.

To the right of each item in the certification is a brief explanation of the content of that item.

Also attached to this item as Table 1 is a more detailed summary of each legal citation listed in the certification.

Staff Recommendation: That the CCRPC Board authorizes the chair to sign the Certification of the Planning Process and forward it to the Secretary of Transportation with the adopted FY2024-2027 TIP.

For more information contact: Christine Forde
846-4490, ext. 113 or cforde@ccrpvt.org

Attachments: Certification document
Table 1: Federal Regulations that MPOs Must comply with in the Planning Process

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
TRANSPORTATION PLANNING PROCESS CERTIFICATION
(To be submitted with each TIP)

In accordance with 23 CFR 450.336, the Vermont Agency of Transportation and the Chittenden County Regional Planning Commission, the designated MPO for the Burlington urbanized area, hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements including:

1. The metropolitan planning requirements identified in 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, religion, national origin, sex, disability, or age in employment or business opportunity;
4. Section 11101(e) of the IIJ Act (Public Law 117-58) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and the regulations found in "Transportation for Individuals with Disabilities" (49 C.F.R. Parts 27, 37, and 38).
7. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities.

- ← *Defines the metropolitan planning process.*
- ← *CCRPC may not discriminate against any person under any program or activity receiving federal financial assistance. Protected categories include race, color, religion, national origin, gender, disability, and age.*
- ← *CCRPC must ensure nondiscrimination in the award and administration of Department of Transportation (DOT)-assisted contracts and create a level playing field on which Disadvantaged Business Enterprises can compete for DOT-assisted contracts.*
- ← *Equal employment opportunity requirements for highway construction contracts. CCRPC does not award or oversee construction contracts.*
- ← *CCRPC may not exclude any qualified handicapped person, solely by reason of his disability, from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance administered by the DOT.*
- ← *CCRPC may not discriminate on the basis of age in programs and activities receiving Federal financial assistance.*
- ← *CCRPC may not exclude any person on the grounds of gender from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.*
- ← *Pertains to discrimination for programs or activities conducted by any Executive agency.*

CHITTENDEN COUNTY
REGIONAL PLANNING COMMISSION

VERMONT
AGENCY OF TRANSPORTATION

Table 1
Transportation Planning Process Certification:
Federal Regulations that MPOs Must Comply with in the Planning Processes

Code of Federal Regulations

23 C.F.R. Part 230	Implementation of Specific Equal Employment Opportunity Requirements Equal employment opportunity requirements must be included in advertising, award and contract administration procedures for Federal highway construction contracts.
23 C.F.R. 450.336	Self-certification and Federal certifications Concurrent with the submittal of the proposed TIP to the FHWA and FTA the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements including all regulations listed in this table.
49 C.F.R. Part 21	Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964 No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.
49 C.F.R. Part 26	Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs Ensure nondiscrimination in the award and administration of DOT-assisted contracts and create a level playing field on which DBEs can compete for DOT-assisted contracts.
49 C.F.R. Part 27	Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance administered by the Department of Transportation.
49 C.F.R. Part 37	Transportation Services for Individuals with Disabilities Implement the transportation and related provisions of titles II and III of the Americans with Disabilities Act of 1990 including standards for accessible vehicles and transportation facilities.
49 C.F.R. Part 38	Americans with Disabilities Act Accessibility Specifications for Transit Vehicles Provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the Americans with Disabilities Act of 1990.

Infrastructure Investment and Jobs Act

Section 11101(e) of IIJA (Public Law 117-58)	Authorization of Appropriations - Disadvantaged Business Enterprise Establishes guidelines for a portion of expenditures under the IIJA to be directed to small business concerns owned and controlled by socially and economically disadvantaged individuals.
-----------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Table 1 cont.
Transportation Planning Process Certification:
Federal Regulations that MPOs Must Comply With in the Planning Processes

United States Code

23 U.S.C. 134

Metropolitan Planning

It is in the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight, foster economic growth and development within and between states and urbanized areas, better connect housing and employment, and take into consideration resiliency needs while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes.

This section includes the following:

- General requirements
- Designation of Metropolitan Planning Organizations
- Metropolitan Planning Area boundaries
- MPO consultation in plan and TIP coordination
- Scope of planning process
- Development of Long-Range Transportation Plan
- Metropolitan Transportation Improvement Program
- Report on performance-based planning processes
- Funding

23 U.S.C. 324

Prohibition of Discrimination on the Basis of Sex

No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.

29 U.S.C. 794

Nondiscrimination Under Federal Grants and Programs

No otherwise qualified individual with a disability in the United States, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service.

42 U.S.C. 6101

Age Discrimination in Federally Assisted Programs

It is the purpose of this chapter to prohibit discrimination on the basis of age in programs and activities receiving Federal financial assistance.

42 U.S.C. 2000d-1

Civil Rights - Federally Assisted Programs

Each Federal department and agency which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, or contract other than of insurance or guaranty, is authorized and directed to effectuate the provisions of section 2000d of this title. (See below)

Sec. 2000d: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Table 1 cont.
Transportation Planning Process Certification:
Federal Regulations that MPOs Must Comply With in the Planning Processes

**42 U.S.C. 12101 et
seq**

Equal Opportunity for Individuals with Disabilities

To provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

To provide clear, strong, consistent, enforceable standards addressing discrimination against individuals with disabilities.

To ensure that the Federal Government plays a central role in enforcing the standards established in this chapter on behalf of individuals with disabilities.

To invoke the sweep of congressional authority, including the power to enforce the fourteenth amendment and regulate commerce, in order to address the major areas of discrimination faced day-to-day by people with disabilities.

49 U.S.C. 5303

Metropolitan Planning

Defines the Metropolitan Planning process, including the following:

- General requirements
- Designating Metropolitan Planning Organizations
- Metropolitan Planning Area Boundaries
- MPO Consultation in Plan and TIP Coordination
- Scope of the planning process
- Developing Long-Range Transportation Plans
- Metropolitan TIP
- Report on Performance-based Planning Processes

49 U.S.C. 5332

Nondiscrimination

A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age.



Chittenden County Regional Planning Commission

July 19, 2023

Agenda Item 7: Revised FY24 Budget

Background:

CCRPC is receiving more revenue from the State in FY24 than was in the previously approved budget. This is primarily due to an approximately \$190,000 increase in the regional planning grant (lines 4 and 5) from FY23. We only budgeted for \$50,000 of that increase out of some concern about what might happen during the veto session. Now that the state budget is finalized, we have an additional ~\$150,000 in regional planning funds.

In addition, we solicited assistance to help manage the RAISE Grant and received no proposals. We had \$50,000 budgeted in the consultant line for this task. Without consultant assistance, we are proposing to move that \$50,000 to the staff line (lines 21 and 22).

Taken together, these result in an approximately \$190,000 increase in funding. We are proposing to invest these funds as follows:

- About \$129,000 in a senior staff person to be hired to assist with the transportation/land use/transit-oriented development work such as the RAISE Grant.
- \$60,000 in direct regional planning expenses for a website consultant to move our ECOS Plan into a web-based format and to invest (with other RPCs) in updating state planning guidance manuals which are almost 20 years old.

There is also a \$240,000 adjustment on line 18 to show the Chittenden County Communications Union District grant funding that will flow through CCRPC to consultants to help the CCCUD Board bring improved broadband to un- and under-served parts of the county.

There are also some other lines that had more minor adjustments now that we have better information than we did two months ago.

All together the changes represent an increase in revenue of about \$403,000 and an increase in expenses of about \$379,000 resulting in an increase in the estimated excess revenue over expenses of \$57,270 compared to \$33,661 in the previously approved budget.

**Executive & Finance
Committee**

Recommendation:

Recommended the Board approve the Revised FY24 Budget.

**For more
information contact:**

Charlie Baker cbaker@ccrpcvt.org or 802-735-3500

	B	C	D	E	F	G	H	I
1	Chittenden County RPC Program Revenue		Adopted FY24 Budget		Proposed FY24 Budget		Change	
2			FY24		FY24		Change	Change
3	Municipal - Regional						\$'s	%
4	Regional Planning Grant - ACCD		\$543,840		\$633,069		\$89,229	16.41%
5	direct - ECOS web version, planning guides		\$8,000		\$68,000		\$60,000	750.00%
6	Regional Planning Grant Pandemic Recovery- ACCD		\$23,642		\$28,475		\$4,833	20.44%
7	Local/Town Dues (exclusive of MPO match)		\$62,363		\$62,299		-\$64	-0.10%
8	GIS Revenue		\$500		\$500		\$0	0.00%
9	Interest Revenue		\$2,500		\$2,500		\$0	0.00%
10	Other Revenue		\$500		\$500		\$0	0.00%
11	Municipal Assistance		\$23,707		\$23,590		-\$117	-0.50%
12	Housing Navigator		\$15,000		\$18,761		\$3,761	25.07%
13	EDA Planning Grant - West Central VT CEDS		\$0		\$0		\$0	#DIV/0!
14	direct		\$0		\$0		\$0	#DIV/0!
15	Municipal Assistance Program		\$4,384		\$10,324		\$5,939	
16	ARPA Municipal Assistance		\$2,376		\$2,376		\$0	0.00%
17	Chittenden County CUD Assistance		\$29,923		\$29,923		\$0	0.00%
18	direct		\$0		\$240,077		\$240,077	#DIV/0!
19	Municipal/Regional Staff Total		\$708,735		\$812,316		\$103,581	14.61%
20	Transportation							
21	MPO Transportation Staff Funding - FHWA, FTA, VTrans		\$1,717,717		\$1,763,293		\$45,576	2.65%
22	Local Dues Match Staff		\$90,857		\$95,921		\$5,064	5.57%
23	Regional Planning Grant Funds Match Staff		\$100,000		\$100,000		\$0	0.00%
24	Regionally Matched Consultant Dues		\$109,850		\$104,850		-\$5,000	-4.55%
25	MPO - Expenses/Consultants/Locally Matched & Carry Forward - direct		\$3,782,075		\$3,737,075		-\$45,000	-1.19%
26	Trans Prog Mgmt Services		\$16,675		\$16,675		\$0	0.00%
27	RAISE Grant - Northwest VT TOD Consultants		\$1,000,000		\$1,000,000		\$0	0.00%
28	Transportation Staff Total		\$1,925,249		\$1,975,889		\$50,640	2.63%
29	Natural Resources & Energy							
30	EPA Brownfields 2023		\$ 5,754		\$5,742		-\$12	-0.21%
31	direct		\$200,000		\$200,000		\$0	0.00%
32	ACCD Brownfields - MARC		\$ 10,529		\$10,422		-\$107	-1.01%
33	direct		\$90,000		\$90,000		\$0	0.00%
34	Regional Planning Grant Energy Implementation - ACCD		\$ -		\$0		\$0	#DIV/0!
35	Municipal Energy Resilience Program - BGS		\$ 83,866		\$84,400		\$534	0.64%
36	Vermont Building Energy Code		\$ 12,375		\$12,375		\$0	0.00%
37	Public Service Department Outreach Assistance		\$ 10,000		\$10,000		\$0	0.00%
38	Climate Resiliency Toolkit		\$ 9,529		\$8,498		-\$1,031	-10.82%
39	Municipal Vulnerability Index		\$ -		\$3,710		\$3,710	#DIV/0!
40	EPA Climate Pollution Reduction Act Program		\$ 23,086		\$23,086		\$0	0.00%
41	RSEP/MS-4 Lead Agency Services		\$ 6,375		\$6,247		-\$128	-2.01%
42	604(b) Water Quality Project		\$3,188		\$3,123		-\$64	-2.01%
43	Water Quality - Basin Planning - ANR		\$ 21,876		\$21,492		-\$384	-1.76%
44	direct		\$228,124		\$228,508		\$384	0.17%
45	Clean Water Service Provider start-up		\$ 14,947		\$14,862		-\$85	-0.57%
46	direct		\$10,000		\$10,000		\$0	0.00%
47	Clean Water Service Provider Formula Grant		\$ 68,060		\$66,849		-\$1,211	-1.78%
48	direct		\$550,000		\$550,000		\$0	0.00%
49	Water Quality Project Development & Implementation Grants		\$ 4,250		\$4,165		-\$85	-2.01%
50	direct		\$16,000		\$16,000		\$0	0.00%
51	Municipal Grants in Aid Pilot Program - ANR		\$0		\$0		\$0	#DIV/0!
52	Natural Resources Staff total		\$264,305		\$262,761		-\$1,544	-0.58%
53	Emergency Management & Health							
54	Emer Mgmt Perf Grant - VEM		\$ 57,543		\$57,372		-\$171	-0.30%
55	Floodplain Map and Bylaw Update		\$ 6,500		\$6,500		\$0	0.00%
56	Prevention Center of Excellence		\$ -		\$0		\$0	#DIV/0!
57	COVID-19 Impact on Racial Health Disparities		\$ 2,000		\$2,000		\$0	0.00%
58	direct		\$248,000		\$248,000		\$0	0.00%
59	Healthy Community Design and Equity		\$ 18,939		\$18,939		\$0	0.00%
60	Hot Weather Emergency Response Planning		\$ -		\$0		\$0	#DIV/0!
61	DEMHS MOU - DPS		\$0		\$0		\$0	#DIV/0!
62	Reimagining and Enabling Charlotte's East and West Villages		\$84,982		\$84,811		-\$171	-0.20%
63								
64	Subtotal - Operations Support		\$2,983,271		\$3,135,777		\$152,506	5.11%
65	Subtotal - Project Consultant Revenue		\$6,242,049		\$6,492,510		\$250,462	4.01%
66								
67	Total Revenue		\$9,225,320		\$9,628,288		\$402,968	4.37%
68								

	B	C	D	E	F	G	H	I
69								
70	Expenses		Adopted FY24 Budget		Proposed FY24 Budget		Change	
71			FY23		FY23		Change	Change
72							\$'s	%
73	Direct Project Expenses		\$6,242,049		\$6,492,510		\$250,462	4.01%
74	Personnel							
75	Salaries		\$1,789,406		\$1,876,040		\$86,634	4.84%
76	Benefits		\$718,204		\$760,467		\$42,263	5.88%
77	Worker's Comp Insurance		\$4,000		\$4,000		\$0	0.00%
78	Recruitment		\$3,000		\$3,000		\$0	0.00%
79	Education/Partnerships							
80	Conference & Training/Travel		\$30,000		\$30,000		\$0	0.00%
81	Dues(/Publications)		\$11,800		\$11,800		\$0	0.00%
82	Program Workshops/Meetings		\$13,000		\$13,000		\$0	0.00%
83	Mileage		\$1,500		\$1,500		\$0	0.00%
84	Electric Vehicles/CarShare		\$5,000		\$5,000		\$0	0.00%
85	Communications/PR/Indirect Equity Work		\$20,000		\$20,000		\$0	0.00%
86	Office & General Operations							
87	Rent		\$162,000		\$162,000		\$0	0.00%
88	Audit/Accounting		\$30,000		\$30,000		\$0	0.00%
89	Copier		\$4,200		\$4,200		\$0	0.00%
90	Equipment Maint & Software		\$47,000		\$47,000		\$0	0.00%
91	Depreciation		\$4,000		\$4,000		\$0	0.00%
92	Supplies		\$4,000		\$4,000		\$0	0.00%
93	Telephone/Internet		\$19,000		\$19,000		\$0	0.00%
94	Postage		\$1,500		\$1,500		\$0	0.00%
95	Equipment/Furniture Purchase		\$18,000		\$18,000		\$0	0.00%
96	Utilities		\$6,000		\$6,000		\$0	0.00%
97	Ineligible		\$11,000		\$11,000		\$0	0.00%
98	Insurance - General Liability		\$12,000		\$12,000		\$0	0.00%
99	Office Cleaning		\$6,500		\$6,500		\$0	0.00%
100	Payroll Processing		\$3,000		\$3,000		\$0	0.00%
101	Legal		\$5,000		\$5,000		\$0	0.00%
102	Internal Consultants (salary comp in FY24, HR assistance)		\$20,000		\$20,000		\$0	0.00%
103	Miscellaneous		\$500		\$500		\$0	0.00%
104								
105	Operations Support Expenses		\$2,949,610		\$3,078,507		\$128,897	4.37%
106	Project Consultant Expenses		\$6,242,049		\$6,492,510		\$250,462	4.01%
107								
108	TOTAL EXPENSES		\$9,191,659		\$9,571,017		\$379,359	4.13%
109								
110	Excess/(deficit)		\$33,661		\$57,270		\$23,609	0.60%
111								
112	Capital Budgeting for FY24			Indirect Rate and Year-End Revenues In Excess of Expenses				
113	There will be capital investments in a server and possibly furniture and equipment in FY24 totalling between \$5-10,000. Capital investment for FY20 was furniture replacement for the intern office area and new conference room tables. Capitalized costs for these investments are \$11,440. These cost will be depreciated over 5 years.			Approved Indirect Rate		Actual Indirect Rate	Audited Excess	
114				FY18	67.42%	71.88%	\$ (20,257)	
115				FY19	68.12%	76.83%	\$ (52,705)	
116				FY20	80.00%	77.35%	\$ 33,801	
117				FY21	81.50%	76.91%	\$ 86,223	
118				FY22	79.83%	78.75%	\$ 69,020	
119				FY23	76.80%	TBD	TBD	
120						5-year Total	\$ 116,082	
121				Cash Balances as of May 11, 2023				
122				Checking		\$	383,103	
123				Reserve (Money Market)		\$	409,482	
124				Total Cash		\$	792,585	
125								
126								
127								



CHITTENDEN COUNTY RPC
Communities Planning Together

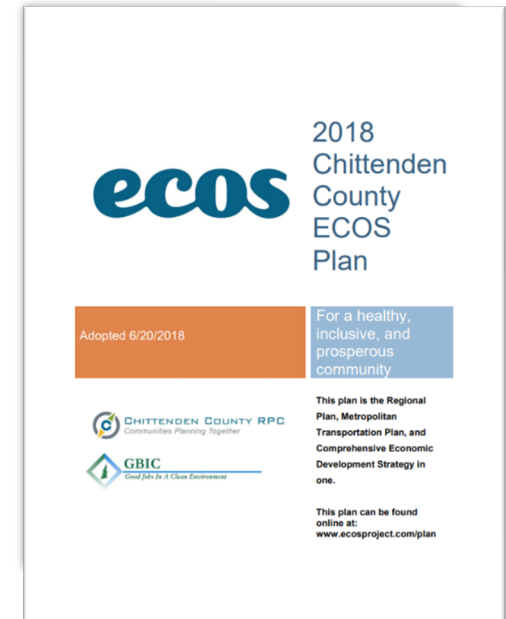
2024 ECOS Plan

Update and Timeline

CCRPC Board – July 19, 2023

2018 ECOS Plan

- Main Document
 - Vision
 - 17 Goals
 - 8 Strategies
 - Actions
- Supplements
 - Process
 - Regional Analysis
 - 31 High-Priority Concerns
 - Regional Plan
 - Maps, Planning Areas, Act 250/Section 248 Role, Compatibility
 - Comprehensive Economic Development Strategy (CEDS)
 - Metropolitan Transportation Plan (MTP)
 - Energy Analysis/Targets/Methodology



2024 ECOS Plan

- ECOS Plan drafting began January 2022
 - Long-Range Planning Committee reviewed 80% of draft plan
 - Intent to adopt June 2023
- ECOS Plan drafting stopped fall 2022
 - Staffing
 - Equity
 - Missing data for Enhanced Energy Plan
- Metropolitan Transportation Plan (MTP) and Comprehensive Economic Development Strategy (CEDS)
 - Adopted separately in 2023 to ensure they did not expire

Work to Date



80% Draft Plan

Reviewed by Long-range Planning Committee (LRPC) and Planning Advisory Committee (PAC)



Combined Main Document and Supplement 2

Regional Analysis



Updated Enhanced Energy Plan (Supplement 6)

LRPC Energy Sub-Committee

Second Draft

- Data Updates
 - Enhanced Energy Plan
- Address LRPC and PAC comments
- Equity
 - Throughout document

Other Considerations

Website

- RFP for consultant in summer 2023
- Web-based plan in June 2024

Supplements

- Metropolitan Transportation Plan (MTP)
- Comprehensive Economic Development Strategy (CEDS)

HOME Act – Regional Housing Targets

- Targets not set by current Statewide Housing Needs Assessment
 - Update in 2025
- Targets will be added to ECOS via amendment in 2028

Timeline

- **Review Second Draft**
 - September 2023 – Prosperity
 - Key Issues: Economy, Household Financial Security, Working Lands, Arts and Culture, Education, Infrastructure and Facilities, Scenic/Historic/Recreational Resources
 - October 2023 – People
 - Key Issues: Health, Public Safety and Hazard Mitigation, Social Connectedness, Civic Engagement
 - November 2023 – Place
 - Key Issues: Land Use, Transportation, Housing, Climate Change/Energy, Ecological Systems

Timeline

- **Public Hearing Process**
 - January 2024 – Full Draft and Warn First Public Hearing
 - February 2024 – First Public Hearing
 - April 2024 – Review Revised ECOS Plan
 - May 2024 – Second Public Hearing
 - Warned by Executive Committee in April
 - June 2024 – Plan Adoption



Chittenden County Regional Planning Commission

July 19, 2023

Agenda Item 9: Enhanced Energy Plan

This memo is intended to provide a summary of the energy planning-related elements of the 2024 ECOS Plan and a summary of changes to the plan compared to the 2018 ECOS Plan. The energy planning-related elements of the 2024 ECOS Plan will be reviewed by the Board in October 2023.

The Long-Range Planning Committee (LRPC) Energy Sub-committee will complete their work on the 2024 ECOS Plan in late July. The Energy Sub-committee has met since March 2023 to guide the update of the “enhanced energy plan” within the 2024 ECOS Plan ([24 V.S.A. 4352](#)). The 2024 ECOS Plan is required to meet the [Public Service Department’s \(PSD\) Energy Planning Standards](#) to be considered an enhanced energy plan. Meeting the standards will enable the 2024 ECOS Plan to have greater legal weight in the Public Utility Commission’s Section 248 process.

The ECOS Plan guides CCRPC’s participation in the Section 248 process per our policy for [reviewing Section 248 applications](#).

The ECOS Plan must meet four standards established in the PSD [Energy Planning Standards](#):

1. **Analysis & Targets:** The analysis and targets data quantifies current energy demand by fuel type across the heating, transportation, and electric sectors. The data also sets targets for future energy efficiency, weatherization, fuel switching (heating and transportation), and for renewable electricity generation. Analysis and targets have been updated in the 2024 ECOS Plan based on data provided by the Public Service Department, Efficiency Vermont and other sources. The targets are aligned with the Global Warming Solutions Act and the 2022 Comprehensive Energy Plan (CEP). The data needed to satisfy the analysis and targets standard is discussed in the ECOS Plan Energy goal and key issues section and the methodology is documented in ECOS Plan Supplement 6: Energy Analysis, Targets, and Methodology.

Targets for new renewable electricity generation by 2050 in both 2018 and 2024 ECOS Plans assume that 50% of statewide annual electricity demand will be generated in-state. However, targets for new renewable electricity generation in the plans differ in the following way:

- a. The 2018 ECOS Plan established a targeted range (low target and high target) for new renewable electricity generation.
 - Low Target – 255,054 MWh
 - High Target – 763,938 MWh
- b. The 2024 ECOS Plan proposes a single target.
 - Target – 348,279 MWh

The change from a range to a single target was made primarily because the tool provided by the PSD to CCRPC to develop targets changed in a manner that made it less

customizable than in 2018 which in turn made it extremely difficult to develop ranges similar to 2018. Therefore, staff and the Energy Sub-committee determined easier to develop a singular target. Targets in both plans are technology neutral.

2. **Mapping:** Maps showing solar and wind energy resource areas, natural resource constraints, and existing renewable electricity generation are included in the plan and have been updated. The PSD Energy Planning Standards related to maps are met through the ECOS Plan strategies/actions sections related to energy and through ECOS Plan Supplement 3: Regional Plan.

3. **Pathways:** Pathways are actions the CCRPC and its partners will implement to achieve targets established for efficiency, transportation, land use, and renewable electricity generation. Notable updates to this section includes:

- a. Updated discussion on issues related to weatherization, equity, energy efficiency, fuel switching, grid resilience/storage, renewable electricity, and compact development patterns.
- b. The addition of the following actions to encourage the Public Utility Commission to reassess rules related to net-metering project size and related to sound standards for wind facilities:

Statewide Renewable Energy Generation Regulation. Support changes in federal, state, and local policies to achieve the state of Vermont Comprehensive Energy Plan, Climate Action Plan goals, and to ensure burdens are shifted away from impacted communities.

- i. *Support changes to the Renewable Energy Standard to prioritize in-state generation over electricity imports to avoid externalizing both environmental and societal costs and benefits.*
- ii. *Factor in societal costs and benefits in calculating the cost of the net-metering program to utilities, which may help broaden participation in the net-metering program among lower-income households.*
- iii. *Establish a tiered system for net-metering rates in which utilities pay a lower premium rate to facilities over a certain size (such as 500kW) to encourage larger projects to use this program.*
- iv. *Increase the maximum size of net-metered projects (currently 500kW) for public, non-profit, and community ownership entities to encourage them to maximize development of renewable energy sources.*
- v. *Advocate for the Public Utility Commission to open the rule making process on Rule 5.700, Sound Levels from Wind Generation Facilities, to reassess existing sound standards with the intent of allowing all sizes and scales of wind energy generation possible in Chittenden County.*

4. **Equity Assessment:** This is a new standard that was added when the energy planning standards were revised in 2022. Text has added in key issues section of the 2024 ECOS Plan to acknowledge inequities that existing for low income, BIPOC, renters, and other marginalized populations in accessing new technology to reduce emissions and energy

in the transportation, heating, and electric sectors. Additionally, an equity assessment was also added to the ECOS Plan supplement 6 to discuss CCRPC's efforts to center the ECOS Plan on equity and build organizational capacity to address systemic racism and inequities.

**For more
information
contact:**

Melanie Needle mneedle@ccrpcvt.org or
Taylor Newton tnewton@ccrpcvt.org

Potential Policy Participation Topics for CCRPC Board Discussion – July 19, 2023

	Topic – click on links for more detailed info in this document	ECOS Plan Strategy	ECOS Plan Top 10 Action	Included in FY24 UPWP?	CCRPC Committee	Staff Recommendation
1.	HOME Act (S.100) Studies 1. Regional Future Land Use Map 2. Act 250 – Location-based jurisdiction 3. Act 250 – Municipal delegation 4. State Designation Programs	#2 – smart growth	#1 – land use/smart growth	Yes	PAC	Staff recommends actively participating in the statewide studies related to the development and use of future land use maps (HOME Act – Section 15), municipal delegation of Act 250 (HOME ACT – Section 18a), location-based Act 250 jurisdiction, and the state designation programs .
2.	Transportation Bill	#2 – smart growth	#2 - transportation	Yes	TAC	Staff will monitor this year’s Transportation Bill. Two particular issues we will be monitoring: climate action investments and implementation of the transportation equity framework.
3.	Clean Water (2019 Act 76)	#3 -water quality	#5 – water quality	Yes	CWAC	Clean Water Service Provider (CWSP) start-up work is in progress, including draft guidance. Work on legislative, rule, or guidance changes as needed.
4.	Transit Financing	#2 – smart growth	#2 - transportation	Yes	TAC	Staff will stay engaged with this topic and support implementation efforts in order to decrease pressure on property taxes and farebox for local match.
5.	Broadband Deployment throughout Vermont	#1 – economic development	Not specifically included	Yes	PAC	Staff will be looking for any improvements and additional funding to facilitate broadband investment in Chittenden County.
6.	Climate Change – Global Warming Solutions Act and Vermont Renewable Energy Standard (RES)	#2 – smart growth	#4 – energy planning	Yes	Executive Committee	Staff recommends that CCRPC monitor any bills proposed to implement the Climate Action Plan and the Vermont Renewable Energy Standard. Grant funding is needed to support implementation of the Climate Action Plan.
7.	Cannabis taxation and regulation (Act 164 of 2020)	Not specifically included	Not specifically included	No	PAC	Staff recommends that CCRPC monitor any changes related to municipal authority and revenue.

8.	Tax Increment Financing	#2 – smart growth	#1 – land use/smart growth	Yes	PAC	Staff recommends that CCRPC monitor any TIF-related bills.
9.	Equity Related Bills	#8 - equity	Not specifically included	Yes	Executive Committee	Staff recommends that CCRPC monitor any proposed legislation.
10.	Increased Municipal Self-governance	#7 – government efficiency & finance	Not specifically included	No	Executive Committee	Monitor legislation that addresses municipal powers for all municipalities rather than requiring charter changes.
11.	Open Meeting Law	#7 – government efficiency & finance	Not specifically included	No	Executive Committee	Recommend support of legislation that allows for fully virtual meetings if desired by the public body (like RPCs and our committees).
12.	Regional Dispatch Start-up Funding	#5 – health & safety; and #7 – government efficiency & finance	#6 – emergency management	Yes	Executive Committee	Staff recommends that CCRPC look for opportunities to continue State financial support of initial capital and operating costs.
13.	Planning Funding	#7 – government efficiency & finance	Not specifically included	No	Executive Committee	Monitor and support any efforts to maintain funding for RPCs and municipalities to carry out recommendations of our ECOS Plan and new programs of the legislature.



Chittenden County Regional Planning Commission

July 19, 2023

Agenda Item 12: Discussion Item

FY2024 Regional Board Member & Committee Appointments

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

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

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

Finance Committee (Secretary/Treasurer, Vice Chair and 1 other board member): Jacki Murphy, Colchester, Secretary/Treasurer; Bard Hill; Vice Chair; and Jeff Carr, Shelburne alt.

Board Development Committee (past Chair and up to 4 other board members): Catherine McMains, Jericho; Mike O'Brien, Winooski; Elaine Haney, Essex Junction; Jeff Carr, Shelburne; Andy Montroll, Burlington.

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

Transportation Advisory Committee (1 board member): Kurt Johnson, Underhill alt.

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

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

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

Clean Water Advisory Committee: (1 board member) Miles Waite; and Tom Eaton as alternate

ad hoc Brownfields Advisory Committee: Sam Andersen, GBIC; Matt Vaughn, LCBP (Vice Chair); Samantha Dunn, Burlington CEDO; Jon Rauscher, City of Winooski; Dr. Pablo Bose, UVM; Amanda Froeschle; VT Dept of Health; Kristie Farnham, VT Dept of Economic Development (ex officio); Sarah Palmer Bartlett, VT DEC (ex officio); Christine Beling, EPA Region One (ex officio); _____, CCRPC Board

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

Equity Advisory Committee: Mike O'Brien, Winooski; Jacki Murphy, Colchester; Elaine Haney, Essex Jct.; Anne Nelson Stoner, Emma Vaughn, and Bryan Davis, staff.

For questions, contact Charlie Baker, 735-3500 or cbaker@ccrpcvt.org.

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

5 DATE: Wednesday, June 14, 2023

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
10 Michael Bissonette, at large <5000 Mike O'Brien, Past Chair
11 Jacki Murphy, at large >5000 Bard Hill, Secretary/Treasurer
12 Jeff Carr, Finance (arrived at 5:52 PM)
13
14 STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Mgr.
15 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
16 Emma Vaughn, Communications Mgr. Mckenzie Spear, Business Office Assoc.
17

18 1. Call to Order, Attendance. The Joint Finance and Executive Committee meeting was called to order
19 by the Chair, Catherine McMains, at 5:46 PM.
20

21 2. Changes to the Agenda, Members items. There were none.
22

23 3. Approval of the April 5, 2023, and May 3, 2023, Joint Finance and Executive Committee Meeting
24 Minutes
25

26 a) Approval of the April 5, 2023, Joint Finance and Executive Committee Meeting Minutes

27 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE APRIL 5, 2023,
28 JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
29 UNANIMOUSLY.

- 30 • Edit, page 2, Line 4: update word "have" to "had."
- 31 • Edit, Page 3, Line 15: update word "concerned" to "concern."
- 32 • Edit, Page 4, Line 17: update the sentence "if this is located."
- 33 • Edit, Page 5, Line 48: update word "warning" to "warn."
- 34

35 b) Approval of the May 3, 2023, Joint Finance and Executive Committee Meeting Minutes

36 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE MAY 3, 2023,
37 JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED WITH
38 ONE ABSTENTION BY BARD HILL.
39

40 **Catherine turned the meeting over to Bard Hill for the financial portion of the meeting at 5:50PM.**

41 4. FY23 3rd Quarter Financials

42 Forest Cohen referred members to the financial documents included with the packet and presented
43 a financial overview.
44

45 a) Journal Entries, January 2023 to March 2023

46 CHRIS SHAW MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE QUARTERLY

JOURNAL ENTRIES FOR JANUARY 2023 THROUGH MARCH 2023. MOTION CARRIED
UNANIMOUSLY.

Jeff Carr asked what the acronyms MARC and CCCUD were? Forest answered, Mount Ascutney Regional Commission and Chittenden County Communications Union District.

Chris Shaw asked about the journal entries for staff salaries. Forest said, except for comp time, full-time staff work the same number of hours in any given month. There are differences in salary rates, PTO taken, and the projects staff are working on.

b) 3rd Quarter Financial Report.

Forest referred members to the financial report included with the packet and provided a financial review covering the period of January 2023 through March 2023.

Balance Sheet, as of March 31, 2023

- Cash in checking (Operating): \$343,552
- Cash in Money Market (Reserve): \$409,179
- Current assets over Current liabilities: \$876,329
- Deferred Income Communities/Match: \$143,798.

Note: We are using ACCD funds for the first \$100K of match to MPO funds. Through March 31, 2023, \$100K of ACCD funds were used for match.

Forest said the balance sheet looked healthy; revenues and expenses were essentially balanced during the third quarter. We continue to expect to end FY23 in a good position, as the final quarter of the year is typically our strongest revenue generator. We will allocate any remaining local dues to revenue at fiscal year-end, on June 30, 2023.

Accounts Payable ended a bit lower, which is in the right direction. Forest said there is a bit of allocation accounting that brings the totals to zero. Forest reviewed the income statement. He said we are exactly even for the year, through March. Some of this was accomplished by using some of the local dues. Over January, February, and March, he only had to allocate \$900.00. This is nice to see. Forest expects the final quarter to be similar and expects to be in the black by the end of the fiscal year.

Jeff asked how the change in the accounting rule for a lease affects our income statement and balance statement. Forest explained that an adjustment will happen at the end of the fiscal year and will be included in the audit. It will be an adjustment to the balance sheet, and it is already a balance sheet item under "Other Assets" captured in the "Accumulated Lease Asset" figure.

Mike O'Brien asked if the end result affected the indirect rate. Forest said if we had earned more grant revenue, it would, but allocating local dues does not affect the indirect rate.

Jeff asked what is the preferred number of months of cash in the bank over expenses? Forest explained we want to have 3 months and we currently have about a month and a half; we are at about 60% of where we want to be. Forest said our monthly operations expenses are approximately \$300K. Jeff agreed and said it would be nice to have \$900K in the bank for protection. He wondered if we should be looking at this target number monthly. Charlie said the picture is best to look at in a yearly or at maybe quarterly view. Jeff said we could account for

these quarterly fluctuations throughout the entire year, instead of waiting for the fourth quarter. Based on the seasonal flow of funds, we know what we need to expect for figures at the end of each quarter. Charlie explained the flow is not linear and between the balance sheet and the cash balances, we have a good sense of where we are. Forest agreed and said the cash flow sheet does speak to what Jeff is asking. Charlie said there are always two numbers, the Money Market cash reserve, and the balance sheet. Both are important to look at. Jeff agreed and said cash is king. It was agreed that Forest and Charlie would look at some way to make the cash report and/or balance sheet more clear as to our overall financial reserve of funds.

Charlie asked Forest to provide an update on the Auditor search. Forest explained we sent out a request for proposals and initially received zero responses as there is a shortage of firms performing these types of audits. Forest said we eventually received a proposal from the firm Marcum, LLP, which was the firm recommended by our previous auditor, Fred Duplessis, CPA. Forest has been in touch with the firm's assurance partner, Scott McIntire. The proposal came in at \$40K, which is an increase from the \$30K we are used to. Forest is hopeful we can negotiate the price but is not certain it will change. Jeff said Marcum is a nationally recognized firm; they do good work, and the price is reflective of the firm's national reach.

The financial portion of the meeting concluded at 6:28 PM. Jeff said goodbye to everyone and excused himself from the meeting.

5. Act 250 & Section 248 Applications

a. GMG Farms, LLC, Charlotte, 45-day Notice of Application, #23-1438-AN

Taylor Newton addressed members with a screen share and referred everyone to the 45-day Notice Letter to be submitted to DC Energy Innovations that was included with the packet. This is an application submitted by GMG Farms, LLC for the construction of a 35-kW solar array to be located at 700 Greenbush Road in Charlotte, VT. The CCRPC has reviewed the project's conformance with the CCRPC's 2018 Chittenden County ECOS Plan and finds the project meets the Energy Goal #17, and the location meets the suitability policies. The review of the constraints indicated the following:

- **State known constraints:** Class 1 and 2 Wetlands; if wetlands exist on site the full petition should confirm that no new infrastructure will impact the wetlands unless approval is received from the Vermont Agency of Natural Resources.
- **State possible constraints:** Agricultural Soils, Hydric Soils and Protected Lands; the CCRPC requests that impacts to the soils be minimized in accordance with recommendations from the Vermont Agency of Agriculture, Food and Markets. Protected Lands, the CCRPC requests the applicant work with Vermont Land Trust to determine if the array is consistent with easement restrictions.
- **Local possible constraints:** Land in Active Agriculture; the CCRPC recommends the applicant work with the Town of Charlotte to determine how to best mitigate or avoid the constraint.

CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE SECTION 248 45-DAY NOTICE APPLICATION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

b. The Annex, Williston; #4C1110-4

Taylor Newton addressed members with a screen share and referred everyone to the Act-250 Application Letter to be submitted to the District Coordinator included with the packet. The

application is for the development of 54.2 acres of land for a new neighborhood consisting of 276 homes and a future 65-unit senior living facility, located off Beaudry Lane and Alpine Drive in Williston. The CCRPC finds the proposed project to be in conformance with the Planning Areas of the 2018 Chittenden County ECOS Plan. The CCRPC also reviewed the traffic impact assessment by Trudell Consulting Engineers dated 6/1/2022 and addendum 9/12/22. The CCRPC supports creating bus stops and suggested moving the stops to the nearby proposed raised crosswalk to facilitate crossings where the proposed sidewalk ends, as well as the addition of another raised crosswalk. Aside from the minor suggestions, the CCRPC does not have any concerns with the effect on traffic and concurs with the recommended traffic control and safety improvements associated with the proposed project. The comments are based on information currently available and the CCRPC may have additional comments as the process continues. Bard said if he recalled correctly, Alpine Drive is a dead end and presumably there will be a change in traffic, but the road is essentially there. Members briefly discussed.

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

c. GMP Bolton Substation Advance Review, #23-1548-AN

Taylor Newton addressed members with a screen share and referred members to the 45-day advance notice of the Section 248 Application Letter, to be submitted by Green Mountain Power, included with the packet. Taylor said there is a lot going on with this plan in Bolton. It is an existing substation and GMP plans to upgrade the equipment. The substation is located at 150 Green Mountain Road, Bolton Vermont, just east of Smilie Elementary school and the area is at the base of very steep slopes. The CCRPC has reviewed the project's conformance with the 2018 Chittenden County ECOS Plan and finds the project meets the Energy Goal #17. The 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. The review indicated the following:

- **State known constraints:** Class 1 and 2 Wetlands; The site plans indicate a Class 2 wetland exists on site and the CCRPC requests the applicant coordinate with the Vermont Agency of Natural Resources for approvals.
- **Local known constraints:**
 - Surface Water Setbacks: The existing access road and substation footprint represent prior surface water setbacks. The CCRPC will defer to the Town of Bolton in determining the impact of development on this resource.
 - Slopes 25% or More: It appears that land containing a 25% grade may be impacted by the relocation of the access road. Since these are a local constraint, the CCRPC will defer to the Town of Bolton in determining the impact of development on this resource.
- **State possible constraints:** Agricultural Soils; the CCRPC requests that impacts to agricultural soil be minimized in accordance with recommendations from the Vermont Agency of Agriculture, Food and Markets.
- **Local possible constraints:** Slopes 15-25%; based on topographical data it appears land with slopes 15% and 25% grade may be impacted. Since this is a local constraint, the CCRPC will defer to the Town of Bolton in determining the impact of development on these slopes.

Member discussion ensued regarding impacts on steep slopes, natural area and wildlife corridor, and various impacts of the substation upgrades. Taylor asked members if they wanted an amendment added to the letter to ask for more information about impacts to steep slopes and to request a full aesthetic analysis. Members said yes.

MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE 45-DAY NOTICE APPLICATION LETTER, WITH EDITS REGARDING THE REQUEST FOR AN ANALYSIS OF SLOPES AND AESTHETICS. MOTION CARRIED UNANIMOUSLY.

6. FY24 Meeting Calendar

Emma Vaughn referred members to the proposed FY24 Schedule of Meetings memo included with the packet. She explained this schedule is voted upon by the board at the annual meeting each year. She said we took a deeper dive to ensure we are not scheduling our meetings on cultural or religious days of significance. Emma noted that next year's annual meeting was moved from the third Wednesday of the month to Tuesday, June 18, 2024, because June 19th conflicted with the Juneteenth holiday.

CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO RECOMMEND BOARD APPROVAL OF THE FY2024 CCRPC MEETING CALENDAR AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

7. Equity Update:

Charlie thanked Mike O'Brien and Jacki Murphy for their service to the Equity Advisory Committee this year. He said Anne Nelson has been working on an Equity Statement for the CCRPC and a first draft should be ready for review at the July Executive Committee meeting. He said there is an intern working with Anne Nelson on revisions to the ECOS plan that will better address equity. The CCRPC recently joined a government alliance on race and equity to obtain resources from across the country. Charlie suggested that we look at our Personnel Policy and add Juneteenth as an official holiday for the CCRPC.

8. Chair/Director Report

- a) Planner Hiring Update Charlie said we hired Sara Muskin as the new planner. Sara is currently living in North Carolina, finishing up her Master of Public Health degree. She will begin with the CCRPC remotely in July and plans to relocate to Vermont in September. We had a very good pool of candidates, and the final decision was difficult. Charlie said we may need to hire another planner on the transportation side. We have a lot of transportation projects, and we also need to prepare for staff retirements in the coming years. Charlie doesn't want staff to be completely isolated on specific projects without others who can jump in and help. Jacki asked how a background in Public Health fits into the CCRPC. Charlie said Sara will work to learn about zoning and bylaws and her educational background in public health, housing, and equity will expand the skillset of our staff.
- b) Legislative Charlie said the veto session is coming up next week. He is curious to see how the housing issue is dealt with. He is not sure how this will play out. He expects the revenue adjustments will remain and with a super majority they can override the veto, particularly with the budget. The S.100 Housing bill had four studies coming out of it; we will be involved with these, particularly improving regional plan future land use maps and municipal delegation. These studies are the responsibility of the RPCs, and our municipalities (Burlington, South Burlington, and Winooski) played a major role in getting the municipal delegation study added. Charlie will be in a leadership position for this over the next six

- 1 months or so. Each of the studies make recommendations to update ACT 250 and related
2 legislative policy.
- 3 c) Annual Meeting Charlie asked Emma if she had anything to add regarding the Annual
4 Meeting; Emma said no, but mentioned we had enough members register to yield a
5 quorum.
- 6
- 7 9. Draft June 21, 2023, Annual Meeting Board Agenda Charlie referred members to the draft of the
8 Annual Meeting Agenda to be held June 21, 2023, included in their packets. Charlie feels the
9 business portion of the meeting should be brief, he is hoping it will only take 10 minutes or less. We
10 have a short list of items including the approval of last month's minutes, a consent agenda for TIP
11 Amendments, warn a Public Hearing for the FY24-27 TIP, the election of the FY24 Officers and
12 Executive Committee members, and the board member and staff recognition resolutions.
- 13
- 14 10. Other Business: There was none.
- 15
- 16 11. Executive Session: CHRIS SHAW MOVED TO ENTER EXECUTIVE SESSION WITH CHARLIE IN
17 ATTENDANCE TO DISCUSS PERSONNEL ISSUES. MIKE SECONDED. ALL IN FAVOR. THE EXECUTIVE
18 SESSION STARTED AT 7:11 PM. CHRIS MOVED AND MIKE SECONDED TO END THE EXECUTIVE
19 SESSION AT 7:47PM. ALL IN FAVOR.
- 20
- 21 MOTION BY MIKE O'BRIEN SECONDED BY CHRIS SHAW THAT THE EXECUTIVE COMMITTEE RECOGNIZE
22 EMPLOYEE ACHIEVEMENT AND AUTHORIZES THE EXECUTIVE DIRECTOR TO SPEND UP TO 100% OF THE
23 FY24 SALARY BUDGET AS DETERMINED BY THE EXECUTIVE DIRECTOR FOR STAFF AND AS DETERMINED BY
24 THE EXECUTIVE COMMITTEE FOR THE EXECUTIVE DIRECTOR. ALL IN ATTENDANCE IN FAVOR.
- 25
- 26 12. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO ADJOURN
27 THE MEETING AT 7:48 PM. THE MOTION CARRIED UNANIMOUSLY.
- 28

29 Respectfully submitted,
30 Amy Irvin Witham

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

DATE: Wednesday, July 5, 2023

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

PRESENT: Chris Shaw, Chair Catherine McMains, Past Chair
Michael Bissonette, at large <5000 Elaine Haney, at large >5000
Jacki Murphy, Secretary/Treasurer Jeff Carr, Finance

ABSENT: Bard Hill, Vice-Chair

OTHERS: Matthew Arancio, VTrans

STAFF: Charlie Baker, Executive Director Eleni Churchill, Transp. Program Mgr.
Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
Emma Vaughn, Communications Mgr. Taylor Newton, Planning Mgr.
Anne Nelson Stoner, Equity Mgr. Bryan Davis, Senior Planner
Mckenzie Spear, Business Office Assoc.

1. Call to Order, Attendance. The Joint Finance and Executive Committee meeting was called to order by the Chair, Chris Shaw, at 5:45 PM.

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

3. Approval of the June 15, 2023, Joint Finance and Executive Committee Meeting Minutes
JACKI MURPHY MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO APPROVE THE JUNE 15, 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- Edit; Page 2, Line 44: add word "we" after "want to."
- Edit; Page 4, Line 7: add word "as" after "well".
- Edit; Page 4, Line 28: drop "s" in "coordinate."
- Edit; Page 5, Line 13: update word "religions" to "religious."
- Edit; Page 5, Line 14: remove comma after June 19.

4. FY24 Updated Budget

Charlie Baker referred members to the draft updated FY24 budget included with the packet and provided an overview. He reminded everyone that additional resources from the State came through and said the biggest changes were under the Regional Planning Grant-ACCD with an additional \$89K for staff time and an additional \$60K in direct expenses for making our ECOS Plan web-based and supporting the improvement of statewide planning manuals. Under the MPO line, Charlie said there was \$45K moved from the RAISE Grant consultant line into the MPO Transportation staff line. The last big change was the proposal for an additional staff member with a transportation-TOD focus. Charlie said the sustainability of higher staffing levels has been a question on our minds, however with retirements planned over the next few years, staffing levels should

work due to attrition. Catherine asked for clarification on the additional staff member; she asked if this is the most recent hire? Charlie said no, this is another separate position that will take us up from 20 to 21 full-time staff. Jeff said he assumes these new positions will be leaning toward transportation projects and finds this to be a very reasonable request.

JACKI MURPHY MADE A MOTION, SECONDED BY JEFF CARR, TO RECOMMEND THE UPDATED BUDGET TO THE BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY

The financial portion of the meeting concluded at 6:01PM. Jeff said goodbye to everyone and excused himself from the meeting.

5. Act 250 & Section 248 Applications

a. College Parkway, VT Rt 15, Colchester, 45 Day Notice of Application, #23-2148-AN

Taylor Newton addressed members with a screen share and referred everyone to the 45-day Notice Letter to be submitted to Aaron Lavallee, Aegis Renewable Energy that was included with the packet. This is an application submitted by Aegis Renewable Energy for the construction of a 150-kW solar array to be located at 850 College Parkway in Colchester, VT. The CCRPC has reviewed the project's conformance with the CCRPC's 2018 Chittenden County ECOS Plan and finds the project meets Energy Goal #17 and the location meets the suitability policies. The review of the constraints indicated one State possible constraint, Agricultural Soils. The CCRPC requests that impacts to the soil be minimized in accordance with recommendations from the Vermont Agency of Agriculture, Food and Markets. These comments are based on information currently available. The CCRPC may have additional comments as the project continues. The CCRPC will review the project location again with each new submittal to confirm the findings.

CATHERINE MCMAINS MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE 45-DAY NOTICE APPLICATION LETTER AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Michael Bissonette asked why the CCRPC doesn't request to have power lines buried underground? Taylor said the CCRPC has no policy on underground lines in the regional plan, and we defer to the Public Utility Commission on that topic. Many municipalities do require the lines be buried in the development regulations, but Taylor has not seen that come up with the solar arrays seeking approval via the Section 248 process.

6. Personnel Policy Updates

Charlie referred members to the "Appendix A - Salary Range" document included with the packet. Updates to the Business Office Manager salary levels were highlighted. Charlie reminded members that this was a follow-up to the conversation he had with them last month where the salary for the position exceeded the listed salary range in the Personnel Policy. Chris asked how many folks were in a grade 4 position. Charlie explained that the grade 4 level included Forest Cohen, Taylor Newton, and Eleni Churchill.

JACKI MURPHY MADE A MOTION, SECONDED BY MICHAEL BISSONETTE, TO APPROVE THE PERSONNEL POLICY WITH SALARY RANGE EDITS AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

7. Update Bank Account Signers & Resolution

Forest Cohen said we have two bank accounts with the Opportunities Credit Union; one for the Basin 5 CWSP and the other for CCRPC business accounts. He explained Catherine McMains, our past Chair, needed to be removed as an authorized signer and Jacki Murphy, our newly elected Secretary/Treasurer, needed to be added. Charles Baker, Christopher Shaw, and Bard Hill will remain as authorized signers. The resolutions will formalize the updates.

CATHERINE MCMAINS MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE UPDATES TO THE BANK ACCOUNT SIGNERS AND THE ADOPTION OF THE RESOLUTIONS FOR THE OPPORTUNITIES FEDERAL CREDIT UNION. MOTION CARRIED UNANIMOUSLY.

8. Committee Appointments FY24

Charlie referred members to the draft document for committee appointments in FY24. He said the document reflects existing appointments but wanted to review, edit, and refresh as needed. Catherine asked if Adam Wechsler was still a member of the Transportation Advisory Committee (TAC). Eleni said yes, Adam is still a member. Charlie said we will update the document to include Adam on the list for TAC and will add Anne Nelson Stoner to the Equity Advisory Committee.

9. Legislative Priority Review/check-in

Charlie referred members to the Potential Policy Participation Topics document included with the packet. He provided a review and said there were a few changes to the list. He explained this would be shared at the July Board meeting in preparation for the FY24 Legislative session. The following topics were included:

- HOME Act, Act 47 & related studies
 - Regional Future Land Use map - RPCs
 - Act 250 - Municipal Delegation - RPCs
 - Act 250 - Location based jurisdiction - NRB
 - State Designation Programs - DHCD
- Transportation Bill - VTrans Project Selection and Prioritization Process (VPSP2)
- Clean Water (2019 Act 76)
- Transit Financing
- Broadband Deployment in Vermont
- Climate Change - Global Warming Solutions Act and Vermont Renewable Energy Standards
- Cannabis Taxation and Regulation (Act 164 of 2020)
- Tax Increment Financing
- Equity Related Bills
- Increased Municipal Self-Governance
- Open Meeting Law
- Regional Dispatch Start-up Funding
- Planning Funding

10. Equity Update:

Anne Nelson greeted members and said she has been meeting with all staff to create and develop a formal equity statement for the CCRPC. She is also working with her intern, Annie Henderson, to weave more equity language into the ECOS Plan and continue developing the Equity Action Plan. Anne Nelson continues to hold many meetings with community partners. She, alongside the Equity Advisory Committee, is still exploring ways to use federal transportation funds to build community capacity for greater engagement. She will send a draft application and RFP to the Vermont

Department of Transportation (VTrans) and the Federal Highway Administration (FHA) for review. She is still working with Creative Discourse group to plan a regional equity workshop. Anne Nelson is also involved in a couple of specific CCRPC projects' engagement efforts. Chris said this sounds like a lot to manage and asked whether the intern was helpful. Anne Nelson said yes. Chris also clarified what content will be included in the Equity Action Plan. Anne Nelson responded it will be a living document that outlines a roadmap forward so our Equity Statement doesn't stand alone.

11. Chair/Director Report

a) Legislative Charlie said he doesn't have a lot to add, but Chris hit the nail on the head when he said we will be consumed with the study reports. The four studies coming out of the S.100 HOME Bill will be a big lift in the coming months, particularly with the regional plan for future land use maps and municipal delegation. These studies are the responsibility of the RPCs, and our core municipalities (Burlington, South Burlington, and Winooski) played a major role in getting the municipal delegation study added. Charlie will be in a leadership position for these over the coming months. Some of the local zoning requirements with Act 47 (S.100 HOME Bill) that were slated to be effective in December 2024 were made effective July 1, 2023. Charlie said the response was to discourage communities from undermining many of the provisions in S.100.

b) Annual Meeting Debrief

Charlie thanked Emma for her work in setting up the annual meeting from finding the venue at Maquam Barn and Winery, to the great appetizers and dinner. Charlie asked if members had any feedback. Chris said it was lovely to have Senator Kesha Ram Hinsdale as our guest speaker. Members agreed. Jacki said the only small negative was the sound system. Otherwise, it was a perfect evening.

12. Draft July 19, 2023, Annual Meeting Board Agenda

Charlie referred members to the Draft Board Agenda for July 19, 2023, included in their packets. It was noted that we need to add the budget revision to the agenda.

13. Other Business: There was none.

14. Executive Session: None needed.

15. Adjournment: MICHAEL BISONNETTE MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE MEETING AT 6:37 PM. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE
MINUTES

DATE: Tuesday, July 11, 2023
TIME: 9:00 a.m.
PLACE: Virtual Meeting via Zoom

Members Present

Matthew Arancio, VTrans
Jacqui DeMent, FHWA
Joe Segale, Huntington
Dayton Crites, Burlington
Deirdre Holmes, Charlotte
Jonathon Weber, Local Motion
Sam Andersen, GBIC
Adam Lawrence, SSTA
Kurt Johnson, Underhill
Sandy Thibault, CATMA
Chris Yuen, Essex Junction
Lisa Schaeffler, Milton

Staff

Charlie Baker, Executive Director
Eleni Churchill, Transportation Program Manager
Taylor Newton, Planning Program Manager
Bryan Davis, Senior Transportation Planner
Christine Forde, Senior Transportation Planner
Jason Charest, Senior Transportation Planning Engineer

Guests

Katharine Otto, VTrans

1. Bryan Davis called the meeting to order at 9:03 AM.

2. Consent Agenda

No consent agenda this month.

3. Approval of June 6, 2023 Minutes

KURT JOHNSON MADE A MOTION TO APPROVE THE MINUTES OF JUNE 6, 2023, SECONDED BY SAM ANDERSEN. THE MOTION PASSED UNANIMOUSLY.

4. Public Comments

No comments from the public.

5. Consultant Selection – Land Use Planning and Development Regulation Services

Taylor Newton, CCRPC, reviewed the process to pre-qualify 8 firms to conduct Land Use Planning and Development Regulation Consultant Services for a range of projects, including the Transit-Oriented Development Plan for Northwest Vermont RAISE Grant and other land use projects, as described in the agenda item memo. Sam asked if these firms have done this kind of work in the past? Taylor replied yes, we have experience working with them or they provided examples of this type of experience. Firms range in size from single employee to national firms.

SAM ANDERSEN MADE A MOTION TO APPROVE THE SELECTED CONSULTANTS AS RECOMMENDED BY THE SELECTION COMMITTEE FOR LAND USE PLANNING AND DEVELOPMENT REGULATION SERVICES FOR FY24-FY25, WITH POSSIBLE EXTENSIONS TO FY26 AND FY27. MOTION SECONDED BY JONATHON WEBER. THE MOTION PASSED UNANIMOUSLY.

6. 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.

7. CCRPC Board Meeting Report

In June the Board gathered for their annual meeting and warned a public hearing for the FY24-27 Transportation Improvement Program at the July 19 Board meeting, voted to approve the slate of officers for FY24, voted to approve the FY24 meeting calendar, and approved resolutions recognizing years of service of staff and Board members.

8. Chair/Members' Items

- **Model Bike Parking Ordinance:** Local Motion prepared this model bike parking ordinance for communities to use as the basis for developing their own local policy. The model is based on an extensive review of existing ordinances and grounded in best practices. All of the associated graphics are available and free for any non-commercial use. Including these directly in an ordinance is a good way to prevent non-conforming racks and non-compliant setbacks. For questions and assistance, contact Susan at susan@localmotion.org.
- **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:
 - 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, 802-490-6191.
- **Wildlife Crossing Pilot Program funding: [Notice of Funding Opportunity](#)** (NOFO) for the FHWA Wildlife Crossings Pilot Program is now available for Fiscal Years 2022 and 2023 in the amount of \$111.85 million. The program helps carry out projects by certain Federal, Tribal, State, and local governments, including municipalities, counties, and others that reduce wildlife-vehicle collisions and improve habitat connectivity for terrestrial and aquatic species. **Deadline for applications is 11:59 PM EST on August 1.** Grant applications must be submitted through Grants.gov. Please check the [webpage](#) for future webinars and more information. Contact: wildlifecrossings@dot.gov.
- **2023 Clean School Bus Grant Program:** Notice of Funding Opportunity (NOFO) for the [Clean School Bus Grant Program](#) includes two sub-programs, one for school district and Tribal applicants (School District Sub-program) and one for third-party applicants (Third-Party Sub-program). EPA is providing two separate competitions under this single NOFO to address the unique needs and concerns of diverse recipients and encourage participation in the CSB grants program. EPA is prioritizing applications that will replace buses serving high-need local education agencies, rural areas, Tribal school districts funded by the Bureau of Indian Affairs and public school districts receiving basic support payments for students living on Tribal land, and rural areas. In addition, EPA is committed to ensuring the CSB Program delivers on the Biden-Harris Administration's Justice40 Initiative that at least 40% of the benefits of certain federal investments flow to disadvantaged communities. **Grant applications submitted to Grants.gov by Tuesday, August 22, 2023, at 11:59PM ET.**

Bryan noted these other programs:

- The USDOT released the NOFO for the for the [Reconnecting Communities and Neighborhoods \(RCN\) Program](#), which combines the two major discretionary grant opportunities: The Reconnecting Communities Pilot (RCP) and Neighborhood Access and Equity (NAE) Programs. The RCN Program will provide up to \$3.16 billion for planning activities and capital construction projects that:

- Prioritize disadvantaged communities,
 - Aim to improve access to daily destinations such as jobs, education, healthcare, food, and recreation,
 - Foster equitable development and restoration, and
 - Reconnect communities by removing, retrofitting, mitigating, or replacing highways or other transportation facilities that create barriers to community connectivity, including to mobility, access, or economic development.
- **Municipal Energy Resilience Program (MERP):** BGS is now accepting applications for [Building Energy Resilience Assessments](#). Assessments will recommend energy efficiency and resilience improvements in municipal buildings, such as weatherization, thermal envelope improvements, HVAC upgrades, and are a necessary step in the process of applying for the MERP Implementation Grants of up to \$500,000. Visit our program [webpage](#) to learn more and apply. Cities, towns, fire districts, and incorporated villages may request assessments for multiple buildings in priority order in their application. Please review the [information document](#) comparing the assessment types. Contact Ann Janda (ajanda@ccrpcvt.org) with any questions.

The TAC will not meet in August. The next TAC meeting is scheduled for Tuesday, September 5.

SAM ANDERSEN MOVED TO ADJOURN, SECONDED BY JONATHON WEBER, THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 9:11.

Respectfully submitted, Bryan Davis

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
PLANNING ADVISORY COMMITTEE (PAC) - MINUTES

DATE: Wednesday, June 14, 2023
TIME: 2:30 p.m. to 4:00 p.m.
PLACE: Virtual Meeting via Zoom with link as published on the agenda

<u>Members Present:</u> Joss Besse, Bolton Meagan Tuttle, Burlington Larry Lewack, Charlotte Cathyann LaRose, Colchester Katherine Sonnick, Essex Town Alex Weinhausen, Hinesburg Barbara Elliot, Huntington Yves Gonnet, Huntington Linda Blasch, Jericho Cymone Bedford, Milton Kit Luster, Shelburne Paul Conner, South Burlington Matt Boulanger, Williston Eric Vorwald, Winooski	<u>Staff:</u> Melanie Needle, Senior Planner Taylor Newton, Planning Program Manager Darren Schibler, Senior Planner Bryan Davis, Senior Transportation Planner
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. Welcome and Introductions

J. Besse called the meeting to order at 2:31 p.m.

2. Approval of April 12, 2023 Minutes

Larry Lewack made a motion, seconded by Katherine Sonnick to approve the prior meeting's minutes. No further discussion. MOTION PASSED UNANIMOUSLY.

3. PAC Chair Position

J. Besse announced that he is stepping down as Chair. The CCRPC Bylaws state that the PAC Chair can be appointed by the members of the PAC or by the CCRPC Board. J. Besse suggested that the PAC make the decision. J. Besse asked if P. Conner, Vice Chair, would be interested in taking over as Chair. P. Conner noted that he has a standing obligation before the PAC meeting ends, yet would consider the position. The PAC will consider electing a chair at its next meeting in August.

4. RFQ – Land Use Consultants

T. Newton updated the PAC on the RAISE-grant funded Transportation Oriented Development Project that CCRPC is managing. The project will include providing master planning and development regulation writing to municipalities. CCRPC had released an RFQ to hire a Project Manager, who was envisioned as the person that would put out an RFQ for land use consultants to be pre-qualified to work with municipalities. No responses were received for the project manager RFQ. Therefore, CCRPC staff released a RFQ for land use consultants in mid-May. Responses are due on June 16. PAC members (Meagan, Larry, and Cymone) will be on review committee with CCRPC staff. The Committee's recommendation will be brought to TAC on July 11. T. Newton noted that all municipalities will be able to use consultants on the pre-qualified list for UPWP projects over the next 2 years.

5. Health Equity Toolkit

M. Needle and B. Davis are working together on municipal planning for health equity, developing actions to create healthy communities for all. The project is funded by a statewide grant that all municipalities are eligible to use. In Phase 1 of the grant, CCRPC worked with the VT Department of Health to develop a Health Equity Toolkit that has been released (and is [posted to CCRPC's website](#)).

M. Needle defined health equity: ensuring that everybody has the opportunity to attain their full health potential, and where no person is disadvantaged in achieving their potential. She also described the different types of

inequities: distributional (unfair distribution of resources, burdens, and benefits); procedural (unfair decision making), and structural inequity (unfair governmental or institutional systems). Inequities can be driven by many factors, specifically including disparities in political power and government structures that limit meaningful participation, which municipalities should work to address through more meaningful public engagement.

M. Needle described how the built environment is critical to achieving physical, mental, and social health as well as inclusive communities. Making connections between health and place can encourage residents to adopt healthy behaviors, but there are inequities inherent in our current built environment. This is apparent in the lack of housing choice, the development of subdivisions with car-dependent design, the lack of pedestrian infrastructure, and the lack of community gathering spaces. M. Needle also described the curb-cut effect: designing for people with disabilities (such as an ADA-accessible curb ramp) improves the built environment for all people.

M. Needle described how to address health equity at a municipal level, including through town plans, bylaws, transportation, recreation, and housing. This can take the form of adding language on the social determinants of health (health care, education, financial security, built environment, and social connection) in plans as well as other efforts. The [Enabling Better Places](#) guide and the [Guiding Principles for a Just Transition](#) provide recommendations and frameworks that help advance health equity in municipal bylaws. Municipalities can also consider conducting health impact assessments in their planning and development review processes.

B. Davis continued the presentation by discussing Health Equity in Transportation by finding ways to make walking and biking an easier choice through:

- Changes in the built environment (buffering bike lanes / sidewalks,
- Improving accessibility (ADA trails, interpretation and audio assisted tours)
- Ensuring access to trails and nature (for example, ensuring trails are ADA accessible)
- Universally accessible playgrounds

B. Davis described the Health Equity Technical Assistance (TA) Pilot Program, including several local projects (Milton on the Move, Winooski Parents & Students Co-Op Training, Burlington One Day in VT). He also described other implementation examples from statewide work, including [CCRPC's Equity Map Viewer](#).

M. Needle and B. Davis noted that CCRPC and Amanda Froeschle from VT Department of Health are available to help municipalities incorporate health equity into their plans.

J. Besse asked if the health equity work is part of UPWP. B. Davis said that staff time for health equity-related work is allocated within the UPWP, but is not allocated for specific projects. P. Conner asked how this work is different from work VDH has already been doing? B. Davis said that the funding under discussion is specific to support CCRPC staff and the Health Equity toolkit, but VDH is a good partner in this and is available to help with similar work. P. Conner asked if CCRPC assistance can take the form of creating new projects or providing supplemental assistance to existing projects. B. Davis responded that it could be either.

M. Needle and B. Davis asked PAC members to share their ideas or current work to advance health equity and asked PAC members to reach out if help is needed.

6. Zoning Atlas Update & QA/QC

T. Newton provided an update on the effort to create a Vermont Zoning Atlas. The University of Vermont Complex Systems and Middlebury College completed a training for volunteers on how to read municipal bylaws on June 7th. Work has begun for Chittenden County municipalities and will be wrapping up by the end of June. T. Newton noted that some PAC members were interested in doing quality control before the data are published, and asked if any other municipalities were interested in doing so (most were). T. Newton will connect municipal staff with the Zoning Atlas Project Director Yoshi Bird to help with quality control in late June.

7. Legislative Items

D. Schibler provided a preview of the forthcoming VPA Legislative Update and reviewed a few bills:

S.100: CCRPC is waiting to answer questions from municipalities until DHCD guidance. However, the duplex provisions go into effect on July 1, 2023; the emergency shelters definition and bylaw limitations go into effect on September 1, 2023; the remaining provisions related to local zoning don't take effect until December 2024.

P. Conner suggested that at forthcoming PAC meetings the committee set aside time to have roundtable discussion on specific topics. He specifically asked to address the emergency shelters provision in August.

T. Newton reviewed the studies in S.100:

- Creating consistency and coordination in regional land use maps and plans and how these could be used in a regulatory context. This will be done by VAPDA but led by CCRPC. Due 12/31/2023
- Municipal delegation of Act 250 authority. This will also be led by CCRPC since it was of particular interest to Burlington, South Burlington, and Winooski. Due 12/31/2023
- Energy code study (both RBES and CBES), specifically proactive administration and enforcement, transitioning code from PSD to Department of Public Safety. Due 12/31/2023.
- Other studies not in the bill, but also of interest:
 - The NRB is looking at location-based jurisdiction for Act 250. Due 12/31/2023.
 - State designation study, including streamlining and retrofitting the designation programs and increasing participation while also improving benefits. This could be aligned with the municipal delegation and regional future land use studies. The study just kicked off and is due 12/31/2023.

Joss Besse left at approximately 3:30 PM.

Other passed bills of planning interest:

- S.115: removes municipal authority to charge stormwater fees for agricultural properties.
- S.5: establishes a clean heat standard and a cap-and-trade program for greenhouse gas emissions from the thermal sector.
- H.42: extends pandemic-era meeting procedures until July 1, 2024.
- H.110: extends the sunset on the Public Utility Commission's authority to review of telecommunications facilities for 3 more years.
- H.222: adds a definition of recovery residences to Chapter 117 and requires them to be treated equivalently to single-family dwellings.
- H.479: the transportation bill includes electric bike incentives and fare-free busing thru 2023 among other items.
- H.494: the FY24 budget bill (which was vetoed and may be modified before passage). This includes:
 - Nearly \$900,000 in Municipal Planning Grants, of which up to \$500,000 can be used for Bylaw Modernization Grants (but if undersubscribed will revert to MPGs)
 - \$1 million statewide (about \$100,000 to CCRPC) for brownfields assessment and planning, which is in addition to the \$1 million included in the FY23 budget adjustment act (H.145) and a \$500,000 EPA grant that CCRPC recently received.

8. Members Items Open Forum

E. Vorwald asked CCRPC staff to clarify the timeline for regional planning commission to conduct municipal plan consultations per statute. Staff reviewed CCRPC's process, which simply requires 2 consultations within the 8-year period of a municipal plan (rather than a consultation specifically at 4 years). CCRPC conducts one review 2 years before municipal plans expire to provide recommended changes (including new statutory requirements),

1 and then provides another review when a full draft plan is prepared prior to (re)adoption. T. Newton said he'd
2 send the CCRPC Plan Review Guidelines to PAC members for review.

3
4 **9. Other Business**

5 **a. Summer Meeting Date**

6 The August PAC meeting be rescheduled to Thursday, August 17.

7
8 **b. BGS MERP Program**

9 T. Newton noted that this grant program should be opening within the next week. If any members
10 know of projects within their municipalities, please notify Ann Janda.

11
12 **c. Essential of Land Use Training**

13 T. Newton reminded PAC members that CCRPC staff are available to conduct these trainings, which
14 can be tailored to specific interests of the municipality.

15
16 **d. Updated Regional & Municipal Energy Data and Maps**

17 M. Needle noted that CCRPC has LEAP data for the county level. The data will be disaggregated to
18 the municipal level sometime in the fall.

19
20 **e. FEMA Flood Map & Bylaw Updates**

21 A Work Map meeting (the formal process for FEMA to adopt updated floodplain maps) had been
22 scheduled for this June for the Lamoille and direct to Lake Champlain basins, but has been
23 postponed. Staff anticipates that the meeting will be held in the late summer.

24
25 **f. Regional Act 250 / Section 248 Projects on the Horizon**

26 PAC members should email Taylor and Darren any Act 250/Section 248 updates.

27
28 P. Conner adjourned the meeting at 3:42pm.

29
30 Respectfully submitted, Darren Schibler

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
LONG RANGE PLANNING COMMITTEE - MINUTES

DATE: Tuesday, July 11, 2023
TIME: 7:00 p.m. to 9:00 p.m.
PLACE: Virtual Meeting via Zoom with link as published on the agenda

Members Present:	Staff:
Sandy Thibault, TAC Rep	Taylor Newton, Planning Program Manager
Dana Hanley, CCRPC Alt from Charlotte	Melanie Needle, Senior Planner
Eric Vorwald, PAC Rep	Darren Schibler, Senior Planner
Annie Costandi, CWAC Rep	Jason Charest, Senior Transportation Planner
Bob Henneberger, TAC Rep	Charlie Baker, Executive Director
Andrew Watts, CCRPC Board Rep from Williston	Sarah Muskin, Planner

1. Welcome and Introductions

T. Newton welcomed everyone at 7:04pm. Introduced S. Muskin as new CCRPC Planner and all committee members present introduced themselves.

2. Approve April 11, 2023 Minutes

D. Hanley motioned to approve the April meeting minutes. A. Watts seconded. All in favor.

3. Recap FY23 ECOS Work

- a. Metropolitan Transportation Plan (MTP) was approved by the board in June.
- b. Comprehensive Economic Development Strategy (CEDS) was approved by all 8 boards involved in March.
- c. LRPC Energy Subcommittee: seven members met 4 times to work on the energy plan which should be ready for committee review in August. There are minor policy changes as well as data updates and reorganization.

4. Review FY24 Schedule

T. Newton shared the meeting dates and plans for the remainder of the year. The next nine months will have monthly meetings. ECOS People and Place review will happen in the Fall.

5. Review the DRAFT ECOS Plan – Prosperity

T. Newton and CCRPC staff briefly summarized changes to the Prosperity Section of the ECOS plan. Committee members commented after each update summary.

Infrastructure and facilities: The main updates included general data, the CUD and including the Broadband grant that was received last month, the new solid waste recycling district, and medical facility data. E. Vorwald requested that a note be added of where to find data about wastewater capacity for all facilities in the region. Also, referencing the pandemic may be dated regarding Telecommunications/broadband. D. Schibler clarified that in Table 33, 65+ refers to the total population over 65+, not just the population between 65 and 85. E. Vorwald suggested adding the word “total” to clarify.

Economy: Information was added to this section about wages. Income was added to household income and security. Labor force participation was discussed. Staff attempted to include racially disaggregated data, but it was not included because the information doesn’t currently exist at a county or local level. E. Vorwald requested to list both ends of the wage spectrum on page 50 (first bullet). S. Thibault noted links to scorecards were broken, so requested a link functionality check. CCRPC staff will do so and think about how to update links efficiently going forward.

Household Financial Security: Changes included a lot of reframing household security as a social determinant of health. Discussion of data revealing large racial disparities was also added. Data from 2011 and 2021 was compared. Other updates included data for basic needs budget, SNAP benefits, and making school meals free for all. B. Henneberger requested to disaggregate data for those who rely solely on social security income in this section, given they are an increasing percentage of the population. CCRPC staff will look into addressing this.

Working Lands & Land Based Industries: Switched language to regenerative economies. Equity issues were also added to this section, regarding the dairy industry workforce in particular. E. Vorwald noted incorrect numbers in Figure 28. CCRPC staff will address this.

Scenic Recreation and Historic Resources: Changes mostly included minor reframing and data updates. Updated info about bike and ped infrastructure was included. Also was updated language about what we hope municipalities do in their plan when they want to regulate these resources. No board comments.

Arts and Culture: Minor updates. Added info about jobs in the creative arts in Chittenden County. No board comments.

Education Knowledge and Skills: Changes to this section mostly included data updates such as childcare costs, and standardized test scores. Test score data was disaggregated to explore equity concerns. A discussion about the new childcare bill that just passed was just added, although we will need to follow this policy as its impacts occur. A discussion of the ramifications COVID-19 for teacher retention and hiring was included. E. Vorwald discussed why in Figure 17 the number of school aged children increased, but school enrollment decreased. Staff conjecture that students are being homeschooled/going to private schools (this data is only available for public schools). E. Vorwald suggests it should be made clear that this data is only for public schools.

Economic Infrastructure Strategy- Including CEDS was the major change in this section. Before, CEDS was only half enforced, and now the updates are included. No board comments.

Working Lands: The main changes in this section were to streamline and tighten language. Otherwise, language was pulled from CEDS around Farm to Table, etc. May need to add some updates in the coming months to the biomass section due to new information about the industry and resources. This may be added in August.

Governance: No big changes. Housing finance is being moved to housing strategy so was deleted. S. Thibault confirmed that multijurisdictional services should reference Green Mountain Transit, not Chittenden County Transportation Authority. C. Baker noted that the plan should reference recent legislative studies on transit financing.

The next meeting will be longer because Energy Planning information will be new for the Board. Packets should be dispersed a week in advance. T. Newton will be on vacation. The subcommittee members may attend to discuss what they have been working on with M. Needle and D. Schibler. The plan will have few major policy updates, but lots of new data.

6. Adjourn

E. Vorwald made a motion, seconded by S. Thibault to adjourn. The motion passed at 7:46 pm.

Respectfully submitted, Sarah Muskin

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
ENERGY SUB-COMMITTEE - MINUTES

DATE: Monday, July 10, 2023
TIME: 6:00 p.m. to 8:00 p.m.
PLACE: Virtual Meeting via Zoom with link as published on the agenda

Members Present:

Daniel Parkins, Essex
Keith Epstein, South Burlington
Kevin Thorley, Williston

Staff:

Taylor Newton, Planning Program Manager
Melanie Needle, Senior Planner
Darren Schibler, Senior Planner
Eleni Churchill, Transportation Program Manager

1. Welcome and Introductions

M. Needle welcomed everyone at 6:06pm and asked members and staff to introduce themselves.

2. Approve May 25, 2023 Minutes

Approval of minutes was deferred to future meeting due to lack of quorum.

3. Renewable Energy Generation Targets

D. Schibler gave an overview of how supplement 6 was organized in the updated plan. He explained that equity is a new standard and we relied on the Just Transitions framework to discuss energy affordability and access. D. Schibler explained the target methodology came from the methodology provided by the Department of Public Service (PSD). He shared that the State gave us an assumption of 50% of in state generation. D. Schibler also reviewed the past methodology that included a low and high target. The target for this iteration of the plan is assuming 16% of the state's in-state generation. In 2050, Chittenden County should be planning for just under 1 mil MWH. To estimate the target, the existing generation is subtracted out to determine additional amount needed to generation. D. Schibler noted that we had to correct some of the PSD's data.

At K. Thorley's question, D. Schibler responded that the methodology does not account for peak or seasonal demand, but it is discussed as an issue in the text. K. Thorley suggested showing examples of demand differences by month and time of day to highlight this issue.

K. Epstein asked how the pace of new renewables generation has changed over time. D. Schibler showed the section on existing generation. He mentioned that most of the renewable energy came from hydro and the last 10 years solar and wind has increased. T. Newton said we can work on including a chart or data that show how generation has changed.

K. Thorley stated that across ISO New England, behind the meter solar (which generally refers to rooftop solar and small-scale ground mounted) currently generates 10 times the amount of utility-scale solar. However, our plan anticipates nearly half our new capacity coming from grid scale solar. He wondered why we anticipate such a shift in the market for solar going forward, and if this represents high market penetration of rooftop solar. T. Newton responded that what is shown for potential is simply based on land area, which will result in a larger amount of ground-mounted solar compared to what the market has shown historically (which is a focus on rooftop). However, D. Schibler noted that the estimates for rooftop solar are rough given our limited data, including the amount of existing vs. potential new rooftop solar. He noted that these figures are used simply to demonstrate that the county has sufficient resource areas available to meet generation targets regardless of technology for the purpose of guiding locations of new generation facilities. Also, from a policy perspective, rooftop is preferred over ground-mounted and it appears to be able to provide a significant portion of our capacity. T. Newton reiterated that the target now is higher than the low target used in 2018, but substantially lower than the high target.

1 K. Epstein noted that in Table 16 the conversion from power in megawatts to energy in megawatt-hours seems
2 incorrect based on the conversion factors stated in the methodology. D. Schibler explained the methodology he used
3 and will double check the numbers.

4
5 K. Epstein noted that the capacity factor for roof mounted should be less than ground mounted. D. Schibler
6 responded by saying that the data we used as the basis for rooftop potential filters for limitations, which may be the
7 reason why the capacity factor is higher than normal. This workflow was developed by ESRI (the producers of
8 ArcGIS) and performed by the Vermont Center for Geographic Information (VCGI). D. Schibler thanked the
9 committee for scrutinizing the data and mentioned that the data is theoretical, but he will double-check the capacity
10 factors used. K. Epstein asked for a disclaimer explaining the caveats.

11 D. Schibler further explained how the estimate from acres to MWh and then disaggregation to the municipal level. D.
12 Parkins pointed out that the percentage of Global Foundries' (GF's) consumption is not included. M. Needle added
13 that it is very unlikely that we are going to be able to get the data, so the statement will be edited to say simply that
14 GF is a very large consumer of energy. K. Epstein pointed out that with regard to reaching municipal generation
15 targets, it is NOT possible for all municipalities to do so with a single technology.

16
17 D. Schibler reviewed the municipal renewable energy targets in table 27. The committee questioned the electricity
18 consumption of Burlington vs. Essex Junction. v. Essex Town. D. Schibler mentioned that GF and industrial and
19 commercial businesses in the Town contribute to these consumption amounts for electricity. M. Needle compared the
20 data to the 2018 data and said that it aligns.

21
22 The Committee discussed Table 28 showing municipal and regional generation targets relative to total renewable
23 generation resources available. T. Newton asked the Committee how they would like to address the fact that Essex
24 Junction's target is higher than it can produce. At K. Thorley's question, T. Newton said that when we review
25 Section 248 petitions for permitting new facilities, we don't look at the targets. D. Schibler said the targets are not
26 binding and are used only for planning purposes. D. Parkins suggested discussing whether Global Foundries was
27 approved to be its own utility. Conversation about the enhanced energy plan for Essex Town ensued.

28
29 The Committee agreed that under the process outlined for municipal targets, there is no easy way to reconcile Essex
30 Junction's targets with its capacity at a local level, but it would be sufficient to discuss this in the context of GF's
31 consumption, and note that the regional target will still be met. The contributions of other municipalities beyond their
32 targets can also be mentioned.

33
34 K. Thorley pointed out that on page 17 add some numbers about monthly capacity with respect to solar and wind in a
35 summer and winter months.

36
37 K. Thorley asked about the need to supply biomass for the McNeil generation plant from outside of Burlington and
38 how this is handled in terms of setting targets. D. Schibler responded that the PSD standards for biomass electricity
39 facilities acknowledge this issue but do not require accounting for biomass imports in targets / existing generation,
40 especially since this only applies to two major facilities statewide (McNeil and Ryegate). D. Schibler also mentioned
41 that we added more about biomass that will be seen in the next draft.

42
43 K. Epstein offered some minor comments about typos and units.

44 **4. ECOS Plan Review**

45 **a. Supplement 6**

46 Keith Epstein had the following questions and comments:

- 47 • P. 9: Clarify how transportation energy from home electric vehicle charging is counted. M. Needle clarified
48 that EV charging is only counted separately in the transportation targets, irrespective of the location where
49 they are charged, and that this energy is not counted in place-sector energy use (electricity or thermal).
- 50 • P. 11: there is a typo between the text and table stating the number of new air source heat pumps.

- P. 12: Table 14 does not have units of energy.
- Coordinating bike/ped connectivity between communities, not just within. E. Churchill: CCRPC's Active Transportation addresses county-wide bike/ped connectivity. K. Thorley suggested coordinating official maps between different communities. Staff suggested that a reference to the Metropolitan Transportation Plan be added, and M. Needle said that this will be captured in the transportation section of the ECOS Plan and included in the Enhanced Energy Plan package provided to the Department of Public Service.

M. Needle resumed an overview of Supplement 6, which serves as an appendix to the ECOS Plan for energy data. It includes explanation of how the numbers were developed and how municipalities can understand and use the data for local enhanced energy plan. There were no further questions from the Committee on Supplement 6.

b. Energy Key Trends and Issues

p. 37: K. Epstein suggested changing the axis units on these bar graphs to simply read million MMBTUs rather than 10,000s thousand MMBTUs, and that units should be added to the graph on p. 36.

M. Needle briefed the Committee on the revisions to Key Issues and Trends since the first draft. A major difference was the inclusion of equity analysis regarding energy issues, specifically the energy goal.

D. Parkins asked if the Energy goal could better acknowledge the burden faced by marginalized communities under the current system of energy use. D. Schibler suggested that the first paragraph of Energy Overview somewhat addresses this, but D. Parkins was concerned that the current goal language might place roadblocks to development of renewable energy if any burden is expected on a particular community. He suggested something along the lines of, "The RPC will strive to bridge the gap between inequities among communities and reduce any unreasonable burden placed on specific communities." Or insert at the start, "In pursuit of an equitable transition for all communities..."

E. Churchill asked for clarification of whether the goal on page 32 is to have 100% of light-duty vehicles be fully electric refers only to sales or is it inclusive of all vehicles on the road. M. Needle clarified that it is only sales.

T. Newton asked for more specificity about goals for siting of electric vehicle charging, which currently refers to nearly all locations.

E. Churchill noted that the reference to the MTP should also include transit, not just bicycles and pedestrians. M. Needle suggested that this could be included in the forthcoming transportation section.

With regard to heating, T. Newton asked whether we could specifically talk about how to address energy inequities. D. Parkins suggested including geothermal in this section, and D. Schibler suggested biomass.

T. Newton suggested replacing "Energy" with "Electricity" in the title of this section and throughout the text.

K. Thorley made the following suggestions to this section:

- Clarify that renewable access to energy is more of an issue of ownership or financial stake rather than consumption, since most of the grid is sourced renewably.
- Grid resilience should include a stronger statement about using battery storage to meet peak demands.
- The Renewable Energy Standard section should clarify that the figures cited are post-REC, but expressed surprise at the small proportion of non-renewable electricity cited given peak demands in the winter, which rely primarily on fossil sources.
- The statement on changing the PUC's wind rules may need to be moved to the Renewable Electricity Generation section. T. Newton noted that staff will be prepping the CCRPC Board for strengthened policy statement at their 7/19 meeting; the Energy Subcommittee might get specific questions about this topic.

c. Strategies and Actions

M. Needle reviewed Strategy 2 related to energy and asked for comments from the committee and staff.

There was discussion about the timing of updates to the transportation sections of ECOS plan related to energy by transportation staff.

D. Parkins: discuss more partnerships with geothermal organizations. K. Thorley noted that there is some recent news about VGS and possibly other organizations pursuing networked geothermal.

D. Parkins noted that he appreciated the added language for net-metering caps under Strategy 4, Action f, and suggested adding small-scale renewables as energy equity, and allowing for larger community solar projects.

K. Thorley asked to clarify what has changed in the siting policies from the 2018 ECOS Plan; M. Needle responded that they have changed very little.

D. Parkins asked if the known and possible constraints maps could more clearly show where there are areas with no constraints. K. Thorley asked to clarify that these constraints maps do not take into account the specific constraints on wind development. D. Parkins wished that these maps were more useful for low-capacity municipalities to pursue opportunities for development of sites for renewable energy. M. Needle explained that the maps are needed to meet the standards and do not replace site investigation of a potential area that could be developed for renewable energy generation. Online maps are available that could give more detail of potential constraints.

5. Next Steps

M. Needle reviewed the next steps.

a. Next Meeting: July 24, 2023 – M. Needle will confirm that members will be available for this meeting because a quorum is needed to vote on the draft sections and advance them to the LRPC. A discussion on scheduling ensued.

b. Long Range Planning Committee (LRPC) Meeting August 8, 2023

6. Adjourn

M. Needle adjourned the meeting at 8:25pm.

Respectfully submitted, Darren Schibler and Melanie Needle.