

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 MEETING MINUTES

3 **DRAFT**

4  
5 Date: Wednesday, April 20, 2016  
6 Time: 6:00 p.m.  
7 Place: CCRPC Offices, 110 W. Canal Street, Suite 202, Winooski, VT 05404  
8 Present: Bolton: Joss Besse Buel's Gore: Absent  
9 Burlington: Andy Montroll Charlotte: Jim Donovan  
10 Colchester: Marc Landry Essex: Irene Wrenner, Alternate  
11 Essex Jct: Dan Kerin Hinesburg: Andrea Morgante  
12 Huntington: Barbara Elliott Jericho: Catherine McMains  
13 Milton: Lou Mossey Richmond: Bard Hill (6:15)  
14 St. George: Jeff Pillsbury Shelburne: Absent  
15 So. Burlington: Chris Shaw Underhill: Brian Bigelow  
16 Westford: Dave Tilton Williston: Chris Roy  
17 Winooski: Absent VTrans: Amy Bell  
18 Socio/Econ/Housing: Justin Dextrateur Business/Industry: Absent  
19 Conservation/environment: Absent  
20 Ex-officio: CCTA: Karen Walton, Gen. Mgr.  
21 Others: Matthew Langham, VTrans Scott Moody, Channel 17  
22 Staff: Regina Mahony, Planning Prog. Mgr. Christine Forde, Sr. Transportation Planner  
23 Jason Charest, Sr. Trans. Plan. Engineer Marshall Distel, Transportation Planner  
24 Forest Cohen, Business Manager Bernie Ferenc, Transportation Business Mgr.  
25

- 26 1. Call to order; Changes to the Agenda. The meeting was called to order at 6:00 p.m. by the Chair,  
27 Andy Montroll. He thanked Christine Forde for the training session covering MPO basics and  
28 Transportation Planning. It was very informative. There were no changes to the agenda.  
29  
30 2. Public comment on items not on the agenda. There were none.  
31  
32 3. Action on Consent Agenda. There were no items on the consent agenda.  
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34 4. Approve Minutes of March 16, 2016 Board Meeting. CHRIS SHAW MADE A MOTION, SECONDED BY  
35 DAN KERIN, TO APPROVE THE MINUTES OF THE MARCH 16, 2016 CCRPC BOARD MEETING. MOTION  
36 CARRIED WITH ABSECTIONS FROM BARBARA ELLIOTT, CATHERINE MCMAINS, AND IRENE  
37 WRENNER.  
38  
39 5. Project Prioritization. Christine Forde gave an explanation of project prioritization which is the  
40 exercise we do for VTrans for the projects already in the Capital Program to help VTrans decide  
41 which projects should move forward and on what schedule. She explained the differences between  
42 the Capital Program and TIP. The Capital Program includes state and federal funding to be spent on  
43 projects in a given state fiscal year and for the next three years. The TIP (Transportation  
44 Improvement Program) is a planning document required to be done by MPO and includes only  
45 federally funded projects over a four year period. A project has to be in both the Capital Program  
46 and the TIP to spend federal transportation dollars. The Capital Program consists of three parts:  
47 Candidate projects are those that have completed the planning process; no significant spending is

1 expected in the budget year and the construction year is unknown. Development and Evaluation are  
2 projects anticipated to have preliminary plans within 12-24 months and preliminary engineering or  
3 right-of-way spending is expected in the budget year. The Front of the Book are projects that have  
4 completed preliminary plan development and are expected to have construction spending during  
5 the budget year and/or the following three years. The legislature requires VTrans to prioritize  
6 projects in the Capital Program each year. All RPCs in the state prioritize the projects in their region.  
7 The state scores them all. We're tasked with trying to bring in local planning factors that VTrans  
8 may not be as involved in. Each program category has its own methodology: Roadway, safety &  
9 traffic operations, paving, park and ride facilities, state highway bridge, town highway bridge and  
10 town highway bridge pre-candidates. Christine gave a brief overview of the methodology for each  
11 of the categories. RPCs are directed by the legislature to consider several factors, which she  
12 reviewed. CCRPC has developed our own methodology. We will be looking at and revising our  
13 methodology this year because some things don't work very well. We now have to include  
14 resiliency, along with economic vitality; safety and security; accessibility, mobility and connectivity;  
15 environment, energy and quality of life; preservation of existing system; efficient system  
16 management. Christine noted that the scoring sheets were included in the meeting packet.  
17 Christine noted that she prepares the scoring sheets for each project and asks TAC members to  
18 preview the scoring for their individual municipal projects first and then that list is reviewed by the  
19 TAC as a whole. She then answered questions for board members. Chris Roy expressed concern as  
20 a member of the Circ Task Force when they were assured by then Sec. Searles that circ alternative  
21 projects would be put on priority status and it doesn't appear that they are. Christine noted that  
22 most of these have design funds assigned. JIM DONOVAN MADE A MOTION, SECONDED BY MARC  
23 LANDRY, TO APPROVE THE PRIORITIZATION AS PRESENTED. MOTION CARRIED UNANIMOUSLY.  
24 (This was an MPO vote, so only VTrans and the municipalities voted.)  
25

- 26 6. Presentation of FY17 Unified Planning Work Program (UPWP) and Budget. Regina noted that copies  
27 of the UPWP & budget are in front of members. The UPWP process began with solicitation for  
28 projects in November and we had asked communities/partners to prioritize their requests. The  
29 UPWP Committee met three times to review the applications and make recommendations. We had  
30 requests for twice as many projects as we had funding for. All new projects are highlighted in green,  
31 which she reviewed and described. All communities received at least one requested project. Regina  
32 then reviewed the budget sheet noting which lines will be removed and which were pending grants.  
33 The public hearing will be held at the May 18<sup>th</sup> board meeting and we hope to adopt the UPWP &  
34 Budget at that time, so we have time to get a contract from VTrans and ACCD for July 1<sup>st</sup>.  
35
- 36 7. Water and Wastewater Infrastructure Needs. Regina said this is a requirement of our ACCD contract  
37 this year. DHCD just wanted to have this information in case funding becomes available.  
38
- 39 8. Executive Director's Report:
- 40 • Public Hearing in May – ECOS Plan Update. Regina noted that the 2<sup>nd</sup> public hearing for the  
41 ECOS Plan update will also be held at the May 18<sup>th</sup> CCRPC board meeting. We were able to  
42 incorporate all of the comments from the first public hearing in this draft. We hope to  
43 adopt the plan at that meeting as well.
  - 44 • Agreement with VTrans & CCTA. There is a delay in resolving the dispute resolution item,  
45 but we hope to resolve this and ask for approval next month.
  - 46 • Legislative update. The COG bill is now a regional inter-municipal services bill and it was  
47 scheduled to go to the floor for a vote today. So we'll have to see what happens.

- 1           • Energy siting. This bill seems to be moving along. Last week they heard testimony at House  
2 Natural Resources/Energy Committee.  
3           • H.367 is the Planning Bill. It had been proposed to extend municipal plans updates from 5  
4 to 10 years, but the compromise seems to be for 8 years to match regional plan cycle. They  
5 do anticipate adoption this year.  
6           • The ACCD budget is flat for FY17.  
7           • 50<sup>th</sup> Anniversary & Annual Meeting. Save the date cards have been sent for Wednesday,  
8 June 15<sup>th</sup> at Champlain College.  
9

10 9. Committee Reports: Minutes of all committees are in the meeting packet.  
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12 10. Members' Items, Other Business. There was no other business  
13

14 11. Adjourn. CHRIS ROY MADE A MOTION, SECONDED BY MARC LANDRY, TO ADJOURN THE MEETING  
15 AT 6:50 P.M. MOTION CARRIED UNANIMOUSLY.  
16

17 Respectfully submitted,  
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20 Bernadette Ferenc