

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 REGULAR MEETING MINUTES
3

4 Date: Wednesday, November 18, 2015
5 Time: 6:00 p.m.
6 Place: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404
7 Present: Bolton: Joss Besse Buel's Gore: Absent
8 Burlington: Andy Montroll Charlotte: Absent
9 Colchester: Marc Landry Essex: Jeff Carr
10 Essex Junction: Dan Kerin (6:50) Hinesburg: Andrea Morgante
11 Huntington: Barbara Elliott Jericho: Catherine McMains
12 Milton: Henry Bonges, Alt. Richmond: Absent
13 St. George: Jeff Pillsbury Shelburne: George Schiavone, Alt.
14 So. Burlington: Chris Shaw Underhill: Brian Bigelow
15 Westford: Dave Tilton Williston: Chris Roy
16 Winooski: Mike O'Brien VTans: Amy Bell
17 Business/Ind.: Tim Baechle (6:18) Socio/Econ/Housing: Justin Dextrateur (6:10)
18 Cons/Env: Absent
19 Ex-Officio: CCTA: Karen Walton BIA: Absent
20 FHWA: Absent
21 Others: Kim Villemaire, CCTV Ned McEleney, CCTV
22 Fred Duplessis, Sullivan Powers
23 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
24 Bryan Davis, Sr. Trans. Planner Christine Forde, Sr. Transportation Planner
25 Marshall Distel, Trans. Planner Emily Nosse-Leirer, Staff Planner
26 Forest Cohen, Business Manager Bernie Ferenc, Trans. Business Manager
27

- 28 1. Call to order and changes to the agenda. The meeting was called to order at 6:05 p.m. by the Chair,
29 Andy Montroll. He thanked Regina Mahony for the training session on Regional Planning, which was
30 held at 5:30 p.m. Charlie noted that item 8 should read ECOS accomplishments, not ECOS
31 indicators.
32
- 33 2. Public Comment Period for items NOT on the agenda. There were none.
34
- 35 3. Action on consent agenda. There were no items on the consent agenda.
36
- 37 4. Approval of October 21, 2015 Meeting Minutes. CATHERINE McMAINS MADE A MOTION,
38 SECONDED BY MIKE O'BRIEN, TO APPROVE THE MINUTES OF OCTOBER 21, 2015 WITH ANY
39 CHANGES. MOTION CARRIED WITH ABSENTIONS FROM DAVE TILTON, BRIAN BIGELOW AND
40 GEORGE SCHIAVONE.
41
- 42 5. FY15 Audit Report. Andy introduced Fred Duplessis, a principal at Sullivan Powers & Co., the firm
43 that prepared our audit. Mr. Duplessis gave an overview of the FY15 financial reports and
44 management letter. It basically states that our financial statements are in conformance with
45 generally accepted government auditing standards. The major change this year for us, and
46 municipalities, is that we are required to include our portion of the unfunded balance of the
47 Vermont Municipal Employees Retirement Fund. The fund is 98% funded at this time. Our total
48 liability is \$44,000 out of \$9 million. The Management Discussion and Analysis (MD&A) begins on

1 page 4 and it gives a good summary of what's happened. We ended up with a small deficit. We had
2 budgeted for an \$80,000 deficit, but it was only \$39,000. This was caused by truing up the indirect
3 rate from previous years. The last page – Summary of Auditor's Results – shows that they issued a
4 clean opinion and there were no deficiencies. There are good controls and good checks and
5 balances. They audited two programs – Federal Highway planning funds and Federal Transit
6 Administration planning funds. CCRPC retains its status as a low-risk auditee.

7
8 Andy noted that the Executive and Finance Committee members met with Fred earlier this month;
9 and as we've been doing in the past few years, we met without staff to ask pointed questions. Fred
10 then answered questions for board members. MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF
11 CARR, TO ACCEPT THE FY15 AUDIT REPORT. MOTION CARRIED WITH TIM BAECHLE ABSTAINING.

12
13 6. MOU with VTrans and CCTA. Charlie noted that federal regulations require that MPOs have an
14 agreement with the state DOT and transit authority. The last one was signed in 2002. We are
15 cleaning things up post-merger. Charlie reviewed this page by page. The first significant change has
16 to do with amending the UPWP.

- 17 • 4.a. is new language that refers to reality of when we do the mid-year adjustment. He
18 described the process.
- 19 • There is new Section IV. Number 2 adds Corridor studies and other transportation planning
20 studies. There are new items i. and j. on page 9. i. CCRPC acknowledges that conducting a
21 scoping study does not guarantee project advancement. J. VTrans reserves the right to
22 advance an alternative that is different from the municipally-preferred alternative. Jeff Carr
23 wondered why we would include language in the MOU that said VTrans can do whatever
24 they please with respect to that preferred alternative. Amy said this doesn't have to be in
25 the MOU because after a scoping study is done, the project development process continues
26 at VTrans and things are taken to the public and choices are made. Charlie said the process
27 has been that VTrans presents their preferred alternative to the municipality. Jeff Carr
28 would like to have VTrans include an explanation of why they were implementing a different
29 alternative if it was not the preferred-alternative of the municipality. He was hopeful that
30 the host community would be considered more of a partner in any public outreach process
31 – versus just being considered a stakeholder in any VTrans outreach effort for a project.
32 Discussion continued about communication to the municipality with the rationale for a
33 change.
- 34 • Page 9, Item 4. Add Section 248 to the title.
- 35 • Page 10 - we added participation in Transportation Improvement Districts.

36 Jeff Carr asked if this is a Memorandum of Agreement (MOA) or Memorandum of Understanding
37 (MOU). Charlie noted that will be determined after VTrans legal review. He noted we will make a
38 couple of edits and send this to VTrans and CCTA. The Executive Committee will review it again.

39
40 7. Legislative Breakfast. Charlie noted that there will be a legislative breakfast on Thursday, December
41 10th from 7:30-9:00 a.m. at the DoubleTree. He has been having informal discussions with
42 managers and others to see what we should talk to our legislators about. We have more than half
43 of our legislators signed up. We surveyed the legislators last year and they wanted to do it again.
44 They recommended we limit the number of topics to 3. We've tried to come up with some ideas for
45 rural communities. The ideas we're contemplating are: Water Quality Funding; ANR PILOT
46 (payment in lieu of taxes); and municipal shared services. Charlie then asked members for other
47 things they feel are more important. He noted that last year he gave a brief introduction on each
48 topic and then either a board member or municipal selectboard member/manager discussed the

- 1 topic in more detail. Deadline for comments on topics are due by December 2nd before the
2 Executive Committee meeting. Jeff Carr wondered if we were missing an opportunity to hear from
3 gubernatorial candidates; and perhaps reduce the topic areas by one. Members agreed to invite
4 gubernatorial candidates to come. Andrea Morgante wondered if we should eliminate water quality
5 since legislation was passed this year. Wouldn't it be better for participating in Section 248
6 hearings. Justin Dextrateur said the TMDL regulations will be coming up which will impact all
7 communities. Legislature will have to deal with the water quality TMDL guidelines this session
8 before Section 248 issues. Charlie said there is a movement to use RPCs as a compromise to
9 develop regional energy plans that include siting and thus have more weight in the process. One of
10 the things that he found was that that doesn't seem to have been much of an issue in Chittenden
11 County. Marc looks at this as a hot potato and he feels the answer is Montpelier. Andrea said we
12 should get expertise in the energy area or hire a consultant so we can speak to that in Act 250 arena,
13 and not just transportation. (Dan Kerin came in.)
14
- 15 8. ECOS Accomplishments. Regina said every year as a part of the ECOS Indicator Report we like to
16 highlight what our member municipalities and partners have accomplished. We'd like the board's
17 input in collecting FY15 accomplishments under the 8 ECOS strategies, which are listed in the memo.
18 She's looking for 1-2 things from each municipality this year.
- 19 • Dan Kerin said Essex and Essex Junction are looking to share services. They're looking to merge
20 the highway departments; they've consolidated tax billings and unified the manager positions;
21 and all departments are working together. They're also looking into having employees from
22 town and village to be paid under one payroll system. The village plan will be incorporated as
23 part of the town plan. Jeff noted the effort included a 2 ½ year study evaluating the delivery of
24 services department by department. Essex and Essex Junction also recently merged the school
25 districts along with Westford.
 - 26 • Chris Shaw said South Burlington now has a TIF district and Housing Trust Fund.
 - 27 • Chris Roy said Williston has been doing a lot with stormwater quality and we should contact
28 James Sherrard for more information.
 - 29 • Catherine said Jericho may be getting a grocery store in the Riverside Village Center with the
30 form based code which is in effect.
 - 31 • Andy said Burlington's form based code should be done soon. Use for FY16.
- 32 Andy suggested members get other things to Regina as soon as possible.
33
- 34 9. Executive Director's Update. Charlie noted that this Director's report was emailed on Monday. He
35 asked members if they find it useful and all agreed it was.
36
- 37 10. (omitted from agenda)
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- 39 11. Committee/Liaison Activities. Andy noted the various committee minutes were included in the
40 packet.
41
- 42 12. Members' items/other business. It was noted that there will be no board meeting in December.
43 Only the legislative breakfast.
44
- 45 13. Adjourn. JEFF CARR MADE A MOTION, SECONDED BY MARC LANDRY, TO ADJOURN AT 7:06 P.M.
46 MOTION CARRIED UNANIMOUSLY.
47 Respectfully submitted, Bernadette Ferenc