

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 REGULAR MEETING & PUBLIC HEARING
3 MINUTES
4

5 Date: Wednesday, July 20, 2016
6 Time: 6:00 p.m.
7 Place: CCRPC Offices, 110 W. Canal Street; Suite 202; Winooski, VT 05404
8 Present: Bolton: Sharon Murray, Alt. Buel's Gore: Absent
9 Burlington: Andy Montroll Charlotte: Jim Donovan
10 Colchester: Marc Landry Essex: Jeff Carr
11 Essex Jct.: Dan Kerin Hinesburg: Andrea Morgante
12 Huntington: Barbara Elliott Jericho: Catherine McMains
13 Milton: Absent Richmond: Bard Hill
14 St. George Jeff Pillsbury Shelburne: John Zicconi
15 So. Burlington: Chris Shaw Underhill: Brian Bigelow
16 Westford: Dave Tilton Williston: Chris Roy
17 Winooski: Mike O'Brien VTrans: Amy Bell
18 Socio/Econ/Housing: Justin Dextrateur
19 Conservation/Environ: Absent Business/Industry: Absent
20 Staff: Charlie Baker, Exec. Director Eleni Churchill, Trans. Program Manager
21 Regina Mahony, Plan. Program Mgr. Dan Albrecht, Senior Planner
22 Christine Forde, Sr. Trans. Planner Peter Keating, Sr. Trans. Planner
23 Lee Krohn, Senior Planner Bryan Davis, Sr. Trans. Planner
24 Emily Nosse-Leirer, Planner Marshall Distel, Trans. Planner
25 Bernadette Ferenc, Trans. Business manager
26 Others: Penrose Jackson, UVM Health Network
27 Kurt Johnson, Underhill alternate Scott Moody, CCTV Cameraman
28

- 29 1. Call to order/Changes to the Agenda. The meeting was called to order at 6:02 p.m. by the Chair,
30 Chris Roy. He thanked Andy Montroll for serving as chair for the past two years and all his good
31 work.
32
33 2. Public comment period for item NOT on the agenda. There were none.
34
35 3. Action on Consent Agenda (MPO business). There were three minor amendments to the FY16-19
36 TIP to add 2016 Transportation Alternatives Program environmental awards; to add funds in FY16
37 for VT 2A improvement in Colchester; and remove funds from VT 117 paving in Essex. MARC
38 LANDRY MADE A MOTION, SECONDED BY JIM DONOVAN, TO APPROVE THE CONSENT AGENDA.
39 MOTION CARRIED WITH CHRIS SHAW ABSTAINING.
40
41 4. Approve Minutes of June 15, 2016. CATHERINE McMAINS MADE A MOTION, SECONDED BY CHRIS
42 SHAW TO APPROVE THE MINUTES OF THE JUNE 15, 2016 CCRPC BOARD MEETING, WITH CHANGES
43 IF ANY. Catherine asked that we correct the spelling of Jericho's alternate – Wayne Howe (not
44 Rowe). MOTION CARRIED WITH ABSENTIONS FROM DAVE TILTON, CATHERINE McMAINS; ANDREA
45 MORGANTE, BARD HILL, BARBARA ELLIOTT AND SHARON MURRAY.
46
47 5. Community Health Needs Assessment. Penrose Jackson of UVM Health Network, noted that
48 Charlie and Melanie were involved in this assessment. She noted that they've been doing these

1 health assessments since the 1980's and have done several updates over the years. This is the 2016
2 iteration. There were 1,556 surveys completed; they talked to 27 experts; there were 92
3 community leaders that came to their workshop. At the end of the process, they had a committee
4 of 15 low-income people who reviewed the findings and agreed with them. Ms. Jackson then
5 reviewed the ten top needs:

- 6 a. Access to healthy food
- 7 b. Affordable housing
- 8 c. Chronic conditions
- 9 d. Early childhood and family supports
- 10 e. Economic opportunities
- 11 f. Healthy aging
- 12 g. Mental health
- 13 h. Oral health and health care
- 14 i. STI's and teen birth
- 15 j. Substance abuse

16 When it was noted that nothing is surprising, Ms. Jackson noted that we need to focus nationally on
17 how to deal with these issues. She then answered questions.

- 18
- 19 6. Public Hearing for FY17-20 Transportation Improvement Program (TIP). JEFF CARR MADE A
20 MOTION, DULY SECONDED, TO OPEN THE PUBLIC HEARING AT 6:25 P.M. MOTION CARRIED
21 UNANIMOUSLY. Christine Forde distributed copies of the TIP. This will cover the period October 1,
22 2016 through September 30, 2020. She then described the TIP process and noted that the TIP
23 becomes a part of the State's STIP. Both of them must be fiscally constrained. The constraint
24 amount is determined by staff, VTrans and TIP subcommittee after reviewing what projects are
25 ready to go. Once the TIP is adopted, that is our fiscal limit, so if we want to add a project in any
26 given year, we must take funds from another project. Interstate projects are a state priority and are
27 not subject to our fiscal constraint. The TIP must cover at least four years; must be updated every
28 four years (we update it every year); it authorizes obligation of federal funds – this basically sets
29 federal funds aside for that project until it's finished. Projects must have completed or nearly
30 completed the planning process and be ready for design. Christine described the differences
31 between the TIP, STIP and the Capital Program; and how to read the TIP. The funding levels in the
32 proposed TIP are: FY17 - \$93.7 Million; FY18 - \$56.7 million; FY19 - \$54.2 million; and FY20 - \$46.7
33 million. She noted that FY17 is so large because it includes applications for federal funding for \$20
34 million for Burlington International Airport grant to build a new runway, as well as funding for new
35 buses for CCTA. Christine then reviewed funding by project use categories; as well as funding for
36 the Circ alternatives projects. She noted projects that were begun in FY16 and those that are
37 expected to begin in FY17.

38

39 There are a couple of changes proposed for this document. The Crescent Connector is ready to be
40 constructed and the cost will go up from \$1 million to \$1.5 million. We will reduce funding in FY18
41 from \$3.8 million to \$3.7 million. She also added a 1.5% cost escalation for each project in each year
42 as required.

43

44 We are required to prepare a report of federal funds spent each year. We have good data going
45 back to 1999. Christine then asked for questions or clarifications. Charlie Baker noted we warned a
46 30-day public comment period at the end of June and so we will leave the comment period open
47 until July 29th. He noted that tonight we would be approving the TIP with those changes and asking
48 the Executive Committee to take final action assuming no significant comments. Chris Roy asked for

1 comments from the public. There were no members of the public present. JEFF CARR MADE A
 2 MOTION, SECONDED BY JIM DONOVAN, TO CLOSE THE PUBLIC HEARING AT 7:00 P.M. MOTION
 3 CARRIED UNANIMOUSLY.

4
 5 JEFF CARR MADE A MOTION TO APPROVE THE TIP WITH AMENDMENTS FOR THE CRESCENT
 6 CONNECTOR AND TO INCORPORATE THE FEDERALLY REQUIRED COST ESCALATION AND AUTHORIZE
 7 THE EXECUTIVE COMMITTEE TO MAKE THE FINAL VOTE ON PASSAGE ASSUMING NO SIGNIFICANT
 8 COMMENTS COME IN DURING THE COMMENT PERIOD THAT WOULD REQUIRE THE TIP TO COME
 9 BACK TO THE BOARD, SECONDED BY MARC LANDRY. MPO VOTE:

10	Bolton:	Yes	Burlington:	Yes (4)	Charlotte:	Yes
11	Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
12	Hinesburg:	Yes	Huntington:	Yes	Jericho:	Yes
13	Milton:	Absent	Richmond:	Yes	St. George:	Yes
14	Shelburne:	Yes	So. Burlington:	Yes (2)	Underhill:	Yes
15	Westford:	Yes	Williston:	Yes	Winooski:	Yes
16	VTrans:	Yes				

17 MOTION CARRIED WITH 23 OF 24 VOTES; AND 17 OF 18 COMMUNITIES.

18
 19 Certification of the Planning Process. JIM DONOVAN MADE A MOTION, SECONDED BY MARC
 20 LANDRY, TO APPROVE THE CERTIFICATION OF THE PLANNING PROCESS. Christine noted that a
 21 summary in included in the meeting packet showing the 9 criteria we certify to with an explanation
 22 of each criterion. VOTE: MOTION CARRIED UNANIMOUSLY.

23
 24 7. Approve Shelburne Town Plan and Planning Process. Regina included a memo in the board packet.
 25 The Shelburne plan was amended between Planning Commission and Selectboard review, but the
 26 Planning Advisory Committee (PAC) found that the amended plan meets all statutory requirements
 27 for CCRPC approval. JOHN ZICCONI MADE A MOTION TO APPROVE THE SHELBURNE TOWN PLAN
 28 AND CONFIRM THE PLANNING PROCESS IN ACCORDANCE WITH THE RESOLUTION. MOTION
 29 CARRIED UNANIMOUSLY. (Only municipal members voted on the motion.)

30
 31 8. FY17 Schedule of Meetings. Members reviewed the list of proposed board and executive committee
 32 meetings. ANDY MONTROLL MADE A MOTION, SECONDED BY MARC LANDRY, TO APPROVE THE
 33 FY17 MEETING SCHEDULE. MOTION CARRIED UNANIMOUSLY.

34
 35 9. Solicitation and Appointment of Members to Serve on Committees. Charlie noted that the packet
 36 contains the memo listing current committee members; and there are some places we need
 37 additional board members. We do need a new chair for the Long Range Planning Committee; and
 38 members to serve on an ad hoc Clean Water Funding/Financing Committee. He has heard from Don
 39 Meals who will chair this committee; Brian Bigelow, Megan Moir of Burlington, Jim Jutras of Essex
 40 Junction and James Sherrard of Williston. Chris Shaw expressed interest in the LRPC as long as it
 41 meets in the late afternoon. Chris Roy said his intention is to appoint those on the list and those
 42 who would want to serve. MARC LANDRY MADE A MOTION, SECONDED BY ANDY MONTROLL, TO
 43 APPROVE THE COMMITTEE MEMBERS LISTED AS WELL AS THOSE MENTIONED TONIGHT. MOTION
 44 CARRIED UNANIMOUSLY.

45
 46 10. Charge to Board Development Committee to update CCRPC bylaws. Charlie said there was no
 47 memo in the board packet, but we have mentioned in previous meetings that we need to update
 48 the bylaws to allow CCRPC to enter into inter-municipal service agreements to comply with new

1 legislation. We have an existing inter-municipal services agreement that we provide for MS4
2 communities for stormwater public involvement. There is a new MOU pending, but it has to wait
3 until the bylaws allow us to enter into that agreement.
4

5 11. Shared Dispatch Services draft resolution. CHRIS SHAW MADE A MOTION, SECONDED BY MARC
6 LANDRY, TO APPROVE CCRPC ADMINISTER THIS PROJECT. Bard Hill noted that Richmond has
7 agreed to fund \$1,000 as they currently don't have dispatch service. There are ten municipalities
8 that may be party to this agreement. Andrea asked when the \$5,000 would be due. Charlie said we
9 would get the funding now to get an RFP out this month and back in August as police chiefs, etc.
10 would like to get this project done by December. The towns agreed to pre-pay and we'll send a bill.
11 Andrea noted that Hinesburg has not budgeted for this. VOTE: MOTION CARRIED UNANIMOUSLY.
12

13 12. Draft All Hazards Mitigation Plan Review. Dan Albrecht presented a slide show about what the
14 objectives are and the plans. There are four phases in emergency management cycle: Mitigation,
15 preparedness, response, and recovery. Mitigation is any sustained action that reduces or eliminates
16 long-term risk to people and property from natural and human-caused hazards and their
17 effects. The drafting of the 2016-2021 Hazard mitigation plans for the County and for its
18 municipalities is well underway with approval anticipated in fall 2016. These plans are a
19 prerequisite to apply for various FEMA grants and a prerequisite to obtaining at least 12.5% from
20 state for disaster relief under ERAF (75% federal funds and 25% local match). Emily and Lee are
21 assisting Dan in preparing local plans. Dan then described the process and reviewed the municipal
22 and regional strategies. The Vermont Dept. of Emergency Management and Homeland Security
23 (DEMHS) have reviewed the first drafts of the County plan and most all of the municipal plans which
24 are annexed to the County plan. Second drafts will be sent to DEMHS and then forwarded to FEMA.
25 Assuming they meet FEMA requirements, FEMA would then authorize municipal governing bodies
26 to formally adopt their respective plans.
27

28 13. Chair/Executive Director's Updates.

- 29 a. Priorities for the year. Charlie wanted to talk about CCRPC priorities for this year.
30 i. The TIP and MTP – we're going to dig into our pipeline of projects and we'd like to
31 review them and spend some time with the municipalities to be sure we all understand
32 our projects for the towns, region and VTrans. We have a lot of projects that we've sent
33 to VTrans and we want to be sure these are the highest priorities for us.
34 ii. The legislature did just adopt new legislation to do regional energy plans. Chris Roy
35 signed the contract today to start work on the energy plan. We'll be asking towns to let
36 us know where renewable energy sites should not be happening. We'll be meeting with
37 towns in August-December 2016 and then again in January – May 2017. Chris Roy
38 noted he is a director at Downs Rachlin & Martin and because his firm does handle
39 renewable energy sources he will not participate in discussions of the energy plan.
40 Charlie noted we need to have our regional energy plan certified by the state to have a
41 say at the Public Service Board level. We need to have a draft plan with map done by
42 May 2017. Jim Donovan would like to work on the energy planning subcommittee.
43 iii. Water Quality – the state treasurer was asked to come up with new revenue for water
44 quality funding and we should be a part of it. For the first time this fall we'll have to
45 vote on projects in the Lamoille Basin Plan.
46 iv. ECOS plan update is needed for the Metropolitan Transportation Plan and the
47 Comprehensive Economic Development Strategy by 2018.
48 v. Shared services.

- 1 vi. Building homes together campaign.
- 2 vii. Opioid Alliance. Staff was hired two months ago.
- 3 b. New Brownfield Assessment Grants. We have received a new grant this year so if you have
- 4 projects you want to do, let us know. We have an RFQ out there for new environmental
- 5 consultants. We'll then select projects.
- 6 c. The Executive Director's report was sent this morning.
- 7
- 8 14. Committee/Liaison Activities & Reports. Various minutes were included in the board packet. Please
- 9 contact staff with any questions.
- 10
- 11 15. Adjournment. JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN AT 7:40
- 12 P.M. MOTION CARRIED UNANIMOUSLY.
- 13
- 14 Respectfully submitted,
- 15
- 16 Bernadette Ferenc