

**Chittenden County Regional Planning Commission  
Regular Meeting Minutes**

**Date:** Wednesday, July 16, 2014  
**Time:** 6:00 p.m.  
**Place:** CCRPC Offices; 110 W. Canal Street, Suite 202, Winooski, VT 05404  
**Members:**

|  |                                     |
|--|-------------------------------------|
| 8 Bolton, Absent                       | 20 St. George, Debra Kobus          |
| 9 Buels Gore, Absent                   | 21 Shelburne, John Zicconi          |
| 10 Burlington, Absent                  | 22 S. Burlington, Sandy Dooley      |
| 11 Charlotte, Jim Donovan              | 23 Underhill, Brian Bigelow         |
| 12 Colchester, Dawn Francis, Alternate | 24 Westford, Dave Tilton            |
| 13 Essex, Jeff Carr                    | 25 Williston, Chris Roy             |
| 14 Essex Junction, Absent              | 26 Winooski, Mike O'Brien           |
| 15 Hinesburg, Andrea Morgante          | 27 VTrans, Matthew Langham          |
| 16 Huntington, Barbara Elliott         | 28 Socio/Econ/Housing, Absent       |
| 17 Jericho, Catherine McMains          | 29 Conservation/Environment, Absent |
| 18 Milton, Lou Mossey                  | 30 Industry/Business, Absent        |
| 19 Richmond, Absent                    | 31 Agriculture, No Representativ    |

**Ex-Officio (non-voting):**

|                                     |                              |
|-------------------------------------|------------------------------|
| 33 Burlington Int'l Airport, Absent | 36 FTA, Absent               |
| 34 CCTA, Absent                     | 37 Railroad Industry, Absent |
| 35 FHWA, Absent                     |                              |

**Others:**

39 Diane Meyerhoff, Third Sector Assoc.  
40 , CCTV

**Staff:**

|  |   |
|--|---|
| 41   | 46 Christine Forde, Senior Trans. Planner |
| 43 Charlie Baker, Executive Director       | 47 Emma Long, Communication Manager       |
| 44 Bryan Davis, Sr. Transportation Planner | 48 Regina Mahony, Senior Planner          |
| 45 Bernadette Ferenc, Trans. Business Mgr. |   |

**1. Call to Order & Changes to the Agenda**

The meeting was called to order at 6:00PM by the Vice Chair, Chris Roy.

**2. Public Comment Period on Items NOT on the Agenda.** There were none.

**3. Approve Consent Agenda (MPO Business).** There were no items on the consent agenda.

**4. Approve Minutes of June 18, 2014 Meeting**

CATHERINE MCMAINS MADE A MOTION, DULY SECONDED BY JOHN ZICCONI, TO APPROVE THE MINUTES OF JUNE 18, 2014 WITH CORRECTIONS. During discussion, Debra Kobus asked that on page 3, line 38, the spelling of her name be corrected. THE MOTION CARRIED UNANIMOUSLY WITH THREE ABSTENTIONS FROM BARBARA ELLIOT, MIKE O'BRIEN, AND JIM DONOVAN.

**5. FY2015-18 Transportation Improvement Plan (TIP) (MPO Business)**

**5a. Presentation & Public Hearing**

Christine Forde of the CCRPC staff made a presentation. Federal regulations require that the CCRPC, as a designated Metropolitan Planning Organization (MPO), develop and maintain a Transportation Improvement Program (TIP). Transportation projects must be listed in the TIP in order to spend federal transportation funds. Andrea Morgante asked why the 2018 funding level is so low. Christine explained that the levels will vary through the years; at this point it's not clear how quickly the CIRC alternatives projects will progress. John

1 Zicconi asked why the Bolton/Richmond paving project is delayed for two years. Christine explained that VTrans  
2 is trying to coordinate paving with work in Waterbury.

3  
4 JIM DONOVAN MADE A MOTION, DULY SECONDED BY JEFF CARR, TO OPEN THE PUBLIC HEARING ON THE  
5 FY2015-18 TRANSPORTATION IMPROVEMENT PROGRAM AT 6:20PM. THE MOTION CARRIED UNANIMOUSLY. As  
6 there were no members of the public present, JOHN ZICCONI MADE A MOTION, DULY SECONDED BY MIKE  
7 O'BRIEN, TO CLOSE THE PUBLIC HEARING AT 6:21PM. THE MOTION CARRIED UNANIMOUSLY.

8  
9 **5b. Approval of the Transportation Improvement Plan (TIP)**

10 JEFF CARR MADE A MOTION, DULY SECONDED BY JIM DONOVAN, TO APPROVE THE FY2015-18  
11 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) WITH TECHNICAL CORRECTIONS BY CCRPC STAFF. VOTE:

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

17 THE MOTION CARRIED WITH 17 OF 24 VOTES AND 15 OF 18 COMMUNITIES VOTING IN FAVOR.

18  
19 **5c. Certification of the Planning Process**

20 JOHN ZICCONI MADE A MOTION, DULY SECONDED BY JIM DONOVAN, TO AUTHORIZE THE CCRPC CHAIR TO SIGN  
21 THE CERTIFICATION OF THE PLANNING PROCESS AND FORWARD IT TO THE SECRETARY OF TRANSPORTATION  
22 WITH THE ADOPTED FY2015-18 TRANSPORTATION IMPROVEMENT PROGRAM (TIP). THE MOTION CARRIED  
23 UNANIMOUSLY.

24  
25 **6. Draft Public Engagement Plan Presentation and Warn Public Hearing**

26 Bryan Davis of the CCRPC presented the draft Public Engagement Plan. Federal regulations require that the  
27 CCRPC, as the designated MPO, adopt a public involvement plan. The existing plan is six years old and staff  
28 wanted to strengthen the Plan's focus on diversity and equity. An Advisory Committee, chaired by Deb Ingram,  
29 Williston Alternate, helped draft the new plan.

30  
31 Major changes include a title change to the Public Engagement Plan (from Public Involvement Plan) to  
32 demonstrate a commitment to an expanded role for the public. The plan has been reorganized, shows a clear  
33 connection to ECOS, and has a simplified evaluation process. The new plan is based on the Spectrum of  
34 Engagement (page 9) and incorporates the Equity Impact Worksheet (pages 20-23). The draft plan is now out for  
35 public comment and targeted outreach will begin soon.

36  
37 Andrea Morgante wants to be sure that the CCRPC is hearing from diverse groups of people; she would like to  
38 see techniques and strategies to ensure that people are comfortable sharing their knowledge and opinions.  
39 Charlie Baker responded that the equity impact tool is a worksheet that outlines a project's public engagement  
40 plan and includes an equity component. Charlie thanked Bryan, Emma, and Deb Ingram for their work. JEFF  
41 CARR MADE A MOTION, DULY SECONDED BY SANDY DOOLEY, TO WARN A PUBLIC HEARING FOR OCTOBER 15,  
42 2014 FOR THE PUBLIC ENGAGEMENT PLAN. THE MOTION CARRIED UNANIMOUSLY.

43  
44 **7. Act 250 – Shelburne Green, LLC, Shelburne; Application #4C0822-5**

45 Chris Roy noted that the Executive Committee brought the draft CCRPC Act 250 letter to the full board for their  
46 input. Regina Mahoney of CCRPC staff distributed a new draft with additional information requested by the  
47 Town of Shelburne. A minor correction is to note that "DEC" in this case is the District Environmental  
48 Commission (not the Department of Environmental Conservation). Regina will spell out this acronym in the final  
49 letter.

50  
51 John Zicconi explained that CCTA had concerns about this new development on Route 7. The Town of Shelburne  
52 chose to add three issues to the letter regarding safety: 1) establish transit access to the new development; 2)

1 build sidewalks to serve transit and the development; and 3) provide safe pedestrian crossings with lighting on  
2 Route 7. The Town chose not to address CCTA's additional issues regarding speed limits, pull-offs, etc.

3  
4 There was discussion about the phrase that the applicant (developer) would "contribute to the implementation  
5 of ... improvements" and whether or not this was appropriate for the CCRPC to include in the letter. Dawn  
6 Francis suggested a revised sentence to state: "Considering the improvements needed, CCRPC suggests that the  
7 District Commission consider imposing a *reasonable and proportional* transportation impact fee process for  
8 these capital needs." (*text in italics* added).

9  
10 ANDREA MORGANTE MADE A MOTION, DULY SECONDED BY CATHERINE MCMAINS, TO REVISE THE LETTER TO  
11 THE DISTRICT COMMISSION TO SPELL OUT DISTRICT ENVIRONMENTAL COMMISSION AND ADD "REASONABLE  
12 AND PROPORTIONAL" TO THE TRANSPORTATIONS IMPACT FEE PROCESS. During discussion, John Zicconi would  
13 like to keep the financing options as flexible as possible. Sandy Dooley believes that the developer's contribution  
14 should be more than nominal. SANDY DOOLEY MADE A MOTION TO AMEND, DULY SECONDED BY ANDREA  
15 MORGANTE, TO REVISE THE LETTER: "THE DISTRICT ENVIRONMENTAL COMMISSION SHOULD REQUIRE THE  
16 APPLICANT TO CONTRIBUTE *SUBSTANTIALLY* TO THE IMPLEMENTATION OF ONE OR MORE IMPROVEMENTS..."  
17 (*text in italics* added). Andrea expressed concern that discussing funding mechanisms is beyond the role of the  
18 CCRPC in this context; CCRPC's role is to suggest necessary improvements and let the towns negotiate funding.  
19 SANDY DOOLEY AND ANDREA MORGANTE AGREED TO WITHDRAW THEIR MOTION TO AMEND.

20  
21 SANDY DOOLEY MADE A MOTION TO AMEND, DULY SECONDED BY JEFF CARR, TO REVISE THE SENTENCE TO  
22 READ, "THE DISTRICT ENVIRONMENTAL COMMISSION SHOULD REQUIRE ~~THE APPLICANT TO CONTRIBUTE~~  
23 ~~SUBSTANTIALLY TO THE IMPLEMENTATION OF ONE OR MORE IMPROVEMENTS...~~" (strikeout text deleted) AND  
24 THE FINAL SENTENCE UNDER PARAGRAPH 1 TO BE REMOVED: "~~Considering the improvements needed, CCRPC~~  
25 ~~suggests that the District Commission consider imposing a reasonable and proportional transportation impact~~  
26 ~~fee process for these capital needs.~~" Jim Donovan is concerned that by removing the last sentence we are not  
27 showing support for the impact fee process that the Commission supported earlier. THE QUESTION WAS CALLED  
28 AND THE MOTION TO AMEND CARRIED UNANIMOUSLY WITH ONE ABSTENTION FROM JOHN ZICCONI.

29  
30 THE QUESTION WAS CALLED FOR THE ORIGINAL MOTION TO APPROVE THE LETTER AS REVISED BY THE MOTION  
31 TO AMEND. THE MOTION CARRIED UNANIMOUSLY.

### 32 33 **8. FY15 Schedule of Meetings**

34 JEFF CARR MADE A MOTION, DULY SECONDED BY LOU MOSSEY, TO APPROVE THE CCRPC FY2015 MEETING  
35 SCHEDULE. THE MOTION CARRIED UNANIMOUSLY.

### 36 37 **9. Solicitation and Appointment of Member to Serve on Committees**

38 Chris Roy explained that committee appointments are made at the Chair's discretion and with the concurrence  
39 of the Board. The Chair, Andy Montroll, is open to adding additional members over the next two months. Jeff  
40 Carr volunteered for the Board Development Committee. Andy and Chris are interested in raising the profile of  
41 the organization in part to raise awareness about serving on the Commission. Andrea Morgante suggested that  
42 the Commission has become too focused on transportation and that the committee list should be reexamined to  
43 broaden the topics and participation. There was discussion about the list of committees and the difficulty of  
44 securing members and the steep learning curve for many committees.

45  
46 JOHN ZICCONI MADE A MOTION, DULY SECONDED BY JIM DONOVAN, FOR THE BOARD TO CONCUR WITH  
47 ADDING JEFF CARR TO THE BOARD DEVELOPMENT COMMITTEE, ADDING COMMITTEE MEMBERS THE CHAIR  
48 DETERMINES ARE APPROPRIATE GIVEN FURTHER CONTACT BY COMMISSION MEMBERS, AND ADDING A  
49 SECOND VAPDA REPRESENTATIVE (ANDY MONTROLL). THE MOTION CARRIED UNANIMOUSLY.

### 50 51 **10. Solicitation of Regional Board Members**

1 Charlie Baker explained that the bylaws require that regional board members are appointed every two years. He  
2 asked that any recommendations be sent to him, especially for the vacant agriculture seat.

3

4 **11. Executive and MPO Directors' Updates**

5 Charlie Baker reported that press releases will be distributed to each town with a summary of projects to be  
6 undertaken in this year's work program. Staff is summarizing the past year's work for town annual reports.  
7 Future board packets will include a status report of projects underway. Open Meeting Law changes require that  
8 we post draft meeting minutes (both Commission and committees) on the website in five business days. Emma  
9 Long and Michele Boomhower have been working hard to bring a national conference, the Transportation  
10 Research Board: Tools of the Trade, to the Sheraton in South Burlington next week.

11

12 Lou Mossey suggested that the Commission move its meetings around the County.

13

14 **12. Committee/Liaison Activities & Reports:** There were none.

15

16 **13. Members' Items/Other Business**

17 Jeff Carr asked about the new volunteer reimbursement policy. Charlie Baker explained that the policy emerged  
18 from the Public Participation Plan Advisory Committee to allow people who normally don't participate to be able  
19 to contribute. This is an interim policy and it will be evaluated for effectiveness.

20

21 **14. Adjourn**

22 JIM DONOVAN MADE A MOTION, DULY SECONDED BY MIKE O'BRIEN, TO ADJOURN AT 7:33PM. THE MOTION  
23 CARRIED UNANIMOUSLY.

24

25 Respectfully submitted,  
26 Diane Meyerhoff