

REGULAR MEETING & PUBLIC FORUM AGENDA

Wednesday, January 15, 2014, 6:00 pm

CCRPC Offices

110 W. Canal Street, Suite 202, Winooski, VT



CONSENT AGENDA

C.1 Minor TIP Amendments*

DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda
2. Public Comment Period on Items NOT on the Agenda
3. Approve Minutes of December 4, 2013 Meeting* (Action; 5 min)
4. FY2015 Unified Planning Work Program Public Forum* (Information; 10 min)
5. Approve Consent Agenda (MPO Business) * (Action; 5 min)
6. Approve Pavement Leveling Priorities (MPO Business) * (Action; 5 min)
7. Transportation Fair Share Proposal - Joe Segale, VTrans (Information; 30 min)
8. Resolution to recognize Christine Forde (15 years – 12/7/2013)* (Action; 5 min)
9. Appointment of FY2015 UPWP Committee* (Chair Action; 5 min)
10. Approve FY2014 Mid-year UPWP Budget Adjustment* (Action; 20 min)
11. Accept Revised Fair Housing Equity Analysis Report* (Action; 10 min)
12. Executive and MPO Directors' Updates (Information; 20 min)
 - a. ECOS Annual Report
 - b. Act 250 Letters*
 - c. TMDL Proposal – to be sent separately
 - d. Legislative Preview
13. Committee Reports, as needed, otherwise see attached (Information; 5 min)
 - a. Public Participation Plan Committee*
 - b. Transportation Advisory Committee*
 - c. Executive Committee*
14. Members' Items, Other Business (Information; 5 min)
15. Adjourn

*Attachment

The January 15th Chittenden County RPC meeting will air on Friday January 17, 2014 at 8 p.m. and repeat on January 18, 2014 at 1am and 7am and available on the web at: <http://www.cctv.org/watch-tv/programs/chittenden-county-regional-planning-commission-37>.

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

- Planning Advisory Committee (PAC), Wednesday, January 15, 2014; 2:30-4:30 p.m.
- Public Participation Plan Committee – Thursday, January 23, 2014; 4-5:30 p.m.
- Transportation Advisory Committee – Tuesday, February 4, 2014; 9:00 a.m.
- Executive Committee, Wednesday, February 5, 2014; 5:45 p.m.
- CCRPC Board Meeting - Wednesday, February 19, 2014; 6:00 p.m.
- Finance Committee, Wednesday, February 26, 2014; 5:45 p.m.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Long, CCRPC Title VI Coordinator, at 802-846-4490 ext 21 or elong@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.



Chittenden County Regional Planning Commission

January 15, 2014

Agenda Item C.1: Consent Item

Transportation Improvement Program Minor Amendments

Issues:

Make the following changes to the FY14-17 TIP:

Shelburne Ferry Boat Project (Project OT022, Amendment FY14-13)

- ▶ **Description of TIP Change:** Add \$60,000 in federal funds for preliminary engineering and \$1,300,000 for construction in FY14 to replace an existing dry dock marine maintenance facility at 4650 Harbor Road in Shelburne. Federal funds are to come from the Ferry Boat Program (FBP) and the 20 percent matching funds to be provided by Lake Champlain Transportation Company (LCT). This project is not subject to CCRPC's fiscal constraint limit.
- ▶ **Reason for Change:** Under MAP-21, funding available through the federal Ferry Boat Program (FBP) is based on existing ferry boat operations. Eligible projects include publically owned or operated ferry boats and terminal facilities. Under the FBP the existing dry dock facility is defined as a "terminal facility" and it is publicly operated by Shelburne. LCT, Shelburne, VTTrans and FHWA have worked together to develop this eligible terminal project.

Bridge Preventative Maintenance (Project BR033, Amendment FY14-14)

- ▶ **Description of Change:** Designate \$96,000 in federal funds in FY14 to be used for preliminary engineering for improvements to culvert C2 on VT117 carrying Adler Brook in Essex.
- ▶ **Reason for Change:** The culvert carrying Adler Brook under VT117 in Essex has failed. Emergency repairs have been made but long term repairs are necessary. Construction funds will be added when the FY15 TIP is developed.

TAC Recommendation: Approval via email

Staff Recommendation: Approve the proposed TIP amendments

For more information contact: Christine Forde
cforde@ccrpcvt.org or 846-4490 ext. 13

1 **Chittenden County Regional Planning Commission**
2 **Regular Meeting Minutes DRAFT FOR BOARD REVIEW**

3
4 **Date:** Wednesday, December 4, 2103

5 **Time:** 6:30 p.m.

6 **Place:** CCRPC Offices; 110 W. Canal Street, Suite 202, Winooski, VT 05404

7 **Members:**

8 Bolton, Joss Besse	20 St. George, Deb Kobus
9 Buels Gore, absent	21 Shelburne, John Zicconi
10 Burlington, Andy Montroll	22 S. Burlington, Sandy Dooley
11 Charlotte, Jim Donovan	23 Underhill, Brian Bigelow
12 Colchester, Marc Landry	24 Westford, Dave Tilton
13 Essex, Jeff Carr	25 Williston, Chris Roy
14 Essex Junction, Dan Kerin	26 Winooski, Mike O'Brien
15 Hinesburg, Andrea Morgante	27 VTrans, Amy Bell
16 Huntington, Barbara Elliott	28 Socio/Econ/Housing, Justin Dextrateur
17 Jericho, Catherine McMains	29 Conservation/Environment, Don Meals
18 Milton, Lou Mossey	30 Industrial/Business, Tim Baechle
19 Richmond, absent	31 Agriculture, no representative

32
33 **Ex-Officio (non-voting):**

34 Burlington Int'l Airport, absent	37 FTA, absent
35 CCTA, Bill Watterson	38 Railroad Industry, absent
36 FHWA, absent	

39 **Others:**

40 Renn Niquette, Colchester Alternate	43 Chapin Spencer, Burlington DPW
41 Diane Meyerhoff, Third Sector Assoc.	44 Fred Duplessis, Sullivan Powers & Co.
42 Infinite Culcleasure, Burlington Alt.	45

46 **Staff:**

47 Charlie Baker, Executive Director	54 Christine Forde, Senior Trans. Planner
48 Michele Boomhower, Asst/MPO Director	55 Peter Keating, Senior Trans. Planner
49 Jason Charest, Sr. Trans. Planning Engineer	56 Lee Krohn, Senior Planner
50 Eleni Churchill, Sr. Trans. Planning Engineer	57 Emma Long, Communication Manager
51 Bryan Davis, Senior Transportation Planner	58 Regina Mahony, Senior Planner
52 Chris Dubin, Transportation Planner	59 Melanie Needle, Senior Planner
53 Bernadette Ferenc, Trans. Business Mgr.	60 Sai Sarepalli, Trans. Planning Engineer

61
62 **1. Call to Order & Changes to the Agenda**

63 The meeting was called to order at 6:32PM by the Chair, Lou Mossey. Introductions were made.

64
65 **2. Public Comment Period on Items NOT on the Agenda.** There were no comments.

66
67 **3. Action on Consent Agenda**

68 Jim Donovan asked that the TIP amendment be removed from the Consent Agenda for discussion – all
69 approved. He asked why the bike/pedestrian projects require a TIP amendment. He understood that
70 the funding was already awarded. Christine Forde responded that funded projects need to be in both
71 the MPO and State's TIP before they can move forward. ANDY MONTROLL MADE A MOTION, DULY
72 SECONDED BY JEFF CARR, TO APPROVE THE MINOR AMENDMENTS TO THE FY2014 TRANSPORTATION
73 IMPROVEMENT PROGRAM. THE MOTION CARRIED UNANIMOUSLY.

1 **4. Approve Minutes of October 16, 2013 Meeting**

2 JEFF CARR MADE A MOTION, DULY SECONDED BY CHRIS ROY, TO APPROVE THE MINUTES, WITH
3 CHANGES, OF OCTOBER 16, 2013. During discussion, Catherine McMains requested the following
4 corrections:

- 5 • Page 2, line 17: Change “adjudicate” to “adjudicated”
- 6 • Page 4, line 13: Change “permitted” to “prohibited”

7
8 THE MOTION CARRIED UNANIMOUSLY WITH FIVE ABSTENTIONS FROM JIM DONOVAN, TIM BAECHLE,
9 JOHN ZICCONI, DAVE TILTON, AND DON MEALS.

10
11 **5. Review of FY13 Audit**

12 Fred Duplessis of Sullivan Powers & Company reviewed the CCRPC’s audit. The financial statements are
13 in full conformance with generally accepted accounting principles; it is a clean audit. Jeff Carr thanked
14 Charlie, Michele, Forest, and Bernie for another clean audit. Sandy Dooley asked what percent of staff
15 benefits is represented by health insurance. Bernie Ferenc responded approximately 30 percent. [ED
16 Note: In FY 2013, the total spent on Payroll Taxes and Benefits was \$430,207. The total spent on
17 health insurance and Health Savings Accounts benefits was \$182,818 or 42%].

18
19 JEFF CARR MADE A MOTION, DULY SECONDED BY CATHERINE MCMAINS, TO ACCEPT THE FY13 AUDIT
20 BY SULLIVAN & POWERS COMPANY. THE MOTION CARRIED UNANIMOUSLY.

21
22 **6. Approval of Shoreline Buffer Committee Recommendations**

23 Charlie Baker introduced the recommendations of the Shoreline Buffer Committee (Lou Mossey, Don
24 Meals, Marc Landry, John Zicconi, and Marty Illick). Lou commented that the members had a lively
25 discussion and all members agreed to the recommendations. Don Meals explained that the committee
26 was asked to disregard the specifics of the bill that was presented in the last Legislative session. As a
27 result, the committee stated its recommendations in terms of principles rather than specific language.

28
29 Sandy Dooley asked if recommendation #5 would allow municipalities to be exempt if their regulations
30 were less rigorous than state law. Lou responded that this is the intent of the recommendation. John
31 Zicconi attended the state’s presentations where the ANR Secretary, Deb Markowitz, was clear that the
32 State was not imposing new regulations on communities that already have adopted regulations.

33
34 Dave Tilton expressed concern that municipalities might not consult with state scientists prior to
35 updating their bylaws. DAVE TILTON MADE A MOTION, SECONDED BY ANDREA MORGANTE, TO
36 AMEND THE SHORELINE BUFFER COMMITTEE RECOMMENDATION #5 TO READ: “WE SUPPORT THE
37 EXEMPTION FROM STATE REGULATION IN MUNICIPALITIES THAT HAVE ADOPTED AND ENFORCED
38 THEIR OWN SHORELAND PROTECTION BYLAWS. THESE MUNICIPALITIES SHOULD REVIEW THE STATE
39 REGULATIONS AND USE BEST AVAILABLE SCIENCE AS THEY IMPROVE THEIR BYLAWS AND UPDATE
40 THOSE BYLAWS AS NEEDED IN CONSULTATION WITH VERMONT DEC TO PROTECT WATER QUALITY.”
41 (underlined text added from original)

42
43 There was a spirited discussion on the motion. THE MOTION FAILED WITH THE MAJORITY VOTING
44 AGAINST THE AMENDMENT AND ONE ABSTENTION FROM AMY BELL.

1 DON MEALS MADE A MOTION, DULY SECONDED BY JIM DONOVAN, TO ACCEPT THE OCTOBER 22, 2013
2 RECOMMENDATIONS OF THE SHORELINE BUFFER COMMITTEE AS PROPOSED. THE MOTION PASSED
3 WITH A MAJORITY OF THE BOARD VOTING IN FAVOR AND ONE ABSTENTION FROM AMY BELL.
4

5 **7. ECOS Update Plan**

6 JEFF CARR MADE A MOTION, DULY SECONDED BY MARC LANDRY, TO APPROVE THE PROGRESS PLAN
7 FOR ECOS PLAN UPDATES. Catherine McMains asked if future revisions to the Plan might include
8 updated broadband speeds. There was discussion about repercussions of not revising the plan per
9 changes recommended by the State. Charlie feels that the CCRPC has addressed the reasons for not
10 making these changes and that should be sufficient. THE MOTION CARRIED UNANIMOUSLY WITH ONE
11 ABSTENTION FROM AMY BELL.
12

13 **8. Chittenden County Fair Housing & Equity Assessment**

14 Charlie Baker asked that this motion be tabled as there are some refinements needed to the report.
15 Regina Mahoney will distribute a Word copy of the document for Board member comments. JUSTIN
16 DEXTRADEUR MADE A MOTION, SECONDED BY SANDY DOOLEY, TO TABLE THE APPROVAL OF THE
17 CHITTENDEN COUNTY FAIR HOUSING & EQUITY ASSESSMENT. THE MOTION CARRIED UNANIMOUSLY.
18

19 **9. UPWP Committee Appointment**

20 This item is being deferred to the January meeting.
21

22 **10. CIRC Alternatives Update**

23 Michele Boomhower reviewed the final list of CIRC Alternatives Projects (see attached). The list
24 represents 34 projects for a \$100 million investment. The Governor's press conference on November
25 26th was well attended. The Task Force unanimously voted for all three project phases. Bryan Davis
26 reviewed the highlights:
27

Roadway miles enhanced and shared shoulders created	7.5
Number of intersections improved	26
Interstate interchanges upgraded	2
Park and Ride spaces created	About 120
New transit service created	4
Miles of shared use path and sidewalks created	8
Flood hazard mitigation projects	1

28
29 The Board commended Michele and staff for this undertaking and expressed support for moving the
30 projects forward. Jeff Carr expressed concern about closing the CIRC Highway project to insure that
31 funds spent so far do not have to be reimbursed to FHWA. Michele responded that the VTrans
32 Secretary and the FHWA Administrator are working to resolve this issue.
33

34 Michele explained the next step is to incorporate the package of projects into the Capital Program for
35 consideration by the Legislature. Once the Capital Program is approved, projects will be added to the
36 Transportation Improvement Program (TIP) and the Board will vote for TIP approval.
37
38

1 **11. ECOS Annual Report**

2 Charlie Baker reviewed the Draft 2013 ECOS Annual Report Summary being developed by the ECOS
3 Partners. It includes the accomplishments of each ECOS partner and significant trends in our
4 community. Sixty of the 80 indicators from the ECOS Plan were updated. Charlie thanked Melanie
5 Needle for her leadership with UVM staff and other partners in updating the indicators. Jim Donovan
6 complimented staff on the trend analysis and Andy Montroll appreciated the forward-looking nature of
7 the document.

8
9 **12. Executive and MPO Directors' Updates**

10 *12a) Act 250 Letters - 1) CVS, GB New England 2 LLC & Spirit Realty Capital (#4C0757-13A).*
11 *(Included in the Board Packet)*

12
13 *12b) Charlie mentioned an upcoming public meeting on December 10th in Burlington regarding Total*
14 *Maximum Daily Loads (TMDLs) for Lake Champlain. Amongst other items, the State is proposing*
15 *requiring stormwater permits for municipal roads. There are also other proposals that may have*
16 *significant cost implications for member municipalities.*

17
18 *12c) Michele reported that the Unified Planning Work Program (UPWP) process is underway as is the*
19 *mid-year budget adjustment. Staff will be visiting communities that request help with UPWP*
20 *applications. In response to a request, staff will inform CCRPC Board members about the status of*
21 *their community's applications/staff visits.*

22
23 **13. Committee Reports:** Charlie reported that the Board Development Committee will have bylaw
24 revisions for the Board in the next quarter.

25
26 **14. Members Items & Other Business**

27 Marc Landry complimented staff for their hard work and incredible organizational skills to bring the
28 CIRC Alternatives process to a successful completion.

29
30 **15. Adjourn**

31 JEFF CARR MADE A MOTION, DULY SECONDED BY CHRIS ROY, TO ADJOURN AT 7:55PM. THE
32 MOTION CARRIED UNANIMOUSLY.

33
34 Respectfully submitted,
35 Diane Meyerhoff

CIRC Alternatives Task Force Accomplishments 2011-2013

PHASE I CIRC ALTERNATIVE PROJECTS - \$11.5 million (planning estimate)

Interstate 89 Exit 16 Improvements, Colchester

- ▶ **Project Description** - Improvements to the US 2/US 7 corridor between the I-89 Exit 16 interchange area and Rathe Road in Colchester to include: a Double Crossover Diamond (DCD) interchange design and additional turn lanes at Mountain View, Hercules and Rathe Road intersections. Under the DCD alternative, traffic on US 2/US 7 (northbound and southbound) crosses to the left side of the roadway for the short segment between the signalized ramp intersections, and then returns to the right side of the roadway once it passes the ramps.
- ▶ **Expected Benefits** – The US 2/US 7 improvements will substantially increase capacity and decrease congestion (improved Level of Service and volume /capacity ratio; decrease vehicle queuing) at the five intersections in the study area—especially the closely spaced intersections between the Interstate Ramps and Mountain View Drive. Improvements will also address safety issues—currently there is one high crash roadway segment and one high crash intersection (southbound ramps) in the study area.
- ▶ **Estimated Project Cost** - \$5,000,000
- ▶ **Weblink to Study** - <http://www.ccmppo.org/I89/Exit16/>

VT 2A/VT 289 Interchange Improvements, Essex

- ▶ **Project Description** - Interchange improvements at the VT 2A/VT 289 interchange to include new controllers, video detection equipment so signals can automatically respond to directional changes in traffic demand, integration of both signals (if deemed necessary), additional lane on Susie Wilson Bypass and change from cable signals and supports to mast arms (new signals).
- ▶ **Expected Benefits** - The VT 2A/VT 289 intersection was not intended to be the permanent terminus of the Circ Highway. In its current configuration traffic routinely backs up in the peak periods. The intersection currently has 20 year-old controllers with no automatic traffic controls (loops or video detectors). Upgrades to the current signal hardware will improve traffic flow through this intersection and will improve safety.
- ▶ **Estimated Project Cost** - \$780,000
- ▶ **Weblink to Study** - <http://www.ccmppo.us/library/VT15/index.php?rept=3>

Crescent Connector Road, Essex Junction

- ▶ **Project Description** – Construction of a new local road connecting VT 2A (Park Street) and VT 117 (Maple Street) in the Village of Essex Junction. Project includes sidewalks, bike lanes and street trees.
- ▶ **Expected Benefits** – The new road will open up 6 1/2 acres of underutilized designated Village Center sites to economic development while increasing traffic efficiency and creating the potential for a multimodal transportation system. In addition to the sites directly improved by the creation of this new (complete streets) road, adjacent sites will also garner benefits from the ability of drivers to get to and from their destinations in a less congested environment that creates less greenhouse gases.
- ▶ **Estimated Project Cost** – \$3,000,000
- ▶ **Weblink to Study** - http://www.ccmppo.us/library/scoping/ejct_crescent_connector/

VT 2A/James Brown Drive, Williston

- ▶ **Project Description** – Traffic signal at VT 2A/James Brown Drive with crosswalks and pedestrian phasing, 2-way left turn lane between River Cove Road and Eastview Drive, sidewalk on the east side of VT 2A, road connection from River Cove Road to James Brown Drive via Shirley Circle.
- ▶ **Expected Benefits** – The proposed improvements at VT 2A/James Brown Drive will improve the functioning of this heavily congested area between Taft Corners Williston and the Five Corners in Essex Junction. It will help manage and reduce turn conflicts along the VT 2A corridor, and allow motorists entering and exiting VT 2A to more safely move through traffic.
- ▶ **Estimated Project Cost** – \$1,500,000
- ▶ **Weblink to Study** - http://www.ccmpto.us/library/scoping/james_brown_drive/

Transportation Demand Management (TDM)/Transportation Systems Management (TSM), Regional (Transit, TDM/TSM)

- ▶ **Project Description** – Transportation Demand Management (TDM) and Transportation Systems Management (TSM) programs offer strategies to reduce travel demand, specifically that of single-occupancy private vehicles, and to redistribute this demand in space or in time to improve the efficiency of our transportation system. The proposed suite of TDM/TSM measures will directly address vehicle miles traveled, energy use, air quality and other public benefits including increased access of low-income persons to good jobs, inexpensive reduction of roadway and parking congestion, and cost-effective incentives for timely and convenient travel.

Funding for TDM/TSM programs in the Circ project area would complement and enhance county-wide TDM efforts funded through the FY12 Unified Planning Work Program and a recently awarded FHWA Transportation, Community and Systems Preservation (TCSP) Grant. This TCSP-funded program brings together numerous regional transportation partners to establish a TDM pilot program and directly change transportation behavior within the county. The project is a comprehensive and collaborative effort to achieve regional transportation goals outlined in the CCMPO's Metropolitan Transportation Plan, as well as to address national policy objectives including the need to conserve energy, reduce reliance on energy imports, lessen congestion, and clean our Nation's air.

The following are complementary TDM/TSM projects that would target the Circ project towns as part of the overall countywide TDM pilot program:

VT15, VT2, and VT2A Transit Shelters – Construction of 10 solar shelters along VT15 with bicycle racks in Colchester and Essex and 6 solar shelters with bicycle racks in Williston (VT 2 and VT2A). Transit shelters are an important passenger amenity which increase the attractiveness and convenience of transit, which helps build ridership. Transit shelters provide a seated waiting area and protection from the elements, and lighted shelters offer a greater sense of security for those traveling at night. Shelters also serve as a type of marketing tool, making people aware that transit serves a particular area, and by including schedule information at shelters, individuals can easily access specific route information. Estimated Cost: \$512,000

Signal Improvements in the Circ Study Area (10 Signals) – Signal optimization can improve traffic flow through existing signalized intersections and can increase the capacity of the intersection. Updated signal equipment can also improve capacity through existing intersections and thus reduce delay and improve level of service. Estimated Cost: \$500,000

Create “pocket” park and ride spaces by leasing parking spaces at existing under-utilized parking lots throughout the study area. Since traditional park and ride lots have been difficult to site and fund, a new approach is required. “Pocket” park and ride may include leasing several parking spaces at large, strategically located shopping centers in the region. Estimated Cost: \$70,000

Conduct a CarShare assessment analyses in Colchester, Williston, Essex Junction and Essex to determine the best locations for two CarShare Vermont pods; open new locations accordingly and support operations for one year. Estimated Cost: \$75,000 (\$15,000 for pod assessment analysis and \$60,000 to purchase and operate two cars)

Expand and enhance the TDM Circuit Rider role in the region with a focus on major employers in the Circ project area. CATMA will meet and present employers with information on TDM and provide a TDM Toolkit consisting of a variety of incentives, services and programs that can be implemented at their workplace. Estimated Cost: \$10,000

Create a TDM marketing and outreach effort targeted at the Circ study area to focus on carpooling/ridesharing, transit where available, walking and bicycling, and encouraging employers in the area to consider telecommuting or more flexible work schedules. Estimated Cost: \$20,000

Enhance Local Motion's bike commuter EAP (Employee Assistance Program) by creating a TDM challenge fund. This fund would be used to match employer funds to provide one-on-one bicycle commuting mentoring for employees to help them translate interest into action. A flat fee charged per employee covers the costs to work with them for however long it takes to get them to their first bike commute. This would directly result in 100+ additional bike commuters getting on the road, and would leverage another 100+ bike commuters whose training would be funded by the employers themselves. Estimated Cost: \$15,000 over two years

- ▶ **Expected Benefits** – Together the components of this project will:
 1. Improve the efficiency of our transportation system by reducing the number of single occupant vehicles (SOV) on our roadways, increasing public transportation ridership, allowing families to downsize vehicle ownership by providing short-term car-share vehicles, and converting SOV commuters to bicycle commuters;
 2. Reduce the impacts of transportation on the environment by decreasing the number of SOVs on the roads, lower auto-derived greenhouse gas emissions by decreasing VMT, and reducing auto-derived pollutants from entering our waterways by encouraging walking, biking, transit, and use of fuel efficient car-share vehicles;
 3. Reduce the need for costly future investments in public infrastructure by creating a mode shift to non-SOV travel. A combined effort to reduce VMTs and SOVs means less wear and tear on our roadways, and reduced traffic congestion decreases demand for additional roadway capacity.
 4. Provide efficient access to jobs, services, and centers of trade by making it easier to combine modes, improve access to public transit, and reduce the reliance of private automobiles to reach employment destinations.

- ▶ **Estimated Project Cost** – \$1,202,000

PHASE II CIRC ALTERNATIVE PROJECTS - \$13.9 million (planning estimate)

US2/Trader Lane Traffic Signal, Williston

- ▶ **Project Description** - Installation of a traffic signal at US2/Trader Lane
- ▶ **Expected Benefits** – Enhanced system performance integrating Williston Grid Street Network including: improved traffic circulation and movement in the Taft Corners area, multi-modal design standard with sidewalks and bike paths, relief of congestion in the Taft Corners area including VT 2A
- ▶ **Estimated Project Cost** - \$550,000

Severance Corners Improvements, Colchester

- ▶ **Project Description** - Upgrades to US7/Blakely Road/Severance Road to consist of an additional westbound left turn lane, an additional northbound left turn lane and an additional southbound through lane.
- ▶ **Expected Benefits** – The proposed improvements will mitigate current congestion conditions, improve safety in this location and will accommodate the Severance Corners Growth Center, which is a state designated Growth Center.
- ▶ **Estimated Project Cost** - \$6,000,000
- ▶ **Weblink to Study** - <http://www.colchestervt.gov/PlanningZ/studies/GrowthCtr/6%20-%20Transportation%20Plan.pdf>

VT15/Sand Hill Road Intersection, Essex

- ▶ **Project Description** - Reconfigure the VT15/Sand Hill Road intersection to eliminate the “Y” configuration. This project includes installation of a traffic signal which will provide a pedestrian phase, a protected pedestrian crossing of VT15 and right turn lane on the west approach.
- ▶ **Expected Benefits** – Improvements will reduce delays on Sand Hill Road and improve safety for vehicles and pedestrians in this location.
- ▶ **Estimated Project Cost** - \$1,600,000
- ▶ **Weblink to Study** - www.ccrpcvt.org/library/scoping/VT15_Sandhill

VT15 Improvements – Post Office Square to 5-Corners, Essex Junction

- ▶ **Project Description** - Construction of shoulders for bicycle use on VT15, sidewalk upgrade and intersection upgrades at Post Office Square.
- ▶ **Expected Benefits** – Better accommodate all transportation modes on VT15.
- ▶ **Estimated Project Cost** - \$2,300,000

VT15 Multiuse Path, Winooski, Colchester, Essex, and Essex Junction

- ▶ **Project Description** - Construction of Phase II of VT15 multiuse path between Lime Kiln Road, Colchester and Susie Wilson Road, Essex consisting of a south side path from Lime Kiln Road to National Guard Road and north side path from National Guard Road to Susie Wilson Road with pedestrian crossings at National Guard Road and Susie Wilson Road.
- ▶ **Expected Benefits** – Promote travel on VT15 by other modes including walking, biking and transit system connections.
- ▶ **Estimated Project Cost** – \$2,000,000

Transportation Demand Management, Region Wide

Adaptive Signal Control, Go! Chittenden County Program Expansion, CCTA Commuter Service - \$1,476,000

1. Adaptive Signal Control

- ▶ **Project Description** – Adaptive Signal Control (ASC) Project
Phase 1: Install Adaptive Signal Controls at VT 2A signalized intersections in Williston from the I-89 Exit 12 interchange to the Industrial Avenue/ Mountain View Road / VT2A intersection.

Phase 2: Install Adaptive Signal Controls at VT 15 signalized intersections in Essex between the VT 289 interchange to the intersection of VT 15/VT 128/Towers Road.

- ▶ **Expected Benefits** – ASC technology increases efficiency and maximizes capacity at signalized intersections and arterial corridors by interconnecting and adjusting signal timings to accommodate changing traffic patterns throughout the day. ASC uses advanced technology to distribute green light time equitably for all traffic movements; improve traffic progression through green lights creating smoother flow; and enhancing overall effectiveness of traffic signal timing.
- ▶ **Estimated Project Cost** – \$500,000 (plus \$500,000 from FY12 CIRC Alternatives TDM Implementation)

2. Go! Chittenden County Program Expansion - Transportation Demand Management (TDM) Pilot Program

- ▶ **Project Description** – Program partners (including Chittenden County Regional Planning Commission, Chittenden County Transportation Authority, CarShare Vermont, Local Motion, the Campus Area Transportation Management Association, VEIC and GoVermont) have developed the Go! Chittenden County brand, created a website, identified nearly 100 potential businesses to approach with the program, created a strategy to prioritize the first round of outreach to 8 employers, and is participating in training the VEIC call center staff to begin accepting inquiries. IBM is the first business to participate; Dealer.com and Burton have recently agreed to participate as well. Expansion of the key project components will create a stable program base to leverage future external funding from non-CIRC Alternative sources.
 - Program Advancement, Education & Marketing \$50,000
 - Outreach events, marketing tools and strategies, resource materials for individuals and employers
 - FY13 Partner Coordination and Collaboration \$50,000
 - (CCTA, Local Motion, CarShareVT, CATMA, VEIC
 - Employer Transportation Coordinator Program Expansion \$25,000
 - Walk/Bike Resources including municipal/business assessments, maps and events \$25,000
 - Transit Pass Project – engage at least two more regional employers \$50,000
 - Park It! Pledge – Neighborhood based auto use reduction program \$25,000
 - Expand Way to Go! Commuter Challenge – host a regional event in Fall 2013 \$25,000
- ▶ **Expected Benefits** – Reduced congestion induced by decreased single occupancy vehicle travel, increased mode choice.
- ▶ **Estimated Project Cost** – \$250,000

3. CCTA Commuter Service – Jeffersonville to Burlington and Williston Village Mid-day Route

- ▶ **Project Description** – 3 years of operations funding for 2 new transit system services: CCTA’s highest priority commuter route (Jeffersonville to Burlington) and added mid-day service to enhance accessibility for Williston.
- ▶ **Expected Benefits** – Reduced congestion induced by decreased single occupancy vehicle travel, increased transit use.
- ▶ **Estimated Project Cost** – \$726,000

PHASE III CIRC ALTERNATIVE PROJECTS - \$74 million (planning estimate)

I-89 Exit 12 Interchange Stage I-IV Improvements, Williston

- ▶ **Expected Benefits** – The Exit 12 Project will address existing and projected traffic congestion in the study area (see map below); enhance safety for all users; improve bike-pedestrian connections from areas south of the interchange to the existing network north of the interchange; and advance economic growth in the area.
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/exit12/>

Stage 1: New Shared Use Path under Interstate & New VT2A Lane from Marshall Ave to I-89 NB Ramp

- ▶ **Project Description** - New Shared Use Path on south side of VT2A from the VT State Police Barracks to Hurricane Lane and new Lane from Marshall Ave. to the I-89 NB on ramp to provide direct ramp access.
- ▶ **Estimated Project Cost** - \$2,000,000

Stage 2: New Grid Streets and At Grade Intersection on VT2A between I-89 & Marshall Ave

- ▶ **Project Description** - New at grade intersection on VT2A adjacent to VT State Police Barracks, new street connection from the intersection to Maple Tree Place (behind Police Barracks) and replacement of roundabout at Maple Tree Place, new street connection from intersection to Harvest Lane (near Home Depot entrance), single lane roundabouts connecting new street to Harvest Lane at Trader Lane and Harvest Lane, sidewalk facilities throughout area of improvement.
- ▶ **Estimated Project Cost** - \$8,500,000

Stage 3: Diverging Diamond Interchange Improvements

- ▶ **Project Description** - New (lengthened) I89 Interstate Bridges, Diverging Diamond Interchange configuration under the bridges, additional right turn lane at exit ramp heading south onto VT2A, shared use path for cyclists and pedestrians on both sides of VT2A through the interchange area
- ▶ **Estimated Project Cost** - \$21,000,000

Stage 4: VT 2A Boulevard Upgrade from Grid St Intersection to Taft Corners

- ▶ **Project Description** - VT2A Boulevard cross section from new intersection at the Police Barracks to Taft Corners including two 11' lanes in each direction, 4' bike lane in each direction, 10' sidewalks on each side of the street, raised landscaped median, street trees and lighting.
- ▶ **Estimated Project Cost** - \$10,000,000

Industrial Ave/Mountain View Rd/VT 2A - Intersection Improvements; New VT 2A Lane to James Brown Dr, Williston

- ▶ **Project Description** - Intersection upgrade to add a left turn lane from Industrial Ave. to VT2A, add a northbound through lane on western leg of intersection, add a westbound left turn lane on Mountain View Rd., widen the three lanes on the eastern intersection approach and improve pedestrian safety throughout the intersection area. Expand VT2A from the Industrial Avenue intersection to River Cove Rd. to a 3 lane roadway alignment with a two-way left turn center lane, add pedestrian crossing to access south side of VT2A.
- ▶ **Expected Benefits** – Congestion reduction at the intersection, reduced delay and improved access along VT2A, pedestrian safety improvements crossing VT2A.
- ▶ **Estimated Project Cost** - \$5,300,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/vt-2a-scoping-study/>

New US 2 Taft Corners to Williston Village Shared Use Pathway – North side Alignment, Crossing, Village Sidewalk, Williston

- ▶ **Project Description** – New shared use path along the north side of US2 from Taft Corners to Williston Village, new pedestrian crossing at the South Ridge intersection connecting to a new sidewalk to Timothy Way on the south side of US2, two new CCTA bus stops near South Ridge entrance (one on each side), removal of the truck climbing lane on US2 east of South Ridge, rehabilitation of the existing sidewalks along US2 in Williston Village.
- ▶ **Expected Benefits** – Improved bicycle and pedestrian access between the Taft Corners area and Williston Village, enhanced transit access and improved safety.
- ▶ **Estimated Project Cost** - \$2,800,000
- ▶ **Weblink to Study** - http://www.ccrpcvt.org/circ/meetings/20131017_Williston_AlternativesPresentationMeeting.pdf

New Mountain View Road and Redmond Rd Ext to IBM Access Rd Shared Shoulder, Williston

- ▶ **Project Description** – Expanded roadway from 26’ to 30’ on Mountain View Road to allow for on road 4’ shared shoulders on both sides of the roadway and addition of 4’ shoulders to Redmond Road.
- ▶ **Expected Benefits** – Improved bicycle and pedestrian access and safety along Mountain View Rd. and Redmond Rd.
- ▶ **Estimated Project Cost** – \$3,500,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/williston-bike-ped-studies/>

New Harvest Lane Taft Corners Sidewalk, VT2A Taft Corners Area Sidewalks/Shared Use Path, VT2A North Gap Path, VT2A South Gap Sidewalk/Path, Williston

- ▶ **Project Description** – Complete 1,600’ of sidewalk along the south side of Harvest Ln. to create full connectivity between US2 and Marshall Ave., complete 300’ of pathway on the west side of VT2A near Taft Corners and 400’ of sidewalk on the east side to complete connections between Taft Corners and Wright Ave, complete multiuse path on the west side of VT2A from Knight Ln. to O’Brien Ct. to complete existing gap in pathway and stripe the road for 4’ shldr. s.
- ▶ **Expected Benefits** – Improved bicycle and pedestrian access and safety in the Taft Corners Growth Center.
- ▶ **Estimated Project Cost** – \$450,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/williston-bike-ped-studies/>

VT117/North Williston Road Intersection Improvements, Essex

- ▶ **Project Description** – Add westbound left turn lane and eastbound right turn lane to VT117 and signalize the intersection of VT117 and North Williston Road.
- ▶ **Expected Benefits** – Safer North Williston Road access, improved intersection level of service and reduced delay.
- ▶ **Estimated Project Cost** – \$1,500,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/vt117/>

VT117/North Williston Road Hazard Mitigation Improvements - 6' Box Culvert, Safety Enhancements & Armoring, Essex

- ▶ **Project Description** – Replacement of existing undersized culvert with 6' box culvert, installation of intelligent signs to allow for instant notification of closures in advance of travelers reaching North Williston Road, installation of a stream gage at the North Williston Road bridge over the Winooski River to allow for real time tracking of river level rise, installation of durable gates at either side of the area of flood impact over North Williston Road to prevent access during flooding, armoring of the road bank along North Williston Road to prevent further erosion of the roadbed, improved access to adjacent agricultural land.
- ▶ **Expected Benefits** – reduced duration of North Williston Road closures, increased safety and awareness for the traveling public, reduced recovery costs due to improved bank treatment, quicker reopening of roadway post flooding.
- ▶ **Estimated Project Cost** – \$400,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/vt117/>

New VT15 Old Stage Road to Essex Way Shared Use Path, Essex

- ▶ **Project Description** – New 5' sidewalk to connect the existing sidewalk on Old Stage Road to the existing sidewalk on VT15 across from Essex Way.
- ▶ **Expected Benefits** – Increased pedestrian accessibility and safety.
- ▶ **Estimated Project Cost** – \$160,000

VT15/Susie Wilson Rd/Kellogg Rd Corridor & Intersections Improvements, Essex

- ▶ **Project Description** – Improvements at Susie Wilson/Kellogg Road to include adaptive signal control, safety improvements, dual northbound left turn lanes and dual northbound through lanes. Improvements at VT15/Susie Wilson Road to include adaptive signal control, additional southbound left turn lane, landscaped median. Susie Wilson Road corridor improvements to include partial widening and striping for bike shoulders and adaptive signal control.
- ▶ **Expected Benefits** – Improve capacity at the intersections of VT15/Susie Wilson Road and Susie Wilson Road/Kellogg Road, improve safety for bicycle and vehicles throughout the corridor and improve pedestrian safety.
- ▶ **Estimated Project Cost** – \$8,500,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/cents/>

Mill Pond Road/Severance Road Intersection Improvements & New Shared Use Path - South Side Alignment Pond Rd./Severance Rd. Intersection & Severance Road Multi-use Path, Colchester

- ▶ **Project Description** – New 10' shared use path on the south side of Severance Road from Severance Corners to the Colchester/Essex Town Line at Kellogg Road. Intersection improvements at Severance Road and Mill Pond Road including the addition of an eastbound left turn pocket and a westbound right turn pocket on Severance Road.
- ▶ **Expected Benefits** – Improved bicycle and pedestrian access and safety along Severance Road and increased safety and reduced Severance Road through traffic delay at the Severance Road and Mill Pond Road intersection.
- ▶ **Estimated Project Cost** – \$2,400,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/cents/>

VT2A Colchester Village Main Street & Mill Pond Rd/East Rd Intersection Improvements, Colchester

- ▶ **Project Description** – Intersection improvements at VT2A/Mill Pond Road/East Road intersection include new signal, including vehicle detection, pedestrian signal crossing and detection, intersection widening to accommodate eastbound and westbound turning lanes on the VT2A approaches to the intersection. New 5' wide sidewalk from the VT2A/Mill Pond Road/East Road intersection to Clausen's including curbing, drainage, and buffer strip to roadway, reconfiguration of VT2A to allow for 4 foot wide on road bike lanes next to 11' wide travel lanes, on street parking in front of Colchester Meeting House/Library, traffic calming treatments and "Main Street" style lighting.
- ▶ **Expected Benefits** – Improved vehicle safety and reduced intersection congestion and delay, improved bicycle and pedestrian accessibility and safety along VT2A in historic Colchester Village.
- ▶ **Estimated Project Cost** – \$3,900,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/scoping/cents/>

VT127 Blakely Rd/Laker Ln Intersection Improvement, Colchester

- ▶ **Project Description** – Widening of Blakely Road to provide a westbound left turn lane and an eastbound right turn lane.
- ▶ **Expected Benefits** – Improved through traffic flow and improved safety.
- ▶ **Estimated Project Cost** – \$360,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/corridors/circ-alternatives-task-force/circ-selected-projects/vt-127-intersections/>

VT127 Prim Rd/West Lakeshore Dr Intersection Improvement, Colchester

- ▶ **Project Description** – Addition of a signal at the VT127 Prim Road/West Lakeshore Drive intersection, realignment of the intersection to make the Prim Road to West Lake Shore Drive connection the primary direction, improved pedestrian crossing through the intersection.
- ▶ **Expected Benefits** – Reduction of intersection delays, improved access to commercial properties adjacent to the intersection area, improved safety for pedestrians and bicyclists through the intersection.
- ▶ **Estimated Project Cost** – \$1,700,000
- ▶ **Weblink to Study** - <http://www.ccrpcvt.org/transportation/corridors/circ-alternatives-task-force/circ-selected-projects/vt-127-intersections/>

New CCTA Commuter Service: Milton/Colchester to Burlington

- ▶ **Project Description** –The service would include two morning trips, one midday trip, two early evening trips and one late evening trip.
- ▶ **Expected Benefits** – Increased commuter mobility options, reduction of the number of vehicles on the roadways.
- ▶ **Estimated Project Cost** – \$68,000

New CCTA Commuter Service: Essex/Williston to Waterbury/Montpelier Commuter Service and Park & Rides

- ▶ **Project Description** –The service would include 3 morning round trips and 3 evening round trips.
- ▶ **Expected Benefits** – Increased commuter mobility options, reduction of the number of vehicles on the roadways.
- ▶ **Estimated Project Cost** – \$1,500,000



CCRPC Board Meeting

January 15, 2014

Agenda Item 4: Information Item

FY2015 Unified Planning Work Program Public Forum

Issues:

As part of developing each year's UPWP, we host a forum at the beginning of the process to solicit input and ideas from the public. Note that is not a required and legally noticed "public hearing," which we host at the Board vote on adopting the UPWP, but rather it is an effort to engage residents early in our planning process.

Attendance at previous years' forums has varied widely, but in recent years we've encouraged the public to work directly with municipal staff on project development since the CCRPC requires local matching funds for projects. Outreach for the FY15 UPWP public forum included:

- Emails/phone calls to municipal staff
- Flyer sent to Town Clerks
- Included notice in the CCRPC newsletter
- Added post on CCRPC web homepage
- Update the UPWP webpage
- Sent notice to our Public Participation Plan Committee to share with their networks
- Posting to Front Porch Forums countywide
- Posting included in the Burlington BUZZ e-newsletter

Public comments are welcome to CCRPC staff by January 24 through this forum, as well as emails, phone calls, faxes, or other means.

Staff Recommendation:

Staff recommends that the Board move to open the public forum and delay closing it until the end to accommodate any late-comers.

For more information contact:

Bryan Davis, 864-4490 x17, bdavis@ccrpcvt.org

Attachments:

None



Chittenden County Regional Planning Commission

January 15, 2014

Agenda Item 6: Action Item

VTrans District Pavement Leveling Program Candidate Projects

Issues: CCRPC is being given the opportunity to prioritize district pavement leveling projects in Chittenden County. Three projects have been identified by VTrans for consideration for state fiscal year 2015 (beginning July 1, 2014).

CCRPC staff applied our project prioritization methodology to these projects and developed project ranks. The CCRPC scores will be one of a number of factors that will be considered in determining the sequence in which the projects advance (see discussion below).

The key factor influencing the prioritization using CCRPC’s methodology was functional class. The methodology gives a higher number of points to projects that facilitate the movement of goods on principal arterials over minor arterials or collectors.

The projects and prioritization results are as follows:

Rank	Project	Function Class	Score
1	VT15 -- Saxon Hill Road, Essex to Jericho	Principal Arterial	28
2	VT2A, Williston (approximate limits – Helena Drive to River Cove Road)	Minor Arterial	23
3	VT17, Buels Gore – Bridge 36 to Starksboro townline	Major Collector	18

Background: The VTrans District Pavement Leveling Program performs pavement leveling on state highways throughout the state. The program is funded with state funds. Projects are identified by the Maintenance Districts and consider, among other things, the following factors:

- › When was the last time the road was paved?
- › Is it on the Pavement Management Program schedule and if so what year?
- › Has VTrans received a high number of public comments in the last 12 to 24 months?
- › Traffic volumes
- › Is this a location that is “maintenance heavy” for the district?
- › Have there been any past district projects in this area?
- › What will be needed for work by the district prior to leveling, and can we get it done?
- › Can we “save” the road before it becomes “the poorest of poor”?
- › Does the project connect to a previous year(s) project
- › Regional Priority

TAC Recommendation: TAC email approval pending.

Staff Recommendation: Approve the prioritized district leveling project list and forward it to VTrans.

For more information contact: Christine Forde
cforde@ccrpcvt.org or 846-4490 ext. 13

- RESOLUTION HONORING CHRISTINE FORDE -

WHEREAS, Chittenden County Regional Planning Commission (CCRPC) hired Christine Forde on December 7, 1998; and

WHEREAS, Christine Forde has provided outstanding efforts in serving the Metropolitan Planning Organization of the Commission and Chittenden County Municipalities; and

WHEREAS, over the past 15 years Christine created, led and championed many initiatives at CCRPC including:

- developing and maintaining the Transportation Improvement Program (TIP)
- overseeing scoping and project development activities
- developing energy and air quality programs
- managing annual project prioritization, obligation reporting and tracking of projects bound for construction through VTrans program development; and

WHEREAS, throughout her career at CCRPC, Christine Forde always been professional and has held high ethical standards in her work, thereby earning the respect and gratitude of her peers, municipalities and the public;

NOW, THEREFORE, BE IT RESOLVED, THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION celebrates Christine Forde for her outstanding work, dedication, professionalism, and support of the leadership over the last 15 years and looks forward to many more years working together.

ADOPTED THIS 15th DAY OF JANUARY, 2014 IN WINOOSKI, VERMONT



Louis H. Mossey, III, Chair

Chittenden County Regional Planning Commission January 15, 2014

Agenda Item 9: UPWP Process and Schedule

Issues: Annually the CCRPC is required to develop a Unified Planning Work Program (UPWP) to satisfy our state requirements as a regional planning commission and our federal requirements as a Metropolitan Planning Organization. The following UPWP Committee has been appointed by the Chair of the CCRPC to oversee the development of the FY15 UPWP:

CCRPC Board Representation (3-5 members)

Andy Montroll, Burlington (Chair) John Zicconi, Shelburne
Andrea Morgante, Hinesburg Barbara Elliott, Huntington

TAC Representation (2 members)

Justin Rabidoux, South Burlington Roger Hunt, Milton

PAC Representation (2 members)

Joss Besse, Bolton Ken Belliveau, Williston

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

Meeting #1 – January 30, 5:30-7:00 p.m.

- Orientation to the UPWP Process including new format (based on ECOS Plan)
- Presentation of regional program tasks – committed & conceptual
- Presentation of CCTA Transit planning tasks

Meeting #2 – February 20, 5:30-7:00 p.m.

- Review of public comment for proposed transportation tasks
- Review of Municipal/Partner UPWP Applications and Staff recommendations for funding

Meeting #3 – March 13, 5:30-7:00 p.m.

- Review draft of FY 2015 UPWP Document
- Review draft of FY 2015 Budget

**For more information
contact:**

Michele Boomhower, Assistant/MPO Director
Mboomhower@ccrpcvt.org; 802-660-4071 x15

FY2015 CCRPC Unified Planning Work Program (UPWP) Process

Fiscal Year 2015 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 January and March of 2014. 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>
Mid November	Staff sends solicitation and project application to municipalities and partner agencies with response deadline of January 24, 2014.
Early January	Staff obtains federal FTA & FHWA PL funding amounts, and other relevant anticipated funding levels, and develops anticipated available budget for FY2015 UPWP, solicits for programs needs and considers tasks based on known requests and emerging issues, and concepts for additional work plan elements.
01/15/14	Board holds public forum to gain ideas from the public, interest groups and communities for FY2015 UPWP.
01/24/14	Deadline for ideas from Public, Partner Agencies and Municipalities for FY2015 UPWP inclusion.
01/23/14	Finance Committee meets to begin review of FY2015 UPWP budget assumptions for employee & indirect costs.
01/30/14	UPWP Committee meets to receive orientation to the UPWP Process including new format (based on ECOS Plan); presentation of regional program tasks – committed & conceptual; presentation of CCTA Transit planning tasks.
02/20/14	UPWP Committee meets to review Municipal/Partner UPWP Applications and Staff recommendations for funding.
Late February	Staff sends Draft FY2015 UPWP text to UPWP Committee .
03/04/14 (TAC) 03/05/14 (Exec)	TAC and Executive Committee briefed on Draft FY2015 UPWP development progress.
03/13/14	CCRPC UPWP Committee meets to finalize Draft FY2015 UPWP for TAC & Executive Committee consideration on April 1/ April 2.
03/19/14	PAC briefed on Draft FY2015 UPWP development progress.
03/27/14	CCRPC Finance Committee meets to review Draft FY2015 UPWP budget.
04/01/14 (TAC) 04/02/14 (Exec)	Report to TAC, PAC and Executive Committee on the final Draft FY2015 UPWP.
04/16/14	Presentation of UPWP to Board ; Board votes to Warn FY2015 UPWP for Public Hearing.
04/18/14	Staff mails FY2015 UPWP to all municipalities, posts on web, notices public hearing.
05/14/14	Public Hearing on FY2015 UPWP at the Board meeting.

Chittenden County Regional Planning Commission January 15, 2014

Agenda Item 10: FY14 Mid-Year Budget Adjustment

Issues: Annually the CCRPC prepares a mid-year budget adjustment to address budgetary alterations and changes in projects anticipated for the balance of the fiscal year.

Enclosed you will find two documents which outline the mid-year budget adjustment changes:

CCRPC FY 2014 Annual Work Program Mid-Year Adjustment

The report is printed in 2 page book layout with details of budgetary changes are noted in the far right hand column of the report

CCRPC FY 2014 Revenue and Expense Report Mid-Year Adjustment

The CCRPC budget as adopted on 05/22/13 was:	\$5,532,931
The proposed budget as adjusted 01/15/14 is:	\$5,946,468

This represents an overall programmatic increase \$413,537 (+7.47%).

Funds were adjusted by program task to account for actual versus estimated contract/staffing requirements. There is an increase of \$200,000 in Federal Planning (PL) funds available from reconciled carry forward for fiscal year 2013.

Executive Committee Recommendation: The Executive Committee reviewed the work program and budget adjustment on 01/08/13 and voted to advance the program to the full Commission for review and approval.

Staff Recommendation: Staff recommends that the Commission approve the FY14 Mid-Year Budget Adjustment.

For more information contact: Michele Boomhower, Assistant/MPO Director
802-660-4071 x15; mboomhower@ccrpcvt.org .

Chittenden County Regional Planning Commission January 15, 2014

Agenda Item 11: Accept the REVISED Chittenden County Fair Housing and Equity Assessment

Issues: The purpose of the Chittenden County Fair Housing and Equity Assessment (FHEA) is to examine the impact of policies, procedures and practices on the availability of fair and affordable housing for all people in the County. The goal is to identify actions, decisions, policies or omissions that have the effect of restricting housing choice based on one's membership in a protected class. CCRPC was required to do this analysis because HUD requires entities that receive HUD funds to certify that they will affirmatively further fair housing. CVOEO and VHFA prepared the document with the ECOS Housing Sub-Committee. While we were not able to complete this document by the time the ECOS Plan was adopted – the policy statements were complete and they are already included in the ECOS Plan. The FHEA does need to be approved by the Board before the HUD grant period comes to a close.

Executive Committee Recommendation: The Executive Committee reviewed the Draft Fair Housing and Equity Assessment at their meeting on November 20, 2013 and forwarded the document to the full Board on December 4, 2013.

Staff Recommendation: Before and during the December 4, 2013 Board meeting a number of concerns were raised about the document and no action was taken on December 4th. The attached memo describes how these issues were addressed. Staff recommends that the CCRPC Board accept the revised Chittenden County Fair Housing and Equity Assessment.

For more information contact: Regina Mahony, Senior Planner
802-846-4490 x28; rmahony@ccrpcvt.org

MEMORANDUM

TO: CCRPC Board Members

FROM: Regina Mahony, Senior Planner

DATE: January 8, 2014

RE: Revisions on the Fair Housing & Equity Assessment

The following edits have been made to the Fair Housing & Equity Assessment (FHEA) since the November 21, 2013 version that was provided to you in your December 4, 2013 meeting packet:

1. Pg. 3 - Clarified the purpose and responsibility that CCRPC has regarding the FHEA: "As a condition of the HUD Sustainable Communities Grant Chittenden County Regional Planning Commission was required to complete this FHEA, and encourages actions to affirmatively further fair housing."
2. Pg. 5 – Corrected the Chittenden County population.
3. Pg. 5 – Added clarification regarding data: "It is important to note that this analysis was conducted over a number of years as a part of the much larger ECOS regional planning effort and therefore the data presented spans from 2008 to 2013."
4. Pg. 13 – refugee populations have been updated.
5. Pg. 17 – data in "Chittenden County households, by type and poverty status" has been updated.
6. Pg. 21 – data on mortgage holders has been updated.
7. Pg. 21 – while the chart titled "A supply and demand comparison of assisted rental units and lower income renters in Chittenden County, 2010" has not been updated because it would involve an in-depth analysis, VHFA finds "we do this chart regularly statewide and by counties, and the general thrust of this message hasn't changed in 10+ years since we started. I am 100% confident that this trend has not changed."
8. Pg. 26 – data in "Chittenden County owner households, by percent of income on mortgage and other housing expenses" has been updated.
9. Pg. 27 – data in "Portion of renter households paying unaffordable housing expenses" has been updated.
10. Pg. 29 – while the chart titled "Fewer than half of the county's lower income households receive housing assistance, 2009" has not been updated because it would involve an in-depth analysis, VHFA is "confident that the overall message of this would not change with updated data."
11. Pg. 33 – data in "Median income by race of household head" has been updated.
12. Pg. 33-34 – data in "Household income of households by race, ethnicity, tenure, and age" has been updated.
13. Pg. 34-35 – clarifications have been made under the header titled "Economic realities reflected in homeownership market".
14. Pg. 38 – data in "Rents affordable for people in most prevalent jobs or with median incomes, 2012" has been updated.
15. Pg. 48 – text has been re-organized to clarify that an equal distribution of affordable housing throughout the County may not be appropriate here.
16. Pg. 48-49 – clarified that CCRPC's *2008 Fair Housing and Land Use Planning & Regulation* report is out of date and needs to be updated.
17. Pg. 62 – a paragraph was added to describe some of the other housing organizations that work in the County on affordable housing issues, as their work helps further fair housing.
18. Pg.66 – data on average rents was updated.
19. Throughout – advocacy tone has been removed (pg. 20, pg. 26, pg. 28, pg. 38, pg. 43, pg. 44, pg. 62).

January 8, 2014

Peter Keibel
District #4 Coordinator
111 West Street
Essex Junction, VT 05452

RE: Double Crossover Diamond Interchange - Exit 16, VTrans, in Colchester, Application #4C0676R-16, 4C0566-5, 4C0288-21, 4C0757-24, 4C0068-2, 4C0471-7, 4C0582-17, 4C0394-3

Dear Mr. Keibel:

The Chittenden County Regional Planning Commission's Staff and Executive Committee have reviewed this Act 250 application for the construction of the Double Crossover Diamond ("DCD"), widening of existing roadway for new turn lanes, cold planning and resurfacing of existing roadway, new traffic signal equipment, street lighting and signing, and other related roadway work at the I89 Exit 16 interchange area and US 2/7 corridor. The extent of the Project is from the Winooski-Colchester town line (just North of Winooski High School) to 1.05 miles north at the Sunderland Woods intersection on Route 2/7 in Colchester, VT. **We offer the following comments:**

The project is located in the Metro Planning Area as defined in the Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan* (the Plan). Specifically the Plan states that Metro Planning Areas "are areas where local zoning authorizes places to accommodate jobs and housing in a compact development pattern that supports transit service and encourages pedestrian activity and are within the sewer service area. Commercial land uses found in the Metro Planning Area are intended to serve the nearby residential area. Existing densities within Metro Planning Areas are typically higher than those found in the Suburban, Rural, Village, and Enterprise Planning Areas and generally range between 4 and 20 dwelling units per acre. Future development in the metro area should be encouraged to occur at the higher end of this range to ensure that there are adequate housing and jobs in these areas." While the Planning Areas largely refer to appropriate land use types, rather than transportation infrastructure, we find that the proposed DCD is consistent with this planning area. As this area is served by municipal sewer and CCTA bus service it is an appropriate location for existing and future growth. The DCD will help accommodate current and projected traffic at the Exit 16 interchange area, as well as provide pedestrian connections under the interstate which don't exist now. Therefore, we find this project to be in conformance with the 2013 Chittenden County Regional Plan.

The Chittenden County Regional Planning Commission supports the DCD interchange design for the Exit 16 area in Colchester as this design greatly improves safety for all users; substantially reduces traffic congestion; and improves pedestrian travel through the interchange area. Also, the DCD and associated US 2/7 corridor improvements are included in the CCRPC's Transportation Improvement Program (FY 2014-2017) and improvements to the Exit 16 area are included in the Metropolitan Transportation Plan (component of the *2013 Chittenden County ECOS Plan*).

Due to the detailed level of development review in most Chittenden County municipalities and the environmental permit reviews at the Department of Environmental Conservation, CCRPC will give specific attention in its Act 250 reviews to the type of use and the Planning Areas section of the *2013 Chittenden County ECOS Plan*. While there are many other topics covered in the *2013 Chittenden County ECOS Plan*, there has been significant analysis at the Regional level regarding transportation impacts. The CCRPC will also focus its attention on transportation, where appropriate, in accordance with the Metropolitan Transportation Plan,

which is within the *2013 Chittenden County ECOS Plan*.

These comments are based on information currently available; we may have additional comments as the process continues. Please feel free to contact me should you have any questions.

Sincerely,



Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service



CHITTENDEN COUNTY RPC

Communities Planning Together

Public Participation Plan Advisory Committee
Meeting # 3 – Monday, December 2, 4:00pm – 5:30pm

Meeting Notes

Present: Debbie Ingram, Meredith Birkett, Infinite Culcleasure, Erik Filkorn, Diane Meyerhoff, Wanda Hines, Sarah Sinnott, Sara Osaba

Absent: Isra Kassim, Indra Acharya, Isha Mohamed, Kelly Stoddard-Poor, Sarah Launderville

CCRPC Staff: Bryan Davis, Emma Long, Charlie Baker, Michele Boomhower

4:00 (5 min) Welcome and introductions

- Debbie provided an overall welcome.

4:05 (10 min) One-to-one conversations

- Debbie led an introductory exercise.

4:15 (70 min) Review and discussion of existing plan

- Provided handouts:

- Agenda
- King County Community Engagement Worksheet
- King County Community Engagement Guide
- (Draft) CCRPC Equity Impact Review Tool
- (Draft - *E-mailed prior to meeting*) Public Participation Plan

- General comments and discussion:

- Emma noted that many editorial changes from the last meeting have been made; this is an ongoing process; please send anything else you'd like changed to Emma at any time.

- Bryan walked everyone through a PowerPoint presentation on the changes that we made since the last meeting (see e-mail attachment for this and the next 3 points).

- Bryan presented the summary of major changes made to the PPP since the last meeting.

- Bryan presented the changes to the Table of Contents.

- Bryan presented what is still left to do.

- Sara Osaba provided a summary and background for the Equity Impact Review Tool.

- Bryan posed the question: Where should the Equity Impact Review Tool fit into the Plan?

Members noted that the CCRPC would determine that in the next draft for review, but generally it was noted that this should be included early on.

- Meredith noted that in the equity document, it says this review should be done early – so should we also include it early on in the PPP Table of Contents?

- Discussed the use of a continuum to collapse the Accessibility & Engagement section (formerly Opportunities for Public Participation – page 8 in PPP)

- Discussed integrating ECOS strategies into the plan by noting where sections of the plan implement certain strategies.

- Discussed creating a table that lists our major activities in each column, organized into a “spectrum of engagement” (informing only, public meetings, etc.); this will show passive vs. active engagement levels for specific project types.

- Discussed merging the Principles, Goals and Objectives section so there’s one clear list.

5:25 (5 min) Next meeting: content and goals

- Content:

- At the next meeting, Debbie will lead an interactive exercise to walk members through the participation process as outlined.

- At the next meeting, we will address the major changes made to the Plan thus far, including: The Introduction, Principles/Goals, the Spectrum of Engagement (new), the Equity Tool integration, translation services.

- Scheduling:

- The next meeting will be scheduled for mid-January.

- Emma will send a Doodle Poll and follow up with e-mail / phone calls.

5:30 Adjournment

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 TRANSPORTATION ADVISORY COMMITTEE - MINUTES
3

4 DATE: Tuesday, November 5, 2013
5 TIME: 9:00 a.m.
6 PLACE: CCRPC Offices, 110 West Canal Street, Suite 202, Winooski, VT
7

8 **Members Present**

9 Bruce Hoar, Williston
10 Erin Demers, Burlington
11 Roger Hunt, Milton
12 Amy Bell, VTrans
13 Bob Henneberger, Seniors
14 Dennis Lutz, Essex
15 Matt Langham, VTrans
16 Jennifer Murray, Jericho
17 Sandy Thibault, CATMA
18 Bryan Osborne, Colchester
19 Dean Bloch, Charlotte
20

Staff

Christine Forde, Senior Transportation Planner
Peter Keating, Senior Transportation Planner
Sai Sarepalli, Transportation Planning Engineer
Jason Charest, Senior Transportation Planning Engineer
Michele Boomhower, Assistant/MPO Director
Bryan Davis, Senior Transportation Planner

Others

Jason Van Driesche, Local Motion
Katelyn Brewer-Colie, Local Motion

21 **1. Consent Agenda**

22 No items this month. Peter asked for a round of member introductions for guests and new members.
23

24 **2. Approval of Minutes**

25 A MOTION WAS MADE TO APPROVE THE MINUTES OF NOVEMBER 5TH BY AMY BELL AND
26 SECONDED BY ROGER HUNT. THE MOTION PASSED UNANIMOUSLY.
27

28 **3. Public Comments**

29 No members of the public were present.
30

31 **4. Chittenden County Bicycle Design Guidelines**

32 Jason Van Driesche and Katelin Brewer-Colie of Local Motion referred members to the memo in the meeting
33 packet and using a PowerPoint presentation, went over its elements in more detail. Jason began by going over
34 their main topics:

- 35 • The purpose of bike design toolkit
- 36 • Why our region needs this
- 37 • Current design resources
- 38 • Why something new makes sense
- 39 • A case study from Washington County Oregon
- 40 • Getting TAC member feedback

41 Katelin then began providing more detail, beginning by noting that current resources were dated. For
42 example, the State's *Pedestrian and Bicycle Facility Planning and Design Manual* is over ten years old. Older
43 guidelines, she noted, are missing several facility and treatment types. She then went into more detail on the
44 Washington County OR design toolkit giving examples of its comprehensive details, clearly spelled out
45 procedures and special considerations. She described toolkit elements addressing dimensions, signage, cost,
46 and maintenance and went over the facility selection process. The different types of facilities were also
47 described, from shared lane markings to bicycle boulevards. Katelin also gave details on treatment types from
48 colored bike lanes to bike boxes and noted wayfinding and lighting elements as well. The complete toolkit is
49 available here: <http://www.co.washington.or.us/LUT/Divisions/CPM/bike-facility-design-toolkit.cfm>

50 Jason noted that Local Motion that these guidelines could be adapted to Chittenden County circumstances and
51 that Local Motion is ready to undertake this effort. Comments from TAC members included:

- 52 • Design guidelines are different from standards and the guidelines should refer to standards.
- 53 • If guidelines differ from standards, implementers will always go to the standards first.
- 54 • Be careful how the MUTCD is considered in guidelines.

- 1 • Concern that guidelines become regulations.
- 2 • With highly seasonal use for bike facility types, it's difficult to justify spending scarce resources on
- 3 them.
- 4 • How can these facility types be put on the state highway system?

5 Jason concluded noting that Local Motion is currently working on other bicycle related tasks including a
6 regional bike network and on-road bike classification system.

7 8 **5. ECOS Annual Indicators report**

9 Peter briefed the TAC on the recently concluded regional planning process called ECOS noting that this
10 project included a task to track progress toward the ECOS Plan's goals. ECOS identified dozens of indicators
11 that, annually tracked, would let us know how successful, or not, we are in striving for sustainability. Peter
12 used the transportation indicator pages of the indicator report to illustrate how the report is designed and
13 indicator information conveyed. The transportation indicators included the following:

- 14 • Transportation safety as measured by crashes per million miles of Vehicle Miles Traveled (VMT).
- 15 • Daily VMT per capita
- 16 • Single occupant vehicle travel mode to work
- 17 • Number of social service transportation rides
- 18 • Walking and biking infrastructure miles
- 19 • Sustainable transportation funding, measured by TIP annual obligations to system maintenance

20 Peter also showed the final section of the indicator report that uses red, green, and yellow symbols to convey if
21 the indicator is heading in a positive, negative or neutral direction. He also mentioned the recent survey to
22 TAC members asking them to update their sidewalk and shared use path data. Members suggested a couple of
23 revisions to some of the indicator text.

24 25 **6. CIRC Alternatives Update**

26 Michele distributed a handout identifying the dozens of projects that came out of this recently concluded
27 planning process. The handout included project information by phase, its description, expected benefits,
28 estimated cost and the web link to each project's web page. She also noted the overall cost of \$99 million and
29 contrasted this with the CIRC's expected cost of \$150 million. She also reported on the Governor's press
30 conference highlighting the results of the process, its likely legislative support, and thanked local, VTrans and
31 RPC staff that worked to get this complex and ambitious project completed. Roger Hunt asked about the I-89
32 Exit 17 project and Michele responded that this project was now outside of the CIRC Alternatives process but
33 was proceeding nonetheless.

34 35 **7. Status of Projects and Subcommittee Reports**

36 Peter noted the project list on the back of the agenda page and asked if members had any questions of staff.
37 Jason Charest noted that there is new guidance related to radar feedback signs and that staff will get TAC
38 members a reminder on these.

39 40 **8. CCRPC November Board Meeting Report**

41 Peter noted that the Board's November and December meetings were combined and will take place tomorrow,
42 December 4th.

43 44 **9. Chairman's/Members' Items**

45 Peter reported that there would be no TAC meeting in January. Bryan Davis gave an update on the upcoming
46 FY15 UPWP development process, mentioning the new form on which to submit planning task requests. He
47 also noted the new bridge/road standards and will be following up with towns on these.

48
49 The meeting adjourned at 10:40 a.m.

50
51 Respectfully submitted, Peter Keating

1 Chittenden County Regional Planning Commission
2 Joint Executive & Finance Committee Meeting
3 Minutes
4

5 Date: Wednesday, November 20, 2013
6 Time: 5:45 p.m.
7 Place: CCRPC Offices; 110 W. Canal Street; Suite 202; Winooski, VT 05404
8 Present: Louis Mossey, Chair Andy Montroll, Vice-Chair (Finance)
9 Debra Kobus, Secretary-Treasurer (Fin.) Andrea Morgante, At-Large
10 Chris Roy, At-Large Marc Landry, Immediate Past Chair
11 Amy Bell, VTrans Planning Coordinator Jeffrey Carr, (Finance Committee) (5:54 p.m.)
12 Charlie Baker, Executive Director Michele Boomhower, Asst/MPO Director
13 Forest Cohen, Business Manager Bernadette Ferenc, Trans. Business Manager
14 Regina Mahoney, Sr. Planner Fred Duplessis, Sullivan, Powers & Co.
15

16 The meeting was called to order at 5:48 p.m. by the Chair, Lou Mossey.
17

- 18 1. Changes to the agenda/Members' items. There were none.
19
20 2. Approval of November 6, 2013 Executive Committee Minutes. MARC LANDRY MADE A MOTION,
21 SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES OF NOVEMBER 6, 2013 WITH
22 CORRECTIONS IF NECESSARY. MOTION CARRIED UNANIMOUSLY.
23
24 3. Approval of August 28, 2013 Finance Committee Minutes. DEBRA KOBUS MADE A MOTION,
25 SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES OF AUGUST 28, 2013. MOTION
26 CARRIED UNANIMOUSLY.
27
28 4. Approval of Quarterly Journal Entries (July-September 2013). DEBRA KOBUS MADE A MOTION,
29 SECONDED BY ANDY MONTROLL, TO APPROVE THE JOURNAL ENTRIES FOR JULY-SEPTEMBER 2013.
30 Forest noted that on page 13 is the entry where he moved the funds for dues to show them in the
31 reports. MOTION CARRIED UNANIMOUSLY.
32
33 5. Review of FY13 Audit. Fred Duplessis of Sullivan Powers and Company, gave a quick overview of our
34 FY13 audit. They finished the fieldwork and gave us a draft and it's ready to run with the approval of
35 this group. The Auditors Opinion looks a little different as the feds have changed the wording. Their
36 intent is to give a positive report and said everything is in order and in compliance with generally
37 accepted accounting standards, OMB Circular 1333 and GAO. There are other reports required by
38 the government. The first five pages are the Management Discussion and Analysis. It's written by
39 management and is easy to read to see what happened. Fred reviewed budget and financial
40 statements. We have over \$1 million in net assets, most of which was cash and receivables. Our net
41 position went up \$80,000 to \$395,786. We want to have a fund balance which provides us some
42 flexibility to match grants and carry cash flow. Our analysis of cash flow will let us know what our
43 fund balance should be. Page 10, show operating revenues have gone up from \$3.9 million to \$4.3
44 million. We had a net operating income of \$82,986. He noted that "Net Assets" is now called "Net
45 Position." Because we're a "business" category there weren't many changes, but towns and school
46 districts will see more changes. He reviewed the statement of cash flow on page 11. Cash and cash
47 equivalents went up from \$278,950 to \$454,927. He then reviewed the notes to the financial
48 statements. Fred said because we're in VMERS now, we will need to reflect the number in our

1 financial statements to show our share of the unfunded liabilities. That's new this year and will be
2 going up incrementally each year. It'll show on the balance sheet as a liability and will show as an
3 expense. Members asked how this will impact us. The cash flow will be affected by the increase.
4 The unfunded balance needs to show up especially after situation in Detroit when they filed
5 bankruptcy. Discussion ensued about any increase being covered by the employees, as the CCRPC
6 portion is a set amount. It will show up as an expense and will perhaps be a loss. Page 20 shows
7 Budget vs. Actual revenue and expenses. Pages 21-23 include the Schedule of Direct and Indirect
8 Costs for year ending 6/30/12; the Indirect Cost Rate calculation we're using for FY14; and the
9 Schedule of Direct and Indirect Costs for year ended 6/30/13. The state is reviewing the procedures
10 for determining the indirect rate so we don't know where that will go. Fred feels they'll have us true
11 up each fiscal year, and that will roll forward either positive or negative in the next fiscal year.
12 Charlie said we're hoping to get an answer from VTrans as it's been a larger issue statewide. Last
13 month we brought in a national specialist and 40 folks attended. We're wrestling with this for each
14 grant and hope to resolve it. The remaining pages of the audit report are required by OMB and this
15 is where the state will see that we're following all regulations, so it is a clean audit. Staff left the
16 room at 6:15, so members could discuss the report with Mr. Duplessis. At 6:20 staff returned and
17 MARC LANDRY MADE A MOTION, SECONDED BY ANDY MONTROLL, TO RECOMMEND WE FINALIZE
18 THE AUDIT REPORT AND SUBMIT IT TO THE FULL BOARD FOR ACCEPTANCE. MOTION CARRIED
19 UNANIMOUSLY.
20

- 21 6. Act 250 & Sec. 248 Applications. There were none.
22
23 7. Changes to Personnel Manual – related to electric vehicles & H.S.A. deposits). the meeting packet
24 included recommended policy for employees use of electric vehicles and a change in how H.S.A.
25 deposits are made to employees accounts.
26
27 a. H.S.A. deposits – Forest noted we have been making the deposits by writing checks to the bank,
28 but would like to use the payroll service to make the process easier. The only issue is that staff
29 will have to understand that they will get their deposit in the payroll closest to the first of each
30 quarter. (Jeff Carr left at 6:25 p.m.) In order to make that change we have to amend the
31 personnel manual.
32 b. Electric Vehicle policy. Michele then reviewed a couple of suggested changes to the policy
33 that was included in the packet. Since we provide the options of using the EV or CarShare we
34 prefer employees use these options before being reimbursed for use of their personal vehicles.
35 They need to be licensed drivers. Employees can use the vehicles for personal use but they
36 have to reimburse the costs. If employees have to charge the vehicle at home after a local
37 meeting, they will not be reimbursed for the cost to charge the vehicle. We will have zero
38 tolerance with any violation of the law as far as drinking and driving; and, that we can check up
39 on employees' DMV driving records. We will allow employees to charge their personal electric
40 vehicles at our charging station without charging them as its part of our compensation benefit
41 package. It was suggested that instead of requiring an employee to return an EV to the CCRPC
42 offices "by 9:00 a.m. the following morning," we say "at the end of the reservation." CHRIS ROY
43 MADE A MOTION, SECONDED BY DEBRA KOBUS, TO ADOPT THE TWO PERSONNEL POLICY
44 AMENDMENTS AS MODIFIED. MOTION CARRIED UNANIMOUSLY.
45
46 8. Fair Housing and Equity Assessment. Regina noted this is a document required because of the HUD
47 funds we received. The purpose is to take a look at whether our policies, procedures and plans are
48 negatively influencing to provide fair housing to protected classes. This document has some similar

1 information as the housing document we did for ECOS. The recommendations include
2 recommendations that were included in the ECOS plan. The policy statements were done and put
3 on the website for public comments. This is just fine tuning the data and describing the issues in the
4 county. It was noted that we need action by the full board. Charlie noted that this was a
5 requirement of our primary contract for the ECOS grant from HUD. This is a one time thing and we
6 won't have to include it in any future phases of the ECOS Plan. ANDY MONTROLL MADE A MOTION,
7 SECONDED BY MARC LANDRY, TO RECOMMEND APPROVAL TO THE FULL COMMISSION. MOTION
8 CARRIED UNANIMOUSLY.
9

- 10 9. Appointment of FY15 Unified Planning Work Program (UPWP) Committee. Michele will verify other
11 potential members, but Andy Montroll will chair the committee and include Andrea Morgante. This
12 will be on the Board agenda for action.
13

14 10. Chair/Executive/MPO Directors' Reports.
15

- 16 a. ECOS Annual Report. Charlie distributed the summary pages of the annual report. Throughout
17 the whole process we talked about accountability. Melanie did all the indicator work along
18 with the Center for Rural Studies. Sixty out of eighty indicators did have data updates and we
19 discovered some key issues that came out of this. The Indicator Index shows whether they are
20 positive or negative trends. They reviewed the four general areas: Natural Systems, Social
21 Community, Economic Infrastructure and Build Environment and the summary pages show
22 good news and what needs improvement in each area. Pages 2 and 3 discuss the partnership
23 will all of the organizations. When Amy Bell noted that VTrans wasn't mentioned, Charlie
24 noted that he wasn't sure the state agencies would want to be included in this. We're going to
25 try to have a press release before Christmas as people are always looking for a year-in-review
26 report. Charlie noted that relating to the opiate issue, town managers and chiefs of police will
27 be discussing regulations on pawn shops because they make it so easy for thieves to sell
28 jewelry, etc. There are three key trends and ten major issues which will be refined. He asked
29 members to look through the full document and see if there are accomplishments or trends
30 that we feel should be highlighted. Andy Montroll feels we should include regional
31 accomplishments as well as individual towns. Members suggested we use symbols on the
32 Indicator Index instead of colors in case folks print this out. Acronyms need to be spelled out
33 and subject explained. A lengthy discussion ensued about the opiate issue. More local police
34 have data to show increase in opiate use with property claims, etc. and we really need to do
35 something. Police are really doing a full court press. All agreed we need to be in line with that.
36 We're hoping trends won't be all gloom and doom. Members noted that what's missing from
37 the trends is how to make it better such as providing education needed for the employers in
38 the area. Amy suggested we show sources of the data (especially in the summary document).
39 b. Circ Alternatives. Michele presented a two-page spreadsheet. The first page shows projects in
40 Phases 1 and 2 which the legislature has already approved. Phase I includes \$11.5 million; and
41 Phase 2 is \$13.9 million. The second page shows Phase 3 which are all the projects the Circ
42 Task Force will potentially approve tomorrow night at their last meeting and will spend \$75
43 million over __ years. The past two years were spent on taking us to see what we needed to do
44 to accomplish what Circ A & B would have done. She reviewed the projects on the list.
45 Basically the legislature has to weigh in on the program and these projects will be in the
46 program so they won't have to be in priority process, but then VTrans has to see what their
47 staff availability is. This is the best guess schedule we can apply to this. The total cost is
48 estimated at \$99.464 Million for all three phases, and does not include ROW costs. With these

1 improvements our model shows that we're okay to 2035. We're talking about more vehicles
2 using the system with better performance. If we reduce the number of vehicles, it could last
3 beyond 2035. Chris Roy said Williston had relied on Circ A & B, so they didn't have other
4 projects ready for Phase 1 and 2; and yet they are the ones that be most affected by the loss of
5 the Circ. He expressed his concern that Williston was pushed to the back of these even though
6 they were impacted the most. He understands the limit of funding, etc. Amy said scarcity of
7 resources is an issue, but most of the projects in Williston are involved with the bigger process
8 rather than resources. Chris continued to express his concern with the schedule and noted
9 that Williston planned the Taft Corners development around the circ and did the right thing.
10 When the Circ didn't happen, Williston was criticized for their planning even though they have
11 a nice village center and the area south of the interstate has been kept open. People always
12 point to Taft Corners for what not to do. Lengthy discussion continued. Michele noted that
13 the message to go back to the Secretary is that if there is anything that can be done to advance
14 the Route 2A and Industrial Avenue project it would go a long way to solving the problems in
15 Williston. That's been a problem intersection for many years. There was a brief discussion on
16 park and ride facilities.

17
18 11. Agenda Review for December 4th Board Meeting. Members reviewed the agenda for the board
19 meeting. It was agreed to add Board Development Committee under Committee reports. Charlie
20 noted that there is a cleanup of the bylaws proposed, but no new issues.

21
22 12. Other Business. Marc Landry said we're talking about the electric vehicles and Car Share and he
23 suggested we put the CCRPC name on the electric vehicles, so general public knows we have them.

24
25 ANDREA MORGANTE MADE A MOTION, SECONDED BY CHRIS ROY, TO ADJOURN AT 7:27 P.M. MOTION
26 CARRIED UNANIMOUSLY.

27
28 Respectfully submitted,

29
30
31 Bernadette Ferenc



TO: CCRPC Staff
FROM: Charlie Baker, Executive Director
DATE: January 9, 2014
RE: Year 2014 Holidays

During calendar year 2014 the CCRPC office will be closed on the following Federal holidays:

*New Year's Day	Wednesday, January 1, 2014
Martin Luther King's Birthday	Monday, January 20, 2014
Presidents' Day	Monday, February 17, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Columbus Day	Monday, October 13, 2014
Thanksgiving Holiday	Thurs. & Fri. November 27 & 28, 2014
Christmas Day *	Thursday, December 25, 2014

cc: CCRPC Board and TAC

N:personnelStaff Resources/CCRPC 2014 Holidays