

REGULAR MEETING AGENDA

Wednesday, September 16, 2015 - 6:00 p.m.
CCRPC Offices; 110 W. Canal Street, Suite 202
Winooski, VT 05404



DRAFT

5:30 BOARD TRAINING – Introduction to the RPC Board

Dinner will be served for those attending the training session.

CONSENT AGENDA –

C.1 – Minor TIP Amendment.

DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda
2. Public Comment Period on Items NOT on the Agenda
3. Action on Consent Agenda (MPO Business) (Action; 1 minute)
4. Approve Minutes of July 15, 2015 Meeting* (Action; 1 minute)
5. State Rail Plan Comments* (Action; 15 minutes)
6. Downtown Transit Center Update – Karen Walton, CCTA (Information; 10 minutes)
7. TMDL Update, DEC Staff (Information; 30 minutes)
8. Charge to Clean Water Advisory Committee* (Action; 10 minutes)
9. CCRPC Strategic Planning & ECOS Plan Update* (Information; 15 minutes)
10. Appointment of Members to serve on Committees* (Chair Action; 5 minutes)
11. Executive Director’s Updates (Information; 10 minutes)
 - a. Monthly report (to be sent separately)
 - b. Public Participation Plan implementation update
 - c. Memorandum of Understanding with VTrans & CCTA
11. Committee/Liaison Activities & Reports * (Information, 5 minutes)
 - a. Executive Committee (minutes August 5th & draft minutes September 2nd)*
 - ii. Act 250 Sec 248 letters*
 - b. Transportation Advisory Committee (draft minutes September 1st)*
12. Members’ Items, Other Business (Information, 5 minutes)
13. Adjourn

The September 16th Chittenden County RPC meeting will air on Tuesday, September 22, 2015 at 8 p.m. and repeat on Wednesday, September 23, 2015 at 1am and 7am and available on the web at: <https://www.cctv.org/watch-tv/programs/chittenden-county-regional-planning-commission-52>

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

- Planning Advisory Committee – Wednesday, September 9; 2:30 p.m.
- All Hazard Mitigation Plan Committee - Wednesday, September 9; 3:30 p.m.
- Transportation Advisory Committee – Tuesday, October 6, 2015; 9:00 a.m.
- Executive Committee, Wednesday, October 7, 2015; 5:45 p.m.
- CCRPC Board Training - Wednesday, October 21, 2015; 5:30 p.m.
- CCRPC Meeting - Wednesday, October 21, 2015; 6:00 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
September 16, 2015

Agenda Item C-1: Minor TIP Amendment

FY2015 Transportation Improvement Program Minor Amendment

Issues:

Make the following changes to the FY2015-2018 TIP:

Pearl Street Improvements, Essex Junction (Project HP111, Amendment FY15-29):

- **Description of TIP Change:** Advance \$60,000 in federal funds for right-of-way from FY16 to FY15.
- **Reason for Change:** The FY16-18 TIP contains right-of-way funds for this project in FY16. However, the project is ready to advance to right-of-way in FY15 and the funds are available within CCRPC's fiscal constraint limit.

TAC Recommendation:

Recommend that the TAC approve the proposed TIP Amendment.

**For more information
contact:**

Christine Forde
cforde@ccrpcvt.org or 846-4490 ext. 13

1 CHITTENDEN COUNT REGINAL PLANNING COMMISSION
2 REGULAR MEETING & PUBLIC HEARING
3 MINUTES - **DRAFT**
4

5 Date: Wednesday, July 15, 2015
6 Time: 6:00 p.m.
7 Place: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404
8 Present: Bolton: Sharon Murray, Alternate Buel's Gore: David Scherr, Alt. (6:10)
9 Burlington: Absent Charlotte: Jim Donovan
10 Colchester: Tom Mulcahy Essex: Jeff Carr
11 Essex Junction: Jeff Carr, 2nd Alt. Hinesburg: Andrea Morgante
12 Huntington: Barbara Elliott Jericho: Catherine McMains
13 Milton: Lou Mossey Richmond: Absent
14 St. George: Jeff Pillsbury Shelburne: George Schiavone, Alt.
15 So. Burlington: Chris Shaw Underhill: Absent
16 Westford: Dave Tilton Williston: Absent
17 Winooski, Mike O'Brien, Sec.-Treas. VTrans: Matthew Langham
18 Business/Industry: Absent Env./Conservation: Don Meals
19 Socio/Econ/Housing: Justin Dextrateur
20 Ex-Officio: CCTA: Karen Walton, Gen. Mgr.
21 Staff: Charlie Baker, Executive Director Dan Albrecht, Senior Planner
22 Marshall Distel, Trans. Planner Bernie Ferenc, Trans. Business Mgr.
23 Christine Forde, Sr. Trans. Planner Regina Mahony, Planning Prog. Mgr.
24 Melanie Needle, Senior Planner Emily Nosse-Leirer, Planner
25 Others: Neil Kamman, DEC Watershed Management Division
26 Sarah McShane, Underhill Town Planner
27

28 1. Call to Order; Changes to the Agenda. The meeting was called to order at 6:00 p.m. by Mike O'Brien,
29 Secretary-Treasurer, serving as the Acting Chair. We will amend the agenda to move Items 10 & 11
30 before items 8 & 9.
31

32 2. Public comment period. There were no public comments.
33

34 3. Action on Consent Agenda. There were no items on the consent agenda.
35

36 4. Approve Minutes of June 17, 2015. JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO
37 APPROVE THE MINUTES OF JUNE 17, 2015 WITH CORRECTIONS, IF ANY. MOTION CARRIED
38 UNANIMOUSLY, WITH ABSENTIONS FROM DON MEALS, JIM DONOVAN AND SHARON MURRAY.
39

40 5. FFY16-19 Transportation Improvement Program (TIP) – MPO Business.

41 a. Presentation & Public Hearing. Mike O'Brien opened the public hearing at 6:02 p.m. Christine
42 described that the TIP is a federally required document that has to be fiscally constrained based on
43 available funding and projects ready to go to Preliminary Engineering (PE); Right of Way (ROW) or
44 Construction (CON). The TIP must cover as least four years and must be updated every four years,
45 but we generally update it annually. The TIP is not a wish list of projects so we must have funding.
46 In order to have funding, it also has to be on the STIP and the Transportation Capital Program, which
47 is the state document that the legislature approves each year. Christine then described the various
48 sections of the TIP document. The TIP is based on the Federal fiscal year (FFY) which runs October

1 1-September 30th. We have programmed the following funding levels for this TIP: FY16 -
2 \$66,041,888; FY17 - \$53,367,075; FY18 - \$52,500,742; and FY19 - \$51,701,039. Christine then
3 reviewed the three phases of Circ Alternative projects. Phases 1 and 2 are programmed and Phase 3
4 is a list of projects that do not have funding shown in this TIP. Non-constrained project include
5 Interstate projects that are done by the state (including Phase 1 & 2 of the Circ. Alternatives).
6 Christine distributed a summary of changes that includes new projects & delays. Members
7 questioned various project delays:

- 8 • Shelburne St. Rotary. – major issues with relocating utilities.
- 9 • Rt. 116 Potash Brook culvert – is a complicated project.
- 10 • BIA – We don't have any control over these projects and list them for information only. The
11 land acquisition funds are in there as placeholders and would only be used if needed.

12 When suggested we should target a greater percentage of our funding for bridge preservation,
13 Christine noted that the state has a very robust prioritization system for bridge work and they have
14 to prioritize statewide. Charlie said the state is trying to keep all bridges up to date and they won't
15 be willing to put a dollar value on a region, but rather on priority. There were no members of the
16 public here so the hearing was closed at 6:25 p.m.

17 b. Approval of the TIP. JEFF CARR MADE A MOTION, SECONDED BY JIM DONOVAN, TO
18 APPROVE THE FY16-19 TRANSPORTATION IMPROVEMENT PROGRAM AS AMENDED.

19 Bolton:	Yes	Burlington :	Absent	Charlotte :	Yes
20 Colchester :	Yes (2)	Essex:	Yes	Essex Jct:	Yes
21 Hinesburg:	Yes	Huntington:	Yes	Jericho:	Yes
22 Milton:	Yes	Richmond:	Absent	St. George:	Yes
23 Shelburne:	Yes	So. Burlington:	Yes (2)	Underhill:	Absent
24 Westford:	Yes	Williston:	Absent	Winooski:	Yes
25 VTrans:	Yes				

26 MOTION CARRIED UNANIMOUSLY, with 17 of 24 votes; and 14 of 18 communities voting in favor.

27 c. Certification of the Planning Process. Christine explained that this resolution certifies that we
28 are following various federal planning regulations which are listed. Additional descriptions of what
29 those regulations contain were attached to the meeting packet. JEFF CARR MADE A MOTION,
30 SECONDED BY JIM DONOVAN, TO AUTHORIZE THE ACTING CHAIR TO SIGN THE RESOLUTION. MOTION
31 CARRIED UNANIMOUSLY as shown above.

32
33 6. Public Hearing and Approval of Westford Town Plan. The public hearing was opened at 6:30 p.m.
34 Dave Tilton noted that they have a very good town plan, thanks to their planner Melissa Manka. Regina
35 noted that Melissa was recognized as Vermont Planners Association Planner of the Year. The PAC
36 reviewed this in January and recommended the board approve the plan and planning process. The
37 Selectboard adopted the plan as of May 14, 2015. Due to the timing of the PAC meeting and the Town's
38 process a public hearing could not be warned for the July PAC meeting. Therefore, the public hearing is
39 held tonight. There were no members of the public present, and the hearing was closed at 6:31 p.m.
40 DAVID TILTON MADE A MOTION TO APPROVE THE WESTFORD TOWN PLAN. LOU MOSSEY SECONDED.
41 At a suggestion from Justin, DAVE AMENDED THE MOTION (AND LOU AGREED) TO INCLUDE APPROVAL
42 OF THE PLANNING PROCESS. MOTION CARRIED UNANIMOUSLY. (Approvals of municipal plans can only
43 be voted on by municipal representatives.)
44

45 7. Approval of Underhill Town Plan. Regina noted that the PAC recommended approval of the plan and
46 the planning process at its meeting on March 11th after a public hearing. The Underhill Selectboard
47 adopted the plan on June 23, 2015 without any substantial changes. Staff therefore recommends that
48 the CCRPC approve the Underhill Town Plan and its planning process. Sarah McShane, Underhill Town

1 Planner, noted that their planning commission worked very closely on the plan for a year and a half to
2 develop a new town plan. CATHERINE MCMAINS MADE A MOTION, SECONDED BY SHARON MURRAY,
3 TO APPROVE THE UNDERHILL TOWN PLAN AND APPROVE THE PLANNING PROCESS. MOTION CARRIED
4 UNANIMOUSLY (by municipal reps).

5
6 10 . Draft Northern Lake Champlain Direct Drainages Basin #5 Tactical Basin Plan. Neil Kamman,
7 Program Manager of the Monitoring, Assessment and Planning Program, Watershed Management
8 Division of the Department of Environmental Conservation, distributed copies of the Executive Summary
9 of this plan. If you want to put anything into the water, that falls under his division. He's here in place
10 of Karen Bates who is our regional director, but is on leave. This tactical basin plan is required by federal
11 law. There is a very comprehensive basin plan in each of the 15 basins, which are updated every 5 years
12 in three phases. Basin 5 is done on a discreet watershed area. He reviewed the basic elements of the
13 plan: Chapter 1: Introduction which gives a basic description, the purpose of the plan, watershed
14 partners and other planning processes. Chapter 2: Water Quality in the Basin – We identify water
15 quality – whether good or bad. They can reclassify a water that meets higher standards than the
16 regulations. They do monitoring of physical, biological, and chemical condition of the surface water.
17 From that monitoring they can develop lists showing impaired water, altered and stressed waters
18 (meets standards but not as good as they could be.) He described other planning documents they
19 integrate with. He described various tools they use for monitoring water quality, as well as erosion risk
20 evaluation. Chapter 3 lists management goals for specific waters, which decides what you can and
21 cannot put into that water. Chapter 4 identifies strategies or very specific projects. Under the new
22 Vermont Clean Water Act they will be working on a system to prioritize the projects with the RPCs and
23 their member municipalities. The Lake Champlain TMDL describes the basin plans as a key mechanism
24 for prioritizing needs and projects. These tables could show timing of MS4 activities. He described
25 some agriculture actions being taken, especially in Franklin County where they are reviewing every farm.
26 Municipal actions might include flood resiliency plan, culvert repairs, stormwater management, etc. Mr.
27 Kamman then spent some time fielding questions from board members. Comments on the draft plan
28 should be sent to Dan Albrecht who will send them on to Karen Bates, DEC basin planner. When asked if
29 the full plan is on the website, Neil said it is on: www.vtwaterquality.org. Members then asked Neil for
30 a copy of his presentation.

31
32 11. Executive Director's Report. a. Water Quality Advisory Committee proposal Update. Charlie noted
33 that we've talked about this committee with the TAC and MS4 communities to see about setting up the
34 committee. We want to be sure we hear from the non-MS 4 towns. When asked what MS 4 means,
35 Charlie noted that it stands for Municipal Separate Storm Sewer System. These include 9 municipalities
36 (Burlington, South Burlington, Winooski, Colchester, Essex, Essex Junction, Williston, Shelburne, &
37 Milton) along with VTrans, Burlington International Airport, and the University of Vermont. Discussion
38 continued. In the board packet is a recommendation to set up an ad hoc Water Quality Advisory
39 Committee. Charlie reviewed some of the activities for this committee:

- 40 • Overseeing programs related to the CCRPC efforts in assisting ANR with basin planning and
41 surface water management.
- 42 • Undertake water quality related technical assistance and policy activities and coordinate
43 activities with TAC.
- 44 • There would be an MS-4 subcommittee comprised of the members of the municipalities and
45 organizations currently subject to MS-4 permits.
- 46 • This committee and/or other subcommittees may also: review and recommend to the board
47 water quality program recommendations and priorities; review and recommend water quality

1 studies for inclusion in UPWP; review completed CCRPC studies related to water quality issues;
2 etc.

- 3 • By the end of 2016 the Committee shall report back to the Commission on whether or not to
4 make changes to CCRPC bylaws to include this as a standing committee.

5 When it was noted that it sounds like this will be a part of our work program and will there be funding,
6 Charlie said the state will come up \$300,000 statewide with a major effort in the Lake Champlain region
7 so this might be \$30,000 for us. Charlie said we have budgeted some ACCD funds as well as FHWA funds
8 for transportation-related water quality tasks. The scope of this work is currently getting worked out
9 with ANR. Neil said the state and RPC's are intended to be partners. Members agreed this is a place to
10 start. (Chris Shaw left the meeting).

11
12 b. Housing presentation. Charlie presented a draft housing presentation to come up with a way to talk
13 with our towns about the importance of developing more housing. He reviewed why housing matters,
14 etc. Members made suggestions on which areas we need to improve to bring our point across. Charlie
15 noted we have given support to communities regarding zoning changes and none have been adopted.
16 Lou Mossey said Milton has developers willing to build housing, but they're waiting for businesses to
17 come in and support that housing. We need to encourage economic partners to build it all. Jeff Carr
18 noted a pet peeve of his is that towns require so many infrastructure improvements that it costs
19 \$125,000 for the lot and you can't build a \$175,000 home on a \$125,000 lot. Jim Donovan suggested we
20 make a stronger connection to the ECOS plan. Jeff Carr asked who the audience will be for the
21 presentation – the planning commission? Elected officials? Jim Donovan suggested Selectboard,
22 planning commission and housing task force, if one exists. Discussion continued. Regional sharing is an
23 issue. Justin said this approach is better than previous regional targets. It shows the right way to
24 include housing to assist with health, etc. Sharon Murray would present it as a start of a discussion at
25 the local level. She said the planning commissions have discussed this for years but the Selectboard and
26 general public need broader discussion. Tom Mulcahy suggested we ask a series of questions to find out
27 why municipalities haven't adopted the ordinances. Andrea is trying to understand the aging population
28 in the large homes. Where do they go when they sell their homes? Is there way to predict when that
29 might change so we can plan to see where that might end up. Justin suggested putting a positive spin
30 on vacancy rate in urban area. Charlie said one thing we didn't show was that the pressure on rental
31 property is higher outside Burlington and the urban area. Charlie noted that staff would continue
32 refining the presentation and review it with partners. Additional comments are welcome.

33
34 8. FY16 Schedule of Meetings. Members reviewed the proposed schedule of board and executive
35 committee meetings for FY16. It was noted that the November board meeting date should be
36 November 18, 2015 and the September executive committee meeting should be September 2, 2015.
37 TOM MULCAHY MADE A MOTION, SECONDED BY JIM DONOVAN, TO APPROVE THE MEETING SCHEDULE
38 AS AMENDED. MOTION CARRIED UNANIMOUSLY.

39
40 9. Solicitation of Members to serve on committees. Charlie noted that normally we would have Andy
41 make committee appointments at this meeting, but he's on vacation. Members were asked to let
42 Charlie know if they are interested in serving on a particular committee. We will be soliciting members
43 for the Long Range Planning Committee so we can update the ECOS plan next spring. We're hoping to
44 start in the fall. Interested folks should let Charlie know. Appointing the ad hoc Water Quality Advisory
45 Committee is on the agenda for September as well.

46
47 12. Committee/Liaison Activities & Reports. Executive Committee and Planning Advisory Committee
48 minutes have not yet been sent to members. We will do so shortly.

1
2 13. Members' Items, Other Business. Melanie announced that there is a public forum on July 23rd in St.
3 Albans regarding the Comprehensive Energy Plan Update. It's an opportunity to provide comments.
4 Once the draft plan is prepared, we'll have a public meeting in Chittenden County in the fall.

5
6 14. Adjournment. JEFF CARR MADE A MOTION, SECODED BY TOM MULCAHY, TO ADJOURN THE
7 MEETING AT 8:00 P.M. MOTION CARRIED UNANIMOUSLY.

8
9 Respectfully submitted,

10
11 Bernadette Ferenc

DRAFT



Chittenden County Regional Planning Commission

September 16, 2015

Agenda Item 5: Action Item

Vermont State Rail Plan

Background:

VTrans completed their latest update to the draft State Rail Plan this past June and has been presenting the document and soliciting comments from interested parties.

The document itself contains the following primary elements:

- A system inventory of infrastructure and services and system performance;
- An analysis of current levels of use for both freight and passenger rail and expected future network needs;
- Establishes rail network vision, goals and objectives; and
- Includes a recommended capital plan to address future investment needs.

The Town of Charlotte has raised municipal concerns regarding rail car storage and the transport of hazardous materials (and plans to submit their own comments to VTrans), and recommended that this Plan deserves a regional response as well.

The CCRPC Executive Committee reviewed preliminary staff comments at their August 5th meeting and made some minor revisions. The TAC followed with their review and further revisions on September 1st. On September 2nd the Executive Committee reviewed the draft comments again and tweaked some of the text.

The latest draft of CCRPC comments are on the reverse side of this memo. Note that although there are a few areas where we feel the Plan could be revised/improved, it's noteworthy that VTrans top rail priorities align with the rail project list from the Metropolitan Transportation Plan.

**Executive Comm.
Recommendation:**

Review, and revise as necessary, and submit to VTrans.

**For more
Information:**

Peter Keating, 846 4490 ext. 14, pkeating@ccrpcvt.org

Thanks for the opportunity to comment on the State's new draft Rail Plan. Much of this document aligns with the Metropolitan Transportation Plan (MTP) from ECOS, the regional sustainability plan adopted by the CCRPC in 2013. Notably the Rail Plan vision and goals mesh well with those of the CCRPC's ECOS plan with their focus on system maintenance/preservation, judicious capacity improvements, financial sustainability, improved connectivity and ties to economic development. To help support future rail needs, the MTP also recommends higher funding – a 28% increase (from 6.8% to 8.7% of expected funding for new transportation projects) over the coming 25 years compared to historical trends. Several specific VTrans rail priorities are supported by the MTP:

- *Extending the Ethan Allen north from Rutland to Burlington, a VTrans **passenger rail** first priority*
- *Reinstituting passenger rail service to Montreal, also a VTrans **passenger rail** first priority*
- *Upgrading NECR's Winooski branch (Burlington to Essex Junction) and the VT Railway's Rutland to Burlington line to 286,000 pound rail (currently 263,000), a VTrans **railcar capacity** first priority, which will make all of these track sections commuter rail compatible, and*
- *Support for intermodal links such as passenger station improvements and transload facilities*

While the Plan has nothing specific on improvements likely to come out of Burlington's Railyard Enterprise Project (REP), we do note a generic VT Railway Yard/Interchange project cost of \$800,000 (p. 118, exhibit 97) and a VT Railway Sidings and Structures and Passing Sidings projects (to improve industrial access) totaling \$3,677,000 (p. 121, exhibit 99) that could potentially be used for the REP and other Chittenden County projects. We recommend the plan specifically mention Burlington Railyard improvements/reconfiguration with the understanding that more definitive project details and costs are pending and will be based on the results of the Environmental Impact Statement (EIS) and REP preferred alternative.

According to the Plan, the Essex Junction station experiences the highest Amtrak passenger activity in the state and is expected to remain the busiest looking out to 2035. In fact, with extension of passenger service to Montreal under VTrans' most optimistic ridership forecast, boardings could increase 400%. This level of activity will require significant upgrades/expansion to the Essex Junction station. Specific capital improvements for this facility are, however, currently not identified in the Plan. We need to point out as well that this facility is more than just a rail station but a multimodal hub and vital to the economic vitality of the Village. All modes plus parking need to be carefully addressed in any facility improvements/expansion here.

The Plan also cites some of the potentially hazardous materials shipped via rail: most notably "petroleum or coal products" and "chemicals or allied products." Combined, these equal 20% of rail freight tonnage in 2011 (p. 58, Exhibit 39) and their tonnage is projected to increase by 23% and 39% by 2035 (p. 64, Exhibit 47). While we fully support the Plan's goal and objectives to "Enhance Safety of the Rail System," and to "Participate in disaster planning with local, state, federal authorities," we have some concerns about the transport of such hazardous materials. Acknowledging that federal law governs materials movement, and preempts local or state regulatory authorities, we need to point out that if any sort of incident involving public safety were to occur, it will be local and state agencies (Police, Fire, and Rescue) that will bear primary responsibility for first response and incident management. Any rail or hazard mitigation plan therefore should include strong encouragement for the Vermont Division of Emergency Management and Homeland Security and other relevant entities to provide, 1) ongoing opportunities for emergency response training, and 2) funding for the appropriate emergency response equipment and materials for the communities along these routes. We request the Rail Plan more clearly address this issue.

Finally, while acknowledging federal prerogative in regulating rail, and the State's role in planning the network and services, we feel the Plan needs to complement local municipal plans – plans that likely address how rail fits and functions within the context of the town it traverses. We should be assured that what our towns plan for and what the State aspires to do not run at cross purposes. As an example, providing specific proposed siding improvement projects would allow towns to understand exactly what is proposed.

Chittenden County Regional Planning Commission

September 16, 2015

Agenda Item 8: Charge to the ad hoc Clean Water Advisory Committee

Issues:

Based on discussions with the County's MS-4 municipalities and organizations, TAC, and CCRPC Board, here is the proposed purpose, membership, and meeting logistics for the potential creation of an ad hoc Clean Water Advisory Committee of the CCRPC:

The Clean Water Advisory Committee (CWAC) shall oversee the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain TMDL Plan and its related plans and programs.

The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of CCRPC. There shall be up to 24 members and representatives of organizations as follows:

- 1 CCRPC Board member or Alternate (who may also represent their municipality)
- Representatives of the County's 19 municipalities
- University of Vermont
- Vermont Agency of Natural Resources
- Vermont Agency of Transportation
- Burlington International Airport

The terms of CWAC municipal members will be for two years beginning July 1st, municipalities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years. Organizational members shall appoint a member for a 2 year term with an alternate if desired. Appointments to fill a vacancy shall be for the unexpired term.

The CWAC shall meet as needed to conduct the following activities:

1. oversee programming related to the CCRPC's efforts in assisting the Vermont Agency of Natural Resources with basin planning and surface water management including but not limited to:
 - a. CCRPC's assistance to Vermont ANR in the development of tactical basin plans;
 - b. technical assistance and data collection activities to inform municipal officials and the State in making water quality investment decisions;
 - c. coordinating municipal planning and adoption or implementation of municipal development regulations to better meet State water quality policies and investment priorities;
 - d. assistance to Vermont ANR in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.
2. undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits;
3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the

CWAC comprised of the twelve (12) municipalities and organizations in Chittenden County currently subject to a Municipal Separate Storm Sewer System (MS-4) or Transportation Separate Storm Sewer System (TS-4) permit:

- a. This subcommittee shall operate under agreements contained in a mutually-agreed upon Memorandum of Understanding regarding implementation of, but not limited, to Minimum Control Measures #1 and #2 or as may be amended or consolidated.
 - b. This subcommittee has sole authority issues regarding implementation of the Memorandum noted above.
4. The CWAC or other individual subcommittees of the CWAC may also, as appropriate, meet as needed to conduct the following activities:
- a. review and recommend to the Board water quality program recommendations and priorities;
 - b. review and recommend water quality studies for inclusion in the UPWP;
 - c. review completed CCRPC studies regarding water quality issues;
 - d. oversee the selection of consultants to be retained for water quality related projects and programs;
 - e. conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
 - f. establish sub-committees on an as-needed basis.
5. By the end of 2016, the Committee shall report back to the Commission with recommendations for formal incorporation, or not, into the CCRPC by-laws including membership composition and duties.

Committee Recommendations: The CCRPC Board, Executive Committee, TAC, and MS-4 organizations have reviewed and informally concurred with the recommendations.

Staff Recommendation: We recommend the Chair, with Board approval, establish this Committee as an ad hoc committee in the fall of 2015 and, if appropriate, consider adoption of a formal by-law amendment at the end of 2016. We propose that the membership be limited at the outset and consist of municipalities and MS-4/TS-4 permittee organizations with an initial charge to focus on plans and policies most impacting their operations. To minimize demands on municipal staff, it is proposed that the Committee meet as needed after TAC meetings. By the end of 2016 the Committee should report back to the CCRPC with recommendations for formal incorporation, or not, into the CCRPC bylaws including membership composition and duties.

Staff Contact: Contact Charlie Baker with any questions: cbaker@ccrpcvt.org, 846-4490 ext. 23.

Executive Committee

September 16, 2015

Agenda Item 9: CCRPC Strategic Planning & ECOS Plan Update

Issues: When the merger of CCMPO and CCRPC took place five years ago, we talked about checking in after five years to see how it was working, and if any changes/adjustments were needed. Therefore, we will take a few minutes to reflect on how things are going and if there are any other things the CCRPC should be doing.

Also, within our FY16 ACCD Contract we are responsible for making the following updates to the ECOS Plan: Utility/Facilities, Child Care, and Surrounding Regions. We are also responsible for adding a Flood Resiliency element now that it is a new State requirement. The Flood Resiliency element will be largely based on the All Hazard Mitigation Plan that is currently being updated by the All Hazards Mitigation Plan Committee.

Therefore, the attached schedule is designed to incorporate the AHMP into the ECOS Plan update along with the other required amendments. If any potential edits come out of the merger reflection conversation, we can address those through this process as well.

The Long Range Planning Committee (LRPC) is responsible for Regional Plan (and MTP) updates and we are therefore asking for the LRPC to be reconvened at this time. The attached list of Committee members is recommended for Board Chair appointment.

Executive Committee Recommendation: The Executive Committee recommends that the Long Range Planning Committee be reconvened to implement the attached schedule for ECOS Plan Update, and that the Chair appoint the members as attached herein.

Staff Recommendation: Staff recommends that the Long Range Planning Committee be reconvened to implement the attached schedule for ECOS Plan Update, and that the Chair appoint the members as attached herein.

Staff Contact: Contact Regina Mahony with any questions: rmahony@ccrpcvt.org, 846-4490 ext. 28.

DRAFT - ECOS Plan Update Schedule							
	AHMP	LRPC	TAC	PAC	Exec. Comm.	CCRPC Board	Key Items
	2nd Wed.	opposite 2nd Wed?	1st Tues.		1st Wed.	3rd Wed.	
	2015	2015	2015	2015	2015	2015	
9-Sep-15	AHMP						AHMP Committee reviews Chittenden County AHMP Hazards and Strategies
14-Oct-15		LRPC					LRPC reviews Utility/Facility, Surrounding Regions and Child Care ECOS Plan Update Sections (Chapter 2 and 3 if needed), and draft strategic actions if needed.
3-Nov-15			TAC				TAC reviews draft strategic actions if needed.
4-Nov-15					EC		Executive Committee reviews first draft of Strategic Actions, and incorporation of them into Chapter 3 of the ECOS Plan.
11-Nov-15	AHMP			PAC			AHMP Committee finalize's Draft Chittenden County AHMP Strategies and Draft Flood Resiliency Section for ECOS Plan Update. Send to State. PAC reviews Strategic Planning actions if needed.
21-Nov-15						Board	Board Reviews first draft of Strategic Actions (incorporated into Chapter 3 of ECOS Plan) if needed.
9-Dec-15		LRPC					LRPC reviews Chittenden County AHMP Strategies and Draft Flood Resiliency Section (for Chapter 2 and 3), and final review of Strategic Actions for incorporation into Chapter 3 of the ECOS Plan Update if needed.
	2016	2016	2016	2016	2016	2016	
6-Jan-16					EC		Executive Committee reviews final draft of Strategic Actions incorporated into Chapter 3 of the ECOS Plan if needed.
20-Jan-15						Board	Board warns first Public Hearing (or do it at the EC on 2/3/16)?
3-Feb-16					EC		EC warns first Public Hearing if not done at previous Board Meeting.
16-Mar-16						Board	Board holds First Public Hearing - warning must be in the paper and plans provided to interested persons by 2/15/16. Also warn second public hearing (or can the EC do it on 4/6/16)?
6-Apr-16					EC		Warn second Public Hearing if not done at previous Board Meeting.
13-Apr-16		LRPC					LRPC reviews comments and revisions to the ECOS Plan if needed.
20-Apr-16						Board	Board reviews any comments and revisions to the ECOS Plan if needed.
18-May-16						Board	Board holds second Public Hearing - warning must be in the paper and plans provided to interested persons by 4/18/16.
15-Jun-16						Board	ECOS Plan update is adopted at the Annual Meeting



Chittenden County Regional Planning Commission

September 16, 2015

Agenda Item 10: FY2016 Committee Appointments

Issues: Below is the excerpt from our Bylaws with a listing of current committees and members. We are soliciting any changes or additions to committee membership.

From the Bylaws: Article VII.B. *"The Chair shall ... with concurrence of the Chittenden County Regional Planning Commission, establish and appoint committees and their members."*

Article XI: *"All Chittenden County Regional Planning Commission Board members are encouraged to participate in a minimum of at least one standing committee. The Chair may appoint ad hoc committees for a specific purpose with the approval of the Chittenden County Regional Planning Commission. Committees should include subject matter experts as needed to provide advice to the Chittenden County Regional Planning Commission Board."*

Finance Committee (Secretary/Treasurer, Vice Chair and 1 other board member):
Mike O'Brien, Winooski (Chair); Chris Roy, Williston; Jeff Carr, Essex

Board Development Committee (past Chair and up to 4 other board members):
Lou Mossey, Milton (Chair); Sandy Dooley, South Burlington; Catherine McMains, Jericho;
Jeff Carr, Essex

Unified Planning Work Program Committee (3-5 board members):
Chris Roy, Williston (Chair); John Zicconi, Shelburne; Andrea Morgante, Hinesburg

Transportation Advisory Committee (1 board member): Barbara Elliott, Huntington

Planning Advisory Committee (1 board member): Joss Besse, Bolton

Long Range Planning Committee (3-6 board members, one of them to be Chair of the LRPC):
Justin Dextrateur, Socio-Econ (Chair); Andrea Morgante, Hinesburg; Marc Landry,
Colchester; Lisa Falcone, Socio-Econ

VAPDA representative: Andy Montroll, Burlington

Clean Water Advisory Committee (1 board member): Don Meals,
Conservation/Environment

Executive Committee Recommendation: Appoint members as listed subject to revisions at the board meeting.

For more information contact: Charlie Baker
846-4490 ext. 23 or cbaker@ccrpcvt.org

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 JOINT EXECUTIVE & FINANCE COMMITTEE MEETING
3 MINUTES
4

5 Date: Wednesday, August 5, 2015
6 Time: 5:45 p.m.
7 Place: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404
8 Present: Andy Montroll, Chair Chris Roy, Vice-Chair
9 Mike O'Brien, Secretary-Treasurer John Zicconi, At-Large (5:50 p.m.)
10 Lou Mossey, Immediate Past Chair Jeff Carr, Finance Committee
11 Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
12 Forest Cohen, Business Manager Bernadette Ferenc, Trans. Business Mgr.
13

14 The meeting was called to order at 5:45 p.m. by the chair, Andy Montroll.
15

- 16 1. Changes to the Agenda, Members' Items: Charlie would like to add b. 50th Anniversary, c.
17 Strategic Planning, and d. State Rail Plan to his report.
18
- 19 2. Approval of April 29, 2015 Finance Committee Meeting Minutes. JEFF CARR MADE A
20 MOTION, SECONDED BY CHRIS ROY TO APPROVE THE FINANCE COMMITTEE MINUTES OF
21 APRIL 29, 2015 AS WRITTEN. MOTION CARRIED UNANIMOUSLY.
22
- 23 3. Approval of July 1, 2015 Executive Committee Meeting Minutes. LOU MOSSEY MADE A
24 MOTION, SECONDED BY CHRIS ROY, TO APPROVE THE MINUTES OF JULY 1, 2015, WITH
25 CORRECTIONS, IF ANY. MOTION CARRIED UNANIMOUSLY.
26
- 27 4. Approval of Quarterly Journal Entries (April-June 2015). JEFF CARR MADE A MOTION,
28 SECONDED BY CHRIS ROY, TO APPROVE THE JOURNAL ENTRIES FOR APRIL-JUNE 2015.
29 MOTION CARRIED UNANIMOUSLY. Staff noted that there will probably be additional
30 journal entries after the audit and we will bring those back to the Finance Committee.
31 (John Zicconi arrived.)
32
- 33 5. Review Draft FY15 Financial Statements – Year End. Forest noted that going into this fiscal
34 year we knew we would have a deficit since we had to lower our indirect rate to make up
35 for the two previous years where we had a significant surplus. However as it looks right
36 now our deficit will be less than \$50,000. Since we weren't bringing in enough revenue we
37 had to dip into our money market reserve account. As of June 30th we had cash in checking
38 (operating) of \$182,311; cash in savings (match) - \$179, 700; cash in money market and CDs
39 (reserve) - \$173,181. Our current assets over liabilities is \$496,390 and our deferred
40 income communities for current year - \$105,154. We can see a reduction in the money
41 market of \$109,734 from FY14. Forest then reviewed the income statement. We did
42 expend all of the ACCD money. We added all the local match we didn't use for land use
43 activities into income. The transportation staff billing was down 6% behind budget. We

1 added new people in May and June, but were only able to get to 94% of MPO staff billing.
2 The Byways grants have slowed way down and will start to drop away from our grant
3 programs. The Natural Resources and Emergency Management grants closed out the year
4 with respectable billings. The Salaries and Benefits lines ended the year just under budget.
5 The Electric Vehicles/Car Share expenses over performed compared to budget expectations.
6 The expense is reduced by the amount of mileage reimbursement we receive from state
7 and federal grant programs. In our case, the reimbursements are mostly from VTrans for
8 the traffic interns. We slightly overspent the Postage and Janitor lines. Net income: for
9 June \$63,708; for FY15 (\$47,892). Forest then reviewed Cash Flow. We ended the year
10 with money in the bank. It was noted that these financial statement are unaudited. The
11 Finance Committee portion of the meeting ended at 6:10 p.m. and Jeff Carr left.
12

13 6. Act 250 & Sec. 248 Applications.

- 14 a. Jericho Market - #4C0427-6. This application is for a new Jericho Market at the site of
15 the old lumber mill on Route 15 near River Road. It's a project from the folks from
16 Richmond Market. They worked closely with the town to meet new form base code.
17 We participated in talks with the applicant, town, VTrans, and CCTA regarding a
18 temporary access easement for CCTA's park and ride, and the issues have been
19 resolved. CHRIS ROY MADE A MOTION, SECONDED BY LOU MOSSEY, TO AUTHORIZE
20 CHARLIE BAKER TO SIGN THE LETTER. MOTION CARRIED UNANIMOUSLY.
- 21 b. Technology Park in South Burlington. There is a company on Lot 3, but it's doubling in
22 size. The only reason they want a hearing is because of the debate over the
23 transportation impact fee. As a minor application there was boilerplate language put
24 into the permit. In 2002 the developer paid \$80,000 for a Tilley Drive connecting road.
25 The DEC said they could credit that amount towards a potential traffic signal on Kimball
26 Drive, but the City is contesting that. DEC #4 is actively trying to use Act 145 to have
27 impact fees on municipal projects as well as state projects. Regina wanted us to be
28 aware of what the state is doing because the municipalities may be getting impact fees
29 they weren't anticipating. Under Act 145 the state collects the money for a particular
30 project and they have 15 years to use it on that project or it goes back to the developer.
31 These conditions are saying the check is being paid to the municipality and then they'd
32 be on the hook for that town project. Discussion ensued. We just need to be sure each
33 District Commission is using the same interpretation. The City is arguing that the
34 regulations say that a developer has to build a road for land behind a development to
35 give access, but there is no time frame for the City to build it. Regina said the developer
36 in this case has an umbrella permit that still has 100 trip ends and this project will use
37 70. The DEC has been trying to be equitable in issuing impact fees, but it will be
38 interesting to see how they resolve the dispute between the City and the developer.
39

40 7. Review Committees/Members. Charlie distributed copies of the standing committees and
41 current members. He suggested we solicit new members in September's board meeting.
42 Andy suggested we send a notice to board members and alternates noting that these
43 positions can be filled by either board members or alternates.
44

- 1 8. Chair/Executive Director's Report.
- 2 a. Water Quality Update. Charlie noted we are pretty close to a scope of work with
- 3 ANR. They're working to determine the funding split for all the RPCs. He spoke to
- 4 outgoing Commissioner of Dept. of Environmental Conservation, David Mears and
- 5 his replacement, Alyssa Schuren and she would like to start establishing
- 6 relationships with folks here. Charlie sent her a note today and she may want to
- 7 come to the board or TAC or MS4 communities. Mr. Mears suggested she visit
- 8 communities to directly hear their concerns and issues. When Chris Roy asked when
- 9 EPA will weigh in on the plan, Charlie said within the next two weeks, and that may
- 10 be the highlight of our August newsletter. The Draft TDML will be out and they'll be
- 11 seeking public input on it.
- 12 b. CCRPC 50th Anniversary/Annual Meeting. Charlie noted that CCRPC will celebrate its
- 13 50th anniversary in 2016. So for our annual meeting we'd like to do a retrospective
- 14 of what the Commission and MPO have done in the last 50 years and a prospective
- 15 that would be based on our ECOS Plan and strategic planning effort.
- 16 c. Strategic Planning. Since we need to make some updates to the ECOS plan, Andy
- 17 has suggested that we may also want to update our organization's strategic plan 5
- 18 years post-merger. Andy thinks we need to look at where our priorities are under
- 19 the ECOS plan by taking a broader look at what we should be doing. He feels we're a
- 20 much stronger organization since the merger. Are there things we could be doing
- 21 more of as a regional body. He doesn't have answers, but would like to have the
- 22 discussion. He and Charlie would like to talk about this in September and October
- 23 and hold a strategic planning retreat in November. Lou Mossey asked if we need a
- 24 facilitator. Charlie said we could use it to get more input to say this is what our
- 25 board is thinking and bring it to the legislative breakfast this year. If we want to put
- 26 money into housing in the UPWP we also may want to know early enough since we
- 27 put our solicitation for UPWP tasks in November. Discussion continued. John
- 28 wondered how this was different from the Long Range Planning Committee. Charlie
- 29 said the LRPC deals with the plan for the county, whereas strategic planning is for
- 30 our organization. Mike O'Brien said the merger happened and it is successful and
- 31 we know that direction and now we need to determine the new goals. Lou
- 32 suggested that this would be good for new members. Andy said those who didn't go
- 33 through the merger process have a different understanding because this is all
- 34 they've known. So we need to hear from new folks to hear what we really should be
- 35 doing. Charlie said we need to be sure we hook back into the ECOS goals. He and
- 36 Michele had discussed the need for this kind of effort. John said if it comes from
- 37 staff to hear what they should be doing in the strategic planning retreat and find out
- 38 what you expect. We need to focus on what we are doing and whether we should
- 39 be doing something different. Charlie noted that we hadn't budgeted for a
- 40 consultant for this. Members were generally okay with staff facilitating the retreat.
- 41 d. State Rail Plan. Charlie distributed a proposed response to VTrans 2015 Draft Rail
- 42 Plan. He heard from Dean Bloch in Charlotte, Joe Colangelo in Shelburne, Chris
- 43 Shaw in South Burlington, and Andrea Morgante in Hinesburg asking if we'd
- 44 comment. We list specific VTrans rail priorities that are supported by the MTP:

- 1 i. Extending the Ethan Allen north from Rutland to Burlington
- 2 ii. Reinstating passenger rail service to Montreal
- 3 iii. Support for intermodal links such as passenger station improvements and
- 4 transload facilities.
- 5 iv. Upgrading NECR's Winooski branch and the VT Railway's Rutland to
- 6 Burlington line to 286,000 pound rail (currently 263,00)

7 This plan does not address specific improvements likely to come out of the Railyard
8 Enterprise Project although there is generic funding for both VT Railway
9 Yard/interchange (\$800,000); and VT Railway Sidings and Structures & Passing
10 Sidings (\$3,577,000). Many agreed we need to reword that paragraph.

11
12 Although the report talks about Essex Junction experiencing the highest Amtrak
13 passenger activity and is expected to remain so, there are no capital improvements
14 for this facility in the Plan.

15
16 The fourth paragraph states the concern from Charlotte about the switching of
17 hazardous materials. This is more emergency management issue because there is
18 nothing the state can do about materials movement because we don't control the
19 rail.

20
21 Andy feels we should have the board take a position on this. Charlie noted that the
22 deadline for comments is September 15th, but we have asked for more time since
23 our board doesn't meet until September 16th and we'd want to pass along any
24 comments from the board. Members questioned some of the wording in this.
25 Charlie said Peter Keating will be refining the language prior to the September TAC,
26 Executive Committee, and hopefully the board meeting if they extend the deadline.
27 Otherwise. We'll ask the Executive Committee to take action on behalf of the board.

28
29 9. Other Business. There was none.

30
31 10. Executive Session to discuss Executive Director's Evaluation. JOHN ZICCONI MADE A
32 MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS THE EXECUTIVE DIRECTOR'S
33 EVALUATION (WITH CHARLIE PRESENT) AT 7:07 P.M. MIKE O'BRIEN SECONDED AND THE
34 MOTION CARRIED UNANIMOUSLY.

35
36 Charlie left the Executive Session after a while and the members remained to continue the
37 evaluation in private. JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O'BRIEN TO
38 COME OF EXECUTIVE SESSION at 7:50 p.m. MOTION CARRIED UNANIMOUSLY.

39
40 Respectfully submitted,

41
42
43 Bernadette Ferenc

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 EXECUTIVE COMMITTEE
3 MEETING MINUTES

4 DRAFT

5 Date: Wednesday, September 2, 2015
6 Time: 5:45 p.m.
7 Place: CCRPC offices; 110 W. Canal Street; Suite 202; Winooski, VT 05404
8 Present: Andy Montroll, Chair Michael O'Brien, Secretary-Treasurer
9 John Zicconi, At-Large Lou Mossey, Immediate Past Chair
10 Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
11 Eleni Churchill, Transportation Program Manager
12 Forest Cohen, Business Manager Bernadette Ferenc, Trans. Business Manager

13
14 The meeting was called to order at 5:45 p.m. by the Chair, Andy Montroll.

- 15
16 1. Changes to the Agenda/Members' Items: There were none.
17
18 2. Approval of August 5, 2015 Joint Executive/Finance Committee Meeting Minutes. JOHN ZICCONI
19 MADE A MOTION, SECONDED BY LOU MOSSEY, TO APPROVE THE MINUTES OF AUGUST 5, 2015.
20 MOTION CARRIED UNANIMOUSLY.
21
22 3. Act 250 & Section 248 Applications:
23 a. Dorset East Associates, South Burlington, #4CO948-7. Regina noted this was a conserved parcel
24 associated with the Dorset Farm subdivision. When South Burlington changed the zoning in this
25 area the development potential changed. The current proposal is to develop a portion of this
26 lot into 36 housing units, and conserve more acreage than is currently conserved today (a
27 portion of this lot and another lot in close proximity). The conserved areas would be adjacent to
28 other conserved parcels for South Burlington, Shelburne and the Vermont Land Trust. The
29 applicant is applying for review under Criterion 9(l) and 9(b) only, and requesting an amendment
30 to Condition #14 of the original permit (this designates the lot in question as a conserved lot).
31 We feel it's an okay project because it meets our planning areas and we think it meets 9(l). The
32 proposal has not yet been submitted to the City of South Burlington for review. It is just a
33 sketch at this point so they can get a determination on 9(l), 9(b) and the existing permit
34 condition. Mike O'Brien noted that it may come to him for appraisal, so he'll abstain from
35 voting on this. Discussion continued and all agreed we should stay out of the local zoning issues
36 associated with the proposal. LOU MOSSEY MADE A MOTION TO APPROVE THE LETTER TO THE
37 DEC#4. JOHN ZICCONI SECONDED AND THE MOTION CARRIED, WITH MIKE O'BRIEN
38 ABSTAINING.
39 b. GMP Solar, Richmond, LLC, Docket No 8564. Regina noted this a Section 248 application in a
40 rural planning area. We've seen other solar farms in the Rural Planning area and found them to
41 be consistent with the Plan. There are no transportation issues. The Richmond Selectboard is
42 aware of the project, but has not weighed in on it. MIKE O'BRIEN MADE A MOTION, SECONDED
43 BY LOU MOSSEY, TO AUTHORIZE THIS LETTER BE SENT TO THE PUBLIC SERVICE BOARD.
44 MOTION CARRIED UNANIMOUSLY.

- 1 c. TDI. They had sent a request about expediting the public hearing process. We have not
2 responded, but the PSB has expedited their process so the hearings are scheduled for October.
3 We don't anticipate this having any impact on the tax issue. Regina and Charlie had discussions
4 with Addison County and Northwest RPCs to discuss our next steps on the taxing issue. We
5 discussed the potential for proposing a legislative fix that would clarify taxing authority for
6 underwater utilities for the lake front communities, if our member communities are interested
7 in taking this step. Regina sent emails to those communities to see if they're interested. Charlie
8 said the language in the existing legislation is simple because we'd just ask to add other towns
9 along the lake. Adam Lougee of Addison County RPC will draft a bill if needed.
- 10 d. Northern Vermont Financial Corp., Shelburne, #30004-1/4CO282-1. Regina noted that this is
11 going to hearing. We looked into it, but there is nothing we'd have input on, so there's no
12 letter. The property is in the industrial park north of the village of Shelburne. Rumor has it that
13 the railroad is buying the property and they are trying to get previous Act 250 permits rescinded
14 as they were never acted upon. There was a brief discussion, but no action was required.
15
- 16 4. State Rail Plan. Charlie distributed a new comment sheet that now includes comments from
17 yesterday's TAC meeting. We left it open for more comments until Tuesday, September 8th. He
18 noted that Peter had included last month's comments from the Executive Committee. He reviewed
19 each paragraph and it was agreed to change the last sentence in the second paragraph since the
20 Railyard study is not completed yet and we don't have specific projects. It was also agreed to be
21 more specific in the fourth paragraph to say "...encouragement for DEMHS and other relevant State
22 and Federal agencies to provide...." We will bring these comments to the full board for approval.
23
- 24 5. Strategic Planning & ECOS Plan Update Schedule. Andy noted that we talked about strategic
25 planning at our last meeting. It's been five years since the merger and at that time we thought we
26 needed to look to see if any adjustments need to be made. After that meeting he talked to other
27 folks about the idea of a one-day retreat and is now not sure we need to do this large of a process.
28 He thought perhaps we should raise this to the full board to see how others feel before we go full
29 bore into this. We'll ask board members to think about what other things the RPC should be doing.
30 Andy said we may decide that we're doing okay right now. Mike feels that we're flexible enough
31 that if something comes up we can take it on at that time, rather than specify it right now. John
32 feels that perhaps we want to have a strategic planning committee to begin the conversation. Andy
33 feels we still need to bring it to the full board. Discussion continued. Andy said that since the
34 Executive Committee and the staff haven't really identified anything that needs to be changed,
35 perhaps we should just ask the board members how they feel. Lou said we've been taking steps all
36 along since the merger and when Michele left we reorganized the staffing. Mike likes the idea of
37 tying this to the LRPC.
38

39 It was agreed that the ECOS Plan Update is really separate from strategic planning, but if anything
40 does come out of the strategic planning discussion it may result in an ECOS Plan amendment.
41 Regina reviewed the memo she prepared to go in the board packet and reviewed the plan update
42 schedule. We have to reconvene the LRPC. She reviewed the issues we have to revise in our plan.
43 These changes need to be done by June 2016. Because of the hearing schedule, we need to have
44 draft text by December. She said the committee will need to stay focused on the 3 items listed and

1 that we'll also have to include the Hazard Mitigation Plan. We asked the TAC for a representative
2 and she will ask the PAC at their meeting on the 9th. We emailed previous ECOS steering committee
3 members for representatives of public entities. Hal Colston as well as others are interested. Andy
4 asked for update on the public participation plan for the board.
5

6 6. Charge to Clean Water Advisory Committee (CWAC). Charlie noted we will send this memo to board
7 members in their meeting packet. This pretty much follows our bylaws as we do for TAC and PAC.
8 There are five tasks that follow our new agreement with ANR. The MS4 will have a separate sub-
9 committee. The TAC discussed this draft yesterday and MS4 communities will review it. Meetings
10 will be scheduled after the TAC meeting to help with rural community attendance. The chair will
11 appoint the committee with this charge.
12

13 7. Recommend Commission Committees/members to Chair. Charlie sent an email just prior to this
14 meeting asking members to let us know what committee they want to serve on. Andy will make
15 appointments at the September board meeting.
16

17 8. Review FY16 Training Schedule. Charlie presented a schedule of board trainings that will take place
18 at 5:30 p.m., just prior to board meetings beginning September 16th. Members agreed to the
19 schedule and suggested we send links to the training sessions to new board members. It was noted
20 that we will be providing dinner to encourage attendance at these trainings. Because we only have
21 ½ hour, the trainings will just give a broad view of each of the topics.
22

23 9. Chair/Executive Director's Report:

24 a. Water Quality contract update. Charlie noted that we should receive the agreement in a day or
25 two from ANR. We are getting compensated for it, but we'll be the funnel for all the money to
26 the other RPC's.

27 b. Stormwater Utility Williston /VTrans issue. There is a dispute between VTrans and Williston and
28 although we facilitated a meeting awhile back it hasn't been resolved. The town feels VTrans
29 should be paying stormwater fees to the town for state roads.

30 c. Mid-year staff evaluations. Charlie noted we're finalizing staff mid-year evaluations.

31 d. Town Reports. We're preparing our annual town reports to send to our municipalities outlining
32 work done in the FY15 fiscal year.

33 e. Project Management Update. We're working on updating Sharepoint (our project management
34 software) to be more responsive to our needs.

35 f. Memo of Understanding. The MPO has historically had an MOU with CCTA, CCRPC, and VTrans,
36 as required by federal law. We've drafted revisions to the 2002 MOU and just had a meeting
37 with Michele Boomhower of VTrans, CCTA, and our staff to finish it up. We hope to bring this to
38 the CCRPC board for consideration later this year.

39 g. Richmond Creamery. We've had a request from folks trying to redevelop the Richmond
40 Creamery property in Richmond to play a transitional ownership role in the project. It will help
41 the project get grant funds for redevelopment with a government or non-profit transitional
42 owner. Charlie talked to Andy and Chris and they decided that we'd help in any way we can,
43 short of that. Members agreed.
44

- 1 10. Agenda Review – September 16, 2015 meeting. Members reviewed the proposed agenda. It was
2 noted we should add an update on the TMDL, since the draft is out for public review. We should
3 also make it very clear that training session begins at 5:30 and that dinner will be served.
4
- 5 11. Other Business. There was none.
6
- 7 12. Executive Session, if needed. MIKE O’BRIEN MADE A MOTION TO GO INTO EXECUTIVE SESSION AT
8 7:00 P.M. TO DISCUSS PERSONNEL ISSUES. LOU MOSSEY SECONDED AND THE MOTION CARRIED
9 UNANIMOUSLY.
10 MIKE O’BRIEN MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 7:25 P.M. LOU MOSSEY
11 SECONDED AND THE MOTION CARRIED UNANIMOUSLY.
- 12 13. Adjournment. JOHN ZICCONI MADE A MOTION, SECONDED BY LOU MOSSEY TO ADJOURN THE
13 MEETING AT 7:26 P.M. MOTION CARRIED UNANIMOUSLY.
- 14 Respectfully submitted,
15
16
17 Bernadette Ferenc

August 6, 2015

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

RE: David Villeneuve & VT Route15 LLC, Jericho; Application #4C0427-6

Dear Mr. Keibel:

The Chittenden County Regional Planning Commission's Staff and Executive Committee have reviewed this Act 250 application for a Project described as redevelopment of an existing building by removing 4,630sf, adding 5,200sf addition and renovate the remaining 12,800sf building with associated utilities, landscaping, and parking on Lot #3. The Project is located on 364 Route 15, in Jericho, VT. The project has received approval from the Jericho Development Review Board. **We offer the following comments:**

The project is located within the Village Planning Area as defined in the Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan*. We find this project to be consistent with the Planning Areas for the following reasons:

1. The Village Planning Area is identified in the Plan as an area planned for growth, and therefore this project helps implement Strategy #2 of the Plan which calls for 80% of new development in the areas planned for growth.
2. The project is proposed to be served by municipal water, an onsite wastewater disposal system and is located along a CCTA transit service route with plans to locate a park and ride facility at an adjacent parcel.
3. The density and uses are consistent with the local regulations.

Therefore, we find this project to be in conformance with the Planning Areas of the *2013 Chittenden County Regional Plan*.

We also find that this project meets the requirements of Criterion 9(L) as it is located within a state designated Village Center. It looks like the supplemental information submitted by the Applicant on July 7, 2015 indicates that this project is not within a designated Village Center, so we'd like to clarify that the project location is indeed physically located within a village center area designated under 24 V.S.A., chapter 76A.

Regarding transportation, we participated in conversations with the Applicant, Town, VTrans and CCTA regarding access to the project, and relocation and access for CCTA's park and ride. We agree with the solutions reached, and conditions for future monitoring as described in VTran's Letter of Intent dated July 21, 2015. In addition, we appreciate the bike racks, and pedestrian connections that have been included in the proposal.

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,

A handwritten signature in blue ink that reads "Charlie Z Baker". The signature is written in a cursive style with a large, stylized 'C' and 'B'.

Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service

September 3, 2015

Mrs. Susan M. Hudson, Clerk
Vermont Public Service Board
Drawer 20, 112 State Street
Montpelier, VT 05620-2701

**RE: GMPSolar – Richmond, LLC, Docket No. 8564
Certificate of Public Good- Section 248 Permit Application**

Dear Mrs. Hudson:

Chittenden County Regional Planning Commission has reviewed the Section 248 application submitted by GMPSolar – Richmond, LLC, Docket No. 8564, for a Certificate of Public Good ("CPG") to construct a 2.0 MW solar electric generation facility off of Governor Peck Highway in Richmond, Vermont. We understand that the Richmond Selectboard is aware of this project and has chosen not to take a position on this application.

This project is located in the Rural Planning Area as defined in the 2013 Chittenden County Regional Plan, entitled the *Chittenden County ECOS Plan* (the Plan). The Plan specifically states that "The Rural Planning Area...provides for low density commercial, industrial, and residential development...that is compatible with working lands and natural areas." The Plan is not intended to prescribe uses and we find that this project – which will not permanently change the use of the land or negatively impact the ability of surrounding lands to remain in agricultural use—is not inconsistent with this planning area. We understand that while the project will result in a disturbance of the 50' buffer of Class 2 wetlands on the site, the disturbance will be primarily related to the removal of an existing debris and sand pile. We also understand that construction will be designed to avoid direct impact on the wetland and that the petitioner will file for a Vermont Wetland Permit. Furthermore, when taking into consideration the energy goals and actions within the Plan that aim to increase renewable energy generation, we find this project to be in conformance with the 2013 Chittenden County Regional Plan.

Due to the detailed level of analysis of renewable energy facilities and its impacts by the Public Service Board, CCRPC will only give specific attention in its Section 248 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*. We do not have any transportation related comments for this petition.

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

September 3, 2015

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

RE: Dorset East Associates, LLC, South Burlington; Application #4C0948-7

Dear Mr. Keibel:

The Chittenden County Regional Planning Commission's Staff and Executive Committee have reviewed this Act 250 application for a Project described as a request to amend Condition #14 of LUP #4C0948-EB and partial findings under Criteria 9(B) and 9(L). The development proposed is for 36 units of duplex and single family housing on 10.3 acres; and the permanent protection of 35.7 acres on-site and 29.55 acres on another parcel (1,000 feet to the north). The Project is located at 2000 Dorset Street, in South Burlington, VT. The project has not yet been submitted to the City of South Burlington for local review. **We offer the following comments:**

The project is located within the Suburban Planning Area as defined in the Chittenden County Regional Plan, entitled the *2013 Chittenden County ECOS Plan*. We find this project to be consistent with the Planning Areas for the following reasons:

1. The Suburban Planning Area is identified in the Plan as an area planned for growth, and therefore this project helps implement Strategy #2 of the Plan which calls for 80% of new development in the areas planned for growth.
2. The project is located within the municipal water and sewer service areas, while it is not located within a CCTA transit service route, it does appear that there would be access to recreational pathways that head north on Dorset Street, and west on Midland Avenue.
3. The density and uses appear to be consistent with the local regulations, though they have not been through South Burlington development review yet.

Therefore, we find this project to be in conformance with the Planning Areas of the *2013 Chittenden County Regional Plan*.

We also find that this project meets the requirements of Criterion 9(L). We find that this area does not meet the exact definition of "existing settlement". Therefore, under Criterion 9(L), the applicant must show that any project outside an existing settlement:

- i. Makes efficient use of land, energy, roads, utilities and other infrastructure, and either:
- ii. Will not contribute to strip development, or
- iii. If the project is "confined to" existing strip development, it incorporates infill and minimizes the characteristics of strip development.

Because this proposal is located within the municipal water and sewer service area, and is clustered to the road we find that this proposed project is making efficient use of land, energy, roads, utilities and other infrastructure. Secondly, we find that this proposed project is residential and therefore not contributing to strip development.

Regarding transportation, the Applicant is only requesting a determination on Condition #14 of the existing permit,

9(B) and 9(L) at this time. We also understand that the development proposal is just a concept at this point, but we recommend that the northern access road line up with Midland Avenue when designed.

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,

A handwritten signature in blue ink that reads "Charlie Z Baker".

Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service

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

4 DATE: Tuesday, September 1, 2015
5 TIME: 9:00 a.m.
6 PLACE: CCRPC Offices, 110 West Canal St. Winooski, VT
7

8 **Members Present**

9 Bruce Hoar, Williston
10 Warner Rackley, Colchester Alternate
11 Bob Henneberger, Senior Citizens
12 Mary Anne Michaels, Railroad Industry
13 Dennis Lutz, Essex
14 Dave Armstrong, CCTA
15 Amy Bell, VTrans
16 Dean Bloch, Charlotte
17 Dick Hosking, VTrans – District 5
18 Charlene Wallace, Bicycle/Pedestrian
19 Dean Pierce, Shelburne
20 Chris Jolly, FHWA
21 Nicole Losch, Burlington
22 Amanda Hanaway-Corrente, BTV
23 Sandy Thibault, CATMA
24 Katherine Sonnick, Jericho
25

Staff Present

Eleni Churchill, Transportation Program Manager
Chris Dubin, Transportation Planner
Christine Forde, Senior Transportation Planner
Jason Charest, Senior Transportation Planning Engineer
Bryan Davis, Senior Transportation Planner
Charlie Baker, Executive Director
Sai Sarepalli, Transportation Planning Engineer
Marshall Distel, Transportation Planner
Peter Keating, Senior Transportation Planner
Regina Mahony, Planning Program Manager

Others Present

Dan Krechmer, Cambridge Systematics
John Olin, Hoyle Tanner

26
27 Peter Keating convened the meeting at 9:05 AM. With a couple of new members in attendance, Peter
28 started with introductions. Peter also noted a proposed TIP amendment memo that Christine had passed
29 around and this will be added as new agenda item #4A.
30

31 **1. Consent Agenda**

32 There were no consent agenda items this month.
33

34 **2. Approval of Minutes**

35 A MOTION WAS MADE TO APPROVE THE MINUTES OF JUNE 2, 2015 BY BRUCE HOAR AND
36 SECONDED BY BOB HENNEBERGER. THE MOTION PASSED UNANIMOUSLY.
37

38 **3. Public Comments**

39 There were none.
40

41 **4. VTrans Rail Plan Comments**

42 Peter referred members the memo in the meeting packet and provided background information on this.
43 VTrans completed their latest update to the draft State Rail Plan this past June and has been presenting the
44 document, including a July Essex Junction meeting, and soliciting comments from interested parties.

45 The document itself contains the following primary elements:

- 46 • A system inventory of infrastructure and services and system performance;
- 47 • An analysis of current levels of use for both freight and passenger rail and expected future
48 network needs;
- 49 • Establishes rail network vision, goals and objectives; and
- 50 • Includes a recommended capital plan to address future investment needs.

1 Peter noted that in the past comments to state plans came from the staff level, but that the Town of
2 Charlotte has raised municipal concerns regarding rail car storage and the transport of hazardous
3 materials, and recommended that this Plan deserves a regional response from the CCRPC.

4
5 The CCRPC Executive Committee reviewed preliminary staff comments at their August 5th meeting and
6 made some minor revisions and asked that the TAC next provide their review and comments. The Board
7 will review these and make a decision on the content to send to VTrans at their monthly meeting on
8 September 16th.

9 Peter also noted that although there a few areas where we feel the Plan could be revised/improved, it's
10 noteworthy that VTrans top rail priorities align closely with the rail project list from the Metropolitan
11 Transportation Plan (MTP) and he noted that this was the subject of the first paragraph in the draft
12 comments that he next went over. These included:

- 13 • The priority areas that VTrans and the CCRPC MTP are in agreement on,
- 14 • Seeking more specific information on the Burlington Railyard Enterprise project costs,
- 15 • Needed investment in improvements to the Essex Junction Rail station, and
- 16 • More information/recognition of the emergency management responsibilities of local
17 governments.

18
19 The following points/comments came up under discussion:

- 20 • Support the VTrans priority of bringing passenger rail into Burlington from Rutland.
- 21 • The Plan is a requirement of the Federal Railroad Administration and necessary in order to get
22 federal funding for projects. The FRA regulates rail and approves the Plan
- 23 • The Plan should not work in contradiction to local plans and should respect community priorities.
- 24 • The Essex Junction station is a multimodal hub and economic development asset.
- 25 • Recall the LAC Mégantic disaster in Quebec and the need/importance of local emergency
26 management responsibilities and their equipment.
- 27 • Include more specificity about rail siding locations.

28
29 Peter will revise the draft comments to include points made by the TAC and get the revision back to the
30 TAC for their review. We would like to get any reactions back to staff no later than next Tuesday
31 September 8th.

32
33 DENNIS LUTZ MADE A MOTION TO APPROVE THE COMMENTS AS REVISED. THE MOTION
34 WAS SECONDED BY DICK HOSKING AND PASSED UNANIMOUSLY.

35 36 **4B. FY16 TIP Amendment**

37 Christine presented this item explaining that the project – Essex Junction Pearl Street Improvements – is
38 ready for right-of-way in FY15 while the TIP has it in FY16. The amendment will move the \$60,000
39 forward into FY15. Christine explained that this normally would've been a minor amendment and put on
40 the consent agenda but we did not receive the request until after the agenda had gone out necessitating
41 adding it today and giving it its own agenda item. DICK HOSKING MADE A MOTION TO
42 RECOMMEND APPROVAL OF THE TIP AMENDMENT. DENNIS LUTZ SECONDED AND THE
43 MOTION PASSED UNANIMOUSLY.

44 45 **5. Intelligent Transportation Systems (ITS) Plan**

46 Sai introduced Dan Krechmer of Cambridge Systematics, the project consultant, to give a project update.
47 Dan's presentation focused on ITS architecture which is designed to provide a definitive and consistent
48 framework to guide the planning and deployment of ITS throughout the country. The Chittenden County

1 project has been underway for year and is nearing completion. Dan described the regional context and
2 planning factors for Chittenden County for ITS as:

- 3 • Rural and small urban area environment
- 4 • Key factors influencing mobility and safety
 - 5 ○ Tourism
 - 6 ○ Weather
 - 7 ○ Incidents
 - 8 ○ Traffic bottlenecks
 - 9 ○ Safety hotspots
 - 10 ○ Commercial vehicle traffic
- 11 • Needs/projects identified in previous plans

12 He described the results of doing a regional gaps and needs analysis as well as the recommendations from
13 earlier ITS planning efforts on our region. An important factor in completing this plan in conformance
14 with the national architecture is to be eligible for federal funding for the project recommendations. Dan
15 also described operational diagrams that combine individual ITS projects into a regional approach that
16 illustrate data flows between projects. He also used three project examples for their specific operational
17 diagrams:

- 18 • Transit service
- 19 • Traveler information, and
- 20 • Commercial vehicle

21 Dan said that we're awaiting comments to this draft plan and will then make revisions as needed. There
22 will also be a cost/benefit component added as well before finalizing.

23
24 Dick Hosking let members know that if they wanted to learn more about automatic vehicle location
25 (AVL) technology to contact him. Dennis Lutz supports Dynamic Message signs for improved event
26 management and that the relative low cost of this technology would be very beneficial. Sandy Thibault
27 reported that CATMA extensively uses social media to get information to their members.

28 29 **6. CCRPC Long Range Planning Committee**

30 Regina Mahony reported that following completion of the ECOS Regional Sustainability Plan, a third
31 party review revealed a few deficiencies that required Plan amendments. Staff is seeking one or two TAC
32 volunteers to serve on the Long Range Planning Committee that will provide advice/oversight to the
33 needed Plan amendments about to be developed by staff. Interested members should get in touch with
34 Regina.

35 36 **7. Status of Projects and Subcommittee Reports**

37 Peter referred members to the project list on the back of the meeting agenda and asked members for
38 comments or any questions. Dennis Lutz asked about the Water Quality Committee discussed at the last
39 TAC meeting in June. Charlie Baker reported that the Board discussed this in July and approved
40 establishing a new Water Quality Committee that would oversee programs related to the CCRPC efforts
41 in assisting ANR with basin planning and surface water management. They would undertake water
42 quality related technical assistance and policy activities and coordinate activities with the TAC. The
43 committee may also: review and recommend to the board water quality program recommendations and
44 priorities; review and recommend water quality studies for inclusion in UPWP; and review completed
45 CCRPC studies related to water quality issues.

46 47 **8. CCRPC July Board Meeting Report**

48 The Board met on July 15th and held a public hearing on, and approved, the TIP.
49
50

1 **9. Chairman's/Members Items**

2 Peter mentioned the next round of the VTrans Transportation Alternatives program was recently
3 announced and applications due by October 16th.

4
5

6 The meeting adjourned at 10:15 a.m.

7
8

8 Respectfully submitted,

9
10

10 Peter Keating

DRAFT