

*Chittenden County Regional Planning Commission*

REGULAR MEETING MINUTES

Date: December 7, 2011  
Time: 5:30pm  
Place: CCRPC Offices, 110 West Canal Street, Winooski, VT

Present: Marc Landry, Chair  
Buel's Gore, Garret Mott  
Charlotte, Jim Donovan  
Essex, Jeff Carr  
Essex Junction, John Lajza  
Huntington, Edmund Booth  
St. George, Philip Gingrow  
South Burlington alt., Marcel Beaudin  
Westford, Suzanne Blanchard  
Winooski alt, Tom Buckley  
CCTA, Meredith Birkett

Staff: Charlie Baker, Executive Director  
Leslie Bonnette, Executive Assistant  
Eleni Churchill, Sr. Trans. Planning Engineer  
Bryan Davis, Transportation Planner  
Christine Forde, Sr. Transportation Planner

Bolton, Leslie Pelch  
Burlington, Andy Montroll  
Colchester, Marc Landry, Chair  
Essex alt., Irene Wrenner  
Essex Junction alt., Dan Kerin  
Milton, Louis Mossey  
Shelburne, John Zicconi  
Underhill, Steve Owen  
Winooski, Michael O'Brien  
Socio/Econ/Hsg, Justin Dextrateur  
VTrans, Amy Bell  
Michele Boomhower, Assistant/MPO Director  
Jason Charest, Trans. Planning Engineer  
Forest Cohen, Business Manager  
Bernie Ferenc, Business Manager  
Dave Roberts, Sr. Transportation Planner

1. **Call to Order; Changes to the Agenda.** Marc Landry called the meeting to order at 5:34pm. There were no changes to the agenda.
2. **Public Comment Period on Items NOT on the Agenda.** None.
3. **Action on Consent Agenda (MPO Business).** Jeff Carr moved to approve the items on the Consent Agenda, seconded by Jim Donovan. No discussion. The motion carries unanimously.
4. **Approve Minutes of October 19, 2011 Meeting.** Garret Mott moved, seconded by Lou Mossey to approve the minutes with changes. Carr said he believes, as organization, we owe it to the people to have nays noted by municipality and included in the minutes. Mike O'Brien noted #6, Ad hoc ECOS Goal Committee Recommendation, line 14 – change to 'goal statement;' Page 4, line 3 - change to 'those are the areas' where there 'are a lot' of talk; Page 6, line 19 - change 'since is' to 'since this is;' same page, line 35 – change 'help' to 'helps'; Page 7, line 42 – the vote indicates 5 nays, but does not indicate how many yeses and O'Brien suggested that we give the vote. **The motion to approve the minutes with changes carries unanimously. Abstentions: Suzanne Blanchard, Marcel Beaudin, Ed Booth, Steve Owen.**
5. **FY 2011 Audits.** Fred Duplessis, the auditor from Sullivan Powers, Inc., reviewed the RPC and MPO audits. Duplessis previously met with the Executive and Finance Committees and went over these in detail. Both audits are in full conformance. **Garret Mott moved to accept the audits, seconded by Ed Booth.** This is the last time the board will be seeing separate reports, with the merger effective July 1. Duplessis asked if there were questions on any impacts going forward. The MPO has a single audit due to its expenditures; there were no findings or control issues. RPC did not have a single audit as it does not have that level of federal funding, but does have a report on conformance with no significant deficiencies. Invoices were not being processed in the proper period, and this has been corrected and management has responded to that. Landry asked if next year's audit will still show two different reports

within one audit. Duplesiss said the audit could be combined if we choose and this needs to be discussed; from a financial statement standpoint, it will be combined. **The vote carries unanimously.**

6. **Executive and MPO Directors' Updates**

- a. **ECOS.** Charlie Baker called attention to a copy of the ECOS newsletter in the agenda packet, and said that there was a Steering Committee Meeting at the end of October. He thanked the Committee for the work to improve the goal statements. The Analysis Reports are out for review: Housing, Energy, Land Use & Transportation, Natural Resources, Public Health and Education. He asked members to take a look at them. The public comment period closes December 31<sup>st</sup>.
- b. **Circ (MPO Business).** The Circ Task Force met recently and prioritized short term implementation projects. Michele Boomhower noted the memo to Secretary Searles in the packet outlining 5 projects for short term implementation. The Task Force is now moving on to prioritizing planning projects with PL funds not previously obligated. Prioritization will take place tomorrow in Williston Town Hall. Next week, there will be a public meeting at the Albany College of Pharmacy to talk about the process and implementation. If you have any questions about the projects or process, please contact Boomhower. Landry noted that the vote was unanimous, with varied people in the group and added that the folks in charge did a good job of running that meeting.
- c. **Website.** Charlie Baker told members that RPC is working on a new look for our website and it will be done by January. He will send an email out announcing this.
- d. **Orthophotos.** Regarding municipal budgets for orthophotos, Marc Landry asked members to please look seriously at setting aside some dollars in their town's budget for the orthophotos. Landry explained that as Colchester is working on their budget, this came through as \$25K, and the Town Manager put this on his list for possible cuts. People assume that Google Earth collects that imagery, but it is publicly funded and collected by state, regional and local organizations, which Google then collects. If we don't publically fund these, Vermont will not see updated information. And if the communities don't buy in, we can plan on working with 10 – 12 year old orthophotos. He said he wanted to mention to those in budget-making positions that there is a benefit: this is a five year purchase, so Colchester's price of \$25K is \$5K per year. This investment will provide an upgrade in resolution. Pam Brangan said that \$25K for Colchester is a bit high, and it should be more like \$16K. If you have questions, please contact Pam.

**Note:** Leslie Pelch clarified that the standard publicly-funded imagery will be collected on a 5-year cycle in the future (not 10-12 years), and that the additional "buy-up" money will provide the towns with higher-resolution imagery than the standard (15 cm pixel rather than 50 cm pixel) at a lower cost than if the town or region independently sought to collect this higher-resolution imagery.

- e. **Municipal Customer Service Survey.** We will be sending this survey about how we do as organization out to municipalities and constituencies within the next week. It is a client/customer survey, please fill it out and encourage others to do so as well.
7. **Financial Reports through October.** Marc Landry commented that this is a great summary. He summarized that MPO cash standing is \$156K, with RPC at \$255,000; year to date, MPO is \$12.5k and RPC is \$23K to the good. Carr noted that the income will deteriorate over the next few months. Boomhower added that on the memo, under October Financials, June net income should say October (her error).
8. **Warn public hearing for January board meeting for Mid Year.** UPWP & Budget Adjustments (MPO Business). **Jeff Carr moved, seconded by Ed Booth, to warn the public hearing.** Boomhower said a note of clarification is that staff is working to prepare a draft UPWP and was not able to have it by this meeting. The document will go out in the next 10 days so you will have opportunity to respond.

Once it goes out for public hearing, members are welcome to be part of the discussion. Carr said this is a standard pro forma situation and generally something that doesn't get many comments. Mott noted that the public hearing notice will be put in the *Burlington Free Press* but there are other papers that are less expensive. Bernie Ferenc said that legal ads are not expensive. Boomhower added that, typically, we wouldn't warn a public hearing, but are anticipating members of the public because of the addition of \$370K from Fed Highways; we also had Irene funds over \$100K that will be added in. The change in the budget and program efforts because staff was doing other things, will be summarized. Baker added that members can expect to see the estimated actual report for the RPC side of the budget. There were no other questions. **The motion carries unanimously.**

9. **CCRPC 2012 Meeting Schedule.** RPC's proposed 2012 meeting schedule is in the packet. **Jeff Carr moved, seconded by Garret Mott, to accept the proposed schedule. Vote: the motion carries unanimously.**
10. **Committee Appointments (Brownfields, Planning Advisory).** Marc Landry thanked Justin Dextrateur, Marcel Beaudin and Debbie Ingram for stepping up. Beaudin and Dextrateur will be on the Brownfields Advisory Committee and Ingram will be on the Planning Advisory Committee.
11. **Committee/Liaison Reports**
  - a. **Executive Committee** (draft minutes November 2). The Committee met last week and discussed the audit. Mott noticed a bit of discussion on staff participation in board meetings. He commented that, in his opinion, staff are the professionals and whenever staff has a comment, they should be completely encouraged to participate; it didn't quite come across to him that way. Landry said that that was the general thought. He explained that, historically, all MPO staff attended all meetings. On the RPC side, that was not the case. When we merged, some staff asked where this stood. Landry said, as board member, the more staff here, the better. It is great to put a face to a name and get to know people. If staff has something on the agenda, it is important that they attend. Otherwise, hopefully, staff will stop in. We don't want to require staff, but want to give them a chance to have a life. Andy Montroll commented that they are not trying to limit staff, but trying to set a minimum. Folks are always welcome to come to more meetings if they choose.
  - b. **Transportation Advisory Committee** (draft minutes November 1). The draft is in the packet.
  - c. **Long Range Planning Committee** (draft minutes December 1). Minutes are in the packet. Change to September 1.
  - d. **Finance Committee** (draft minutes October 26). Draft minutes are in the agenda packet.
12. **Members' Items, Other Business**
13. **Adjourn at 6:30pm for Legislative Reception. Motion by Andy Montroll, seconded by Garret Mott to adjourn at 6:03pm. Motion carries unanimously.**

Respectfully submitted,



Leslie Bonnette  
Executive Assistant