



Regular Meeting
Executive Committee Agenda
Wednesday, February 1, 2012 - 5:30 p.m.
Small Conference Room, CCRPC Offices
110 West Canal Street, Suite 202, Winooski, VT

Italicized items below indicate changes to the Agenda

1. Changes to the Agenda, Members' Items
2. Approval of January 4, 2012 Executive Committee Meeting Minutes * (Action)
3. Chair/Executive Director's Report (Discussion)
4. FY 2013 UPWP Committee, Process, Schedule * (Discussion)
5. CCRPC Agenda Review – February 15, 2012 * (Discussion)
6. Other Business (Discussion)
7. Executive Session (if needed) (Action)
8. Adjournment (Action)

*Attachments

NEXT MEETING – Wednesday, March 7, 2012 - 5:30pm

Chittenden County Regional Planning Commission

EXECUTIVE COMMITTEE MEETING MINUTES

Date: January 4, 2012
Time: 5:30 p.m.

Place: CCRPC Offices, 110 West Canal Street, Winooski, VT

Present:	Marc Landry, Chair	Amy Bell, VTrans (via telephone)
	Catherine McMains, Municipalities >5,000	Andy Montroll, Secretary/Treasurer
	Leslie Pelch, Immediate Past Chair	
Staff:	Charlie Baker, Executive Director	Michele Boomhower, Asst/MPO Director
	Leslie Bonnette, Executive Assistant	Forest Cohen, Business Manager
	Bernie Ferenc, Business Manager	

Marc brought the meeting to order @ 5:30pm.

- 1. Changes to the Agenda, Members' Items.** Move the Mid Year Budget Adjustment to Item 2. Charlie requested a short discussion about the ECOS process be added to Item 4. No other changes.
- 2. Review and Approval of the FY12 UPWP Mid Year Budget Adjustment prior to Board Consideration on January 18, 2012.** There is a memo and spreadsheet from Michelle to assist in the discussion. Michele said that, traditionally, the MPO Executive Committee would have reviewed and approved the budget adjustment prior to sending it to the board; Bernie distributed paper copies by mail. Typically, the budget adjustment is not a substantial activity because we move money between categories. This year we have substantial activity. There was a budget adjustment in September to add \$60K for Irene Recovery assistance but we had \$125K in expenses, so we are adding another \$65K. Prior to FY11 there were PL funds (\$466K including state match) that were never obligated and these are now tagged for Circ alternative projects. When building the budget last spring, we estimated how much money we anticipated spending so that the match could be secured for carry forward monies and how much work will be completed at the end of year (June 30th). After reconciling the carry forward from FY11 we were able to add another \$367K. These figures all appear on the back of spreadsheet, looking at Total Funds for FY12. The numbers in red are not added in to the total budget – these are considered “Below the Line” since they don’t use PL funds and include: TCSP grant, and Transportation Program Management dollars for Safe Routes to School that we are managing for Jericho. Circ alternatives, staff time and consultants are new task items; we had been carrying staff assistance under VTrans, there is a reduction in environmental planning (staff time), and Michele had quite a bit in Irene Recovery. We have some additional funding if communities have match for scoping studies. The new activities are outlined in the memo. Bernie worked with Michele to update this and did not send document, but it is on-line, or available here. The TAC was briefed on the mid-year adjustment at their meeting and there were no comments or feedback from the TAC. Amy talked about the Energy Committee pass thru of \$ 2,500 (it was to be below the line, and we will revise this) for municipalities to do energy work and RPC will be the pass-through for those projects. Marc asked if we can insert the word “Alternative” to Circ Analysis. It has already gone to the municipalities as Bernie had to meet the deadline for the warning, but she will revise it in each line and update the text as well. Michele will revise the board briefing with \$2,500 added and include details of all the projects and how the funding is going out to the communities. There were no other comments. Amy noted that each funding category has different match percentages and it is a confusing process. The Regional Planning side will do a less

formal mid-year estimated actual budget statement, but it is not required. **Andy moved, seconded by Catherine, to accept the mid-year adjustment and recommend that the board approves it. Vote: the motion carries unanimously.**

3. Approval of November 30, 2012 Executive Committee Minutes. Catherine moved to approve with corrections, seconded by Leslie. Corrections: Page 1, line 19, strike 'is consistent with the,' correct headers, all say 'Page 2,' on the first Page 2, line 27, delete 'has barely finished'; line 41 should be 'interests;' on the page, lines 4 and 5 there is a sentence that should be refined: 'Part of going through this is making sure all this works when the two entities are combined and something that will have to be refined;' Page 3 line 10, delete the word 'cap;' on that same page, line 1, change 'Williston' to Circ A-B;' Michele is spelled with one l. Leslie added that on Page 4, line 34 under Health Insurance, strike the second sentence (The good news is...) One other thing: bottom of that page – lines 43 to 45, change to 'Marc said that this is a brand new opportunity to buy up to a higher resolution. On the second Page 2, strike the sentence quoting Chris Jolly. Above that on line 6 and 7, change to 'statewide dollars will be moved around; we are not supposed to suffer a reduction' (strike the rest of the sentence). Page 3, line 20, correct 'long-range;' on line 31 says 'face' and it should be changed to effect. First Page 2, line 49, correct 'realize' to be 'realized.'
Vote: the motion carries unanimously.

4. Chair/Exec Director's Report. Charlie talked about how RPC and ECOS interact and relate. He explained that the ECOS Steering Committee is large group of folks (65 people) interested in long-range planning that meets quarterly. RPC also has a Long Range Planning Committee. This committee almost serves similar to a municipal planning commission where they are doing the work, reviewing a plan draft and putting it on the RPC table for revision and adoption. We are trying to improve how ECOS and LRPC coordinate to get us the best Regional Plan. We sent a memo to the Long Range Planning Committee and the ECOS Coordination Group asking them to consolidate, making sure things are integrated. He asked if that were OK with the Executive Committee, as Charlie wants a more formal and improved structure. The Working Groups are not working that well, and the Long Range Planning Committee is having some anxiety that they are not involved with this. This will mean that the RPC takes on a more clearly defined, larger role in working between ECOS Steering Committee meetings. Draft documents would continue to be provided to the CCRPC for comment along the way. The towns are part of ECOS and it will come back to the board at the end. Andy summarized that things that come to the full board are ultimately the final products for action; he agrees - so when things are finalized, the board won't be surprised. Marc added that when we introduce this change, the board is reminded that they will be informed monthly and their communities need to pay attention. Charlie is proposing the change to the LRPC tomorrow. In February, they may make a recommendation to the board if we need to adjust LRPC membership; additionally, we are trying to have sub-committees, therefore channeling the working groups. Marc asked for an organizational chart to explain this. Catherine asked if it does make sense, as RPC's LRPC has a lot of skills, with self-selecting people who are interested. Leslie added that it sounds like some of the ECOS working groups need a push. Charlie said that we were depending on the partner organizations, and they had had a few meetings, but some were not well attended. Catherine asked if we can use towns' energy task forces; every municipality has a energy

task force, so that gets the community members involved. There are a lot of people involved in ECOS outside of town government. Charlie clarified that what he was trying to say is that there is no chair interested in the policy work, so we need a chair from the LRPC. The partner organizations are willing to do the work, but are now focused on producing a report, so they will be going from the reports to working on policy for producing a plan. All stakeholders who need to be aware need to be engaged in ECOS.

Marc asked if there was anything else? Charlie said he was starting personnel evaluations time. We shifted the calendar so we have these done by the time we enter budget conversations.

5. Personnel Policy Manual change recommendation for Dental Plan eligibility. Forest told members that it has come to our attention that the State requires our group dental plan to be open to folks who work at least 17-1/2 hours a week - our policy is 24 hours. This changed the Personnel Manual in order to bring us in compliance. RPC doesn't have to pay for the premium or a share if folks want to be enrolled in the plan. The recommendation is to update the RPC Personnel Manual for this policy change. In terms of the definition of employment, interns are temporary. When we hire, the position is either temporary or permanent and the number of hours are stated in the hire letter. Marc added that with all dental you have a schedule of procedures and a waiting period, and he thinks basic exams are covered without a waiting period. Even with waiting period and deductibles, it can be a good benefit for an employee. We will change the Personnel Policy adding a statement that permanent part time employees of RPC are eligible to enroll, at their cost. Andy asked, given we are not paying for it, does it make sense to offer the other benefits for which the employee would have to pay the premium? Marc said it could change our participation ratios. Michele noted that most medical plans only accept employees who work 24+ hours. **Andy moved to accept the recommendation to revise the Personnel Policy as recommended, seconded by Leslie. The motion carries unanimously.**

6. Cafeteria Plan Resolution. Forest explained that RPC added a vision plan effective in January. We began offering that vision benefit at employees' expense; RPC does not contribute to the premiums, and it is pretax. Forest needs a resolution by the officers to add this to the cafeteria plan. Andy said he is fine with offering employees this. **Andy moved, seconded by Catherine to add the vision benefit to the benefits cafeteria plan. The motion carries unanimously.**

7. Executive Committee Vacancy - Municipality Under 5,000. VTrans has hired Erik Filkorn as their Communications Outreach Manager and so Erik has resigned from the board and the Executive Committee. We need a member from a community with population less than 5,000. The full commission will be asked to approve a replacement in February. The question is how to bring a recommendation to the board or have the Board Development Committee bring a recommendation to the board. Marc will ask the Board Development Committee to make a recommendation to the board. Leslie, as the Board Development Committee Chair, will write a memo to the board with the recommendation.

8. **CCRPC Agenda Review – January 18, 2012.** Lou will not be at that meeting. Michele said her only change is that #11 should follow #8. Bernie will not have December financials by then. Charlie said we will make this RPC's estimated actual side of the budget, and dispense with the quarterly financial reports until next month. There is a Finance Committee meeting in February. Will we meet in January? Michele will contemplate that; she has to think about the budget schedule. They could meet mid-February. Other changes: If Neale Lunderville can't make it, we may invite Noelle MacKay or Sue Minter.

9. **Other Business.** None.

10. **Executive Session (if needed).** Leslie moved, seconded by Catherine to go into executive session for the purposes of a legal, personnel and contractual discussion at 6:40pm. Leslie moved, seconded by Catherine to exit executive session at 6:57pm.

11. **Adjournment.** With no further business, the meeting adjourned at 6:57pm.

Respectfully submitted,



Leslie Bonnette
Executive Assistant

FY2013 CCRPC Unified Planning Work Program (UPWP) Process

Fiscal Year 2013 provides an opportunity for the region and the Chittenden County Regional Planning Commission (CCRPC) to continue the good work of the past and to build on the momentum that state and federally funded regional planning programs and the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA LU) has enabled. In order to take advantage of these opportunities, the CCRPC needs a clear vision and direction for the UPWP (Unified Planning Work Program) process, a solid timeline for activity, and an understanding of how the process will incorporate the voices of our member communities, interest and stakeholder groups, and all others with interest.

The CCRPC Bylaws outline the membership and duties of the UPWP Committee as follows:

ARTICLE XI. COMMITTEES; C. Unified Planning Work Plan Committee (UPWPC):

The Unified Planning Work Plan Committee shall oversee the Chittenden County Regional Planning Commission annual work plan development process as specifically described in items 1-5 of this section.

The Chair of the Unified Planning Work Plan Committee shall be a Board member. There shall be up to 12 members as follows:

- 3-5 Board members
- 2 Transportation Advisory Committee (TAC) members
- 2 Planning Advisory Committee (PAC) members
- Vermont Agency of Transportation
- Federal Highway Administration (ex-officio, non-voting)
- Chittenden County Transportation Authority (ex-officio, non-voting)

The Unified Planning Work Plan Committee shall meet on a semi-annual basis or as needed to conduct the following activities:

1. develop a draft annual Unified Planning Work Program (UPWP) and report findings to the Executive Committee in cooperation with the Finance Committee;
2. review and recommend updates to the UPWP development process policies on an as needed basis and report findings to the Executive Committee;
3. develop performance measures to monitor the implementation of the UPWP, update the performance measures on an as needed basis, monitor the implementation of the UPWP using the established performance measures and report findings to the Executive Committee;
4. conduct other duties as assigned by the Board and/or Executive Committee; and
5. establish sub-committees on an as needed basis.

This committee will meet approximately three times during February and March of 2012. There may also be various other forms of communication with the Staff in the process of developing a draft document for approval by the CCRPC Board.

FY2013 UPWP Committee Charter

The FY2013 UPWP Committee is tasked with developing a recommended joint work plan for the CCRPC Board of Directors. This work plan is anticipated to be presented for a Public Hearing to occur on May 16, 2012 as part of the CCRPC Board Meeting. The recommended work plan shall be consistent with the Regional Plan and the Metropolitan Transportation Plan and shall be tracked in such a way as to allow for progress on the UPWP to reflect progress in implementing the goals of the Regional Plan and the Metropolitan Transportation Plan. The UPWP shall be constrained by the funding available to the organizations.

The process of developing a work plan shall be inclusive of the public, stakeholders, interest groups, and our member communities and shall include regular updates to the TAC and the CCRPC Board.

FY 2013 UPWP Committee Meetings

Meeting #1 – Tuesday, February 21, 2012

- Orientation to the UPWP Process
- Presentation of current and proposed transportation tasks
- Review of public comment on proposed transportation tasks
- Presentation of ongoing and new proposed tasks by staff

Meeting #2 – Tuesday, March 13, 2012

- Review first draft of FY 2013 UPWP
- Review first draft of FY 2013 Budget

Meeting #3 – Tuesday, April 3, 2012

- Review final draft of FY 2013 UPWP
- Review final draft of FY 2013 Budget

FY 2013 UPWP Committee

CCRPC Board Representation (3-5 members)

Lou Mossey, Milton (Chair)

John Zicconi, Shelburne

Andrea Morgante, Hinesburg

John Lajza, Essex Junction

Ed Booth, Huntington

TAC Representation (2 members)

Justin Rabidoux, South Burlington

George Gerecke, Williston (invited)

PAC Representation (2 members)

Inactive Committee

Vermont Agency of Transportation

Amy Bell

Federal Highway Administration (ex-officio, non-voting)

Chris Jolly

Chittenden County Transportation Authority (ex-officio, non-voting)

Meredith Birkett – CCTA

FY2013 CCRPC/CCMPO Unified Planning Work Program (UPWP) Process

Fiscal Year 2013 provides an opportunity for the region and the Chittenden County Regional Planning Commission (CCRPC) to continue the good work of the past and to build on the momentum that state and federally funded regional planning programs have enabled. In order to take advantage of these opportunities the CCRPC needs a clear vision and direction for the UPWP (Unified Planning Work Program) process, a solid timeline for activity, and an understanding of how the process will incorporate the voices of our member communities, interest and stakeholder groups, and all others with interest.

To assist the CCRPC Board and Staff in developing a draft UPWP, a UPWP Committee has been formed. This committee will meet three times between February and April of 2012. There may also be various other forms of communication with the Staff in the process of developing a draft document for approval by the CCRPC Board.

<u>Date</u>	<u>Task</u>
Early January	Staff obtains federal FTA & FHWA PL funding amounts, and other relevant anticipated funding levels, and develops anticipated available budget for FY2013 UPWP, solicits for programs needs and considers tasks based on known requests and emerging issues, and concepts for additional work plan elements.
01/18/12	CCRPC Board holds public forum to gain ideas from the public, interest groups and communities for FY2013 UPWP.
01/31/12	Deadline for ideas from Public, Interest Groups and Communities for FY2013 UPWP inclusion.
02/21/12	CCRPC UPWP Committee meets to hear presentations by CCTA and Staff regarding work plans for requested dollars and to review matrix of comments received for the Draft FY2013 UPWP.
02/22/12	CCRPC Finance Committee meets to begin review of FY2013 UPWP budget assumptions for employee & indirect costs.
Late February	Staff sends Draft FY2013 UPWP text to CCRPC UPWP Committee with staff recommendations.
03/07/12	TAC and CCRPC Executive Committee briefed on Draft FY2013 UPWP development progress.
03/13/12	CCRPC UPWP Committee meets to discuss Draft FY2013 UPWP proposed activities and prioritizes as necessary.
03/14/12	CCRPC Finance Committee meets to review Draft FY2013 UPWP budget.
Late March	Staff sends final Draft FY2013 UPWP text to CCRPC UPWP Committee .
04/03/12	CCRPC UPWP Committee meets to finalize Draft FY2013 UPWP for TAC & CCRPC Executive Committee consideration on April 3 rd / April 4 th .
04/05/12 04/06/12	Report to TAC and Joint CCRPC Executive Committee on the final Draft FY2012 UPWP.
April 18 th	Presentation of UPWP to CCRPC Board ; Board votes to Warn FY2013 UPWP for Public Hearing.
April 19 th	Staff mails FY2013 UPWP to all member communities, posts on web, notices public hearing.
May 16 th	Public Hearing on FY2013 UPWP at the CCRPC Board meeting.

REGULAR MEETING AGENDA



**Chittenden County
Regional Planning Commission
Wednesday, February 15, 2012 - 5:30 p.m.
110 West Canal Street, Winooski**

5:30 - TRAINING - NOTE EARLY START @ 5:30 – Light dinner will be served

Understanding our Budget

(Information; 30 minutes)

6:00 CONSENT AGENDA

C.1. Transportation Improvement Program (TIP) Amendments (MPO Business) *

DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda
2. Public Comment Period on Items NOT on the Agenda
3. Action on Consent Agenda (MPO Business) (Action; 5 minutes)
4. Approve Minutes of January 18, 2012 Meeting * (Action; 5 minutes)
5. CCRPC Sidewalk Grant Program Round 2 Awards (MPO Business) * (Action; 5 minutes)
6. Richmond Comprehensive Plan Approval and Confirmation * (Action; 5 minutes)
7. Executive and MPO Directors' Updates * (Information; 10 minutes)
 - a. ECOS
 - b. Circ (MPO Business)
8. **Public Hearing (6:30 p.m.)** – Major TIP Amendments * (Information; 10 minutes)
9. Major TIP Amendments (MPO Business) * (Action; 5 minutes)
10. UPWP Committee Assignments, Schedule & Process *(Information, Chair's Action; 20 minutes)
11. Presentation on ECOS Climate Report & Climate/Air Quality/Energy Best Practices Review & Summary, Julie Potter, CCRPC Senior Planner (Information; 35 minutes)
12. Committee Appointments * (Information, Chair's Action; 10 minutes)
 - GHG Inventory Advisory Committee
 - Climate Planning Advisory Committee
 - UPWP Committee
 - Long Range Planning Committee
13. Committee/Liaison Reports * (Information, 5 minutes)
 - a. Executive Committee (minutes January 4th; draft minutes February 1st)
 - b. Transportation Advisory Committee (meeting held February 7th, minutes not available)
 - c. Long Range Planning Committee (minutes January 5th, draft minutes February 2nd)
14. Members' Items, Other Business (Information, 5 minutes)
15. Adjourn

* = Attachment

The February 15th Chittenden County RPC meeting will air on Saturday, February xx at 8pm, February xx at 1am and 7am. The web link is: <http://www.cctv.org/watch-tv/programs/chittenden-county-regional-planning-commission-19>

Upcoming Meetings Unless otherwise noted, all meetings are held at our offices:

- Finance Committee – Wednesday, February 22nd at 5:45pm
- CIRC Task Force – TBD
- CCRPC Executive Committee - Wednesday, March 7th at 5:30pm
- Long Range Planning Committee – Thursday, March 1st at 4:30pm
- Transportation Advisory Committee - Tuesday, March 6th at 9:00am
- CCRPC Board Meeting - Wednesday, March 21st at 5:30pm