

1 Chittenden County Regional Planning Commission
2 Regular Meeting & Public Forum
3 Minutes

4
5 **DRAFT**
6

7 DATE: Wednesday, January 18, 2017

8 TIME: 6:00 p.m.

9 PLACE: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404

10 PRESENT: Bolton: Joss Besse Buel's Gore: David Scherr
11 Burlington: Andy Montroll Charlotte: Jim Donovan
12 Colchester: Absent Essex: Jeff Carr
13 Essex Jct: Dan Kerin Hinesburg: Andrea Morgante
14 Huntington: Barbara Elliott Jericho: Catherine McMains
15 Milton: Henry Bonges, Alt. Richmond: Bard Hill (6:02)
16 St. George: Jeff Pillsbury Shelburne: John Zicconi
17 So. Burlington: Chris Shaw Underhill: Brian Bigelow
18 Westford: Dave Tilton (6:01) Williston: Chris Roy
19 Winooski: Mike O'Brien VTrans: Amy Bell
20 Business/Industry: Absent Conservation/Environment: Don Meals
21 Socio/Econ/Housing: Lisa Falcone
22 Ex-Officio: CCTA: Absent FHWA: Absent
23 BIA : Absent FTA : Absent
24 Others : Matthew Langham, VTrans Joe Colangelo, Shelburne Town Manager
25 Bob Henneberger, TAC Scott Moody, CCTV cameraman
26 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
27 Eleni Churchill, Trans. Program Mgr. Dan Albrecht, Senior Planner
28 Marshall Distel, Transportation Planner Christine Forde, Sr. Transportation Planner
29 Lee Krohn, Senior Planner Bernie Ferenc, Trans. Business Manager
30

31 1. Call or Order/Changes to the Agenda: The meeting was called to order at 6:00 p.m. by the Chair,
32 Chris Roy. There were no changes to the agenda.
33

34 2. Public Comment Period for items not on the agenda. There were none.
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36 3. Action on Consent Agenda. There were no items on the consent agenda.
37

38 4. Approve Minutes of November 16, 2016 Meeting. CATHERINE MCMAINS MADE A MOTION,
39 SECONDED BY JIM DONOVAN, TO APPROVE THE MINUTES OF NOVEMBER 16, 2016, WITH
40 CORRECTIONS IF ANY. Catherine suggested a change on page 5, item 11 – change “There” to
41 “These”. Jim Donovan had a question on page 2, Tactical Basin Plan Recommendations – he
42 suggested we add the letter as an attachment to the minutes, rather than trying to explain the
43 meaning of the “xx” referred to. MOTION CARRIED WITH JOHN ZICCONI AND DAVE TILTON
44 ABSTAINING.
45

46 5. FY 18 UPWP Public Forum. Chris Roy asked if there were members of public who wanted to submit
47 requests. There were none, but he left the public forum open in case someone comes in. Jeff Carr
48 noted that when we ask for projects people need to understand that there is a process and that

1 requests need to go through the municipalities. There's a committee that will review all applications
2 and measure them against programmatic goals, ECOS goals, budget constraints, etc.; and make
3 recommendations to the board.
4

5 6. Regional Dispatch Update. Joe Colangelo, Shelburne Town Manager, came to the meeting to
6 expand on the presentation he made at the legislative breakfast about dispatch/PSAP (Public Safety
7 Answering Point) inefficiencies. Dispatching and 911 call taking are two different functions (for the
8 most part.) Dispatchers talk to public safety employees (police officers, fire/rescue departments to
9 tell them where to go. 911 call takers (in call centers or PSAP) receive the 911 calls from the public
10 (typically in stressful situations). In Chittenden County, there are two primary PSAPs - Williston
11 State Police and Shelburne Dispatch. In Chittenden County, there are 8 dispatch centers – some
12 dispatch centers like So. Burlington and Burlington only dispatch for their police, fire, emergency
13 departments. Milton contracts with Colchester. Shelburne Dispatch dispatches for 40+ agencies in
14 three different counties. He then gave some scenarios of how this works between 911 call takers vs.
15 dispatchers in various towns which shows how delays can happen. He feels that it doesn't make
16 sense that there are multiple different dispatch centers in Chittenden County. The study we've
17 undertaken is to show how we could provide better service to our citizens. There should be a
18 general manager for the county who knows how to dispatch and can be in charge of that service.
19 We are both over staffed and under staffed because they are all spread out and need to be in one
20 location to cover each other. When asked if someone calls from their land line will the call taker
21 know where to location is, Joe said yes. However, if you call from your cell phone, you can reach a
22 call taker from neighboring states or countries. Joe noted that according to dispatchers, there is
23 something lost without local knowledge of the area (i.e. call is answered in St. Albans for a
24 Chittenden County municipality). When it was noted that the system sends a 911 call to the call
25 taker who's been sitting idles the longest, members asked why it couldn't be sent to the nearest
26 available location. A brief discussion ensued. Joe Colangelo noted that in their research they found
27 an article from 1967 that said we should consolidate dispatch. Charlie noted the consultant is
28 finishing the technical report by January 31st and there will be a presentation at South Burlington
29 City Hall in the afternoon for police, fire and rescue departments to attend, and an evening
30 presentation for elected officials. Lee Krohn has been CCRPC's project manager on this. Some
31 managers have been working together on the governance part of this and CCRPC members should
32 know there may be a role for CCRPC in the interim and potentially in the long term. Members
33 thanked Joe Colangelo for coming.
34

35 7. Bylaws Amendments – Approve for municipal review and warn for public hearing. Charlie noted
36 that for CCRPC to enter into an inter-municipal services agreement, according to the legislation
37 passed last year, requires a bylaws amendment. Last spring, we heard about stormwater group
38 wanting to have just one agreement with MS4 group. So, last fall we began work on amending our
39 bylaws. Another bylaw change started a year ago, when we formed the ad hoc Clean Water
40 Advisory Committee (CWAC). We asked them to give feedback by the end of 2016 on whether they
41 should become a standing committee. Two other changes include changing terms of officers from
42 maximum of two years to four; and to change "encourage" to "expected" relating to CCRPC board
43 members serving on committees. We need to send these proposed amendments to the
44 municipalities for their review and hold a public hearing before we take action. Andy Montroll said
45 the Board Development Committee reviewed the bylaws and made suggested changes which then
46 went to the Executive Committee. **ANDY MONTROLL MADE A MOTION, SECONDED BY JEFF CARR,
47 TO FORWARD THESE DRAFT BYLAWS TO THE MUNICIPALITIES FOR A 30-DAY REVIEW AND WARN A
48 PUBLIC HEARING FOR OUR MARCH BOARD MEETING. MOTION CARRIED UNANIMOUSLY.**

- 1
2 8. All Hazards Mitigation Plan (AHMP). Dan Albrecht reviewed the presentation agenda: set stage for
3 Board consideration of adoption of Multi-Jurisdictional All-Hazards Mitigation Plan in February or
4 March; Recap of Hazard Mitigation & Multi-Jurisdictional & Local Hazard Mitigation Plans; Describe
5 hazards, assess risks & vulnerabilities and develop strategies; and detail on draft six categories of
6 regional action. He reviewed the definition of Mitigation & Hazard Mitigation Planning. He noted
7 one key thing to stress is that mitigation is one of the four phases of emergency management, which
8 also include Preparedness, Response and Recovery. We have done these plans twice before (in
9 2005 and again in 2011). We anticipate FEMA approval in late winter 2017. The plans are a pre-
10 requisite for Hazard Mitigation grants, and to obtain at least 12.5% from state for disaster repairs
11 under ERAF. The 2017 municipal annexes are being finalized – Emily has done 8; Dan – 6 and Lee 4
12 plans. Dan then reviewed the elements of an AHMP – hazards identification; risk assessment;
13 vulnerability analysis; and mitigation strategies. He reviewed examples of Natural Hazards;
14 Technological Hazards and Societal Hazards. He presented a slide showing federally-declared
15 disasters between 1990-2016 showing number of disasters, number of impacted municipalities;
16 total repair costs and most costly disaster. Vulnerabilities include: 486 structures located in the 100-
17 year floodplain; 205 structures in the River Corridor Protection Area; and 201 “geomorphically-
18 incompatible” culverts. He reviewed examples of municipal strategies for rural towns and urban-
19 suburban towns. He then reviewed draft regional action in 6 categories and gave examples. The
20 public has had the opportunity to be involved for both the Multi-Jurisdictional AHMP and the 18
21 municipal AHMP annexes. Next steps include staff meeting with DEMHS & FEMA on January 27th to
22 review Richmond’s AHMP which will serve as our template and we hope only minor revisions will be
23 needed. FEMA issues an “Approval Pending Adoption” (APA), CCRPC board adopted Multi-
24 Jurisdictional AHMP at February or March meeting. Remaining municipal AHMPs submitted to
25 VDEMHS/FEMA in February. FEMA issues APAs; governing bodies adopt Multi-Jurisdictional AHMP
26 and local AHMP. Andrea was glad to see ECOS mentioned as she feels it should be involved in
27 everything. She also feels we should develop the plans by watershed rather than by town. There is
28 more opportunity for inter-municipal cooperation. Charlie noted that we’re the only region that
29 does this collectively. The rest of the state does these plans individually for each municipality.
30
- 31 9. FY2017 Mid-Year UPWP & Budget Adjustment. Charlie noted that we review our budget every year
32 when we’re half way through the year. He reviewed the 11x17 budget spreadsheet showing
33 revenues and expenses. He noted 3 new tasks that came up since the beginning of the fiscal year.
34 The last two columns show the percent change and the dollar change between the adopted vs. mid-
35 year adjustment. The swings in our budget are related to the indirect rate, which is based on
36 expenses from two years ago; and they will happen every year. Chris Roy noted that our reserve is a
37 little on the light side. Our organizational goal is to have a three-month reserve. Charlie then
38 reviewed the UPWP document and tasks. Bernie noted that we have a new Appendix A showing
39 funding sources as she found an error yesterday. JEFF CARR MADE A MOTION, SECONDED BY JIM
40 DONOVAN, TO APPROVE THE MID-YEAR ADJUSTMENT INCLUDING THE NEW APPENDIX A
41 DISTRIBUTED TONIGHT. MOTION CARRIED UNANIMOUSLY.
42
- 43 10. Chair/Executive Director’s Updates.
44 a. Personnel Update. Our new part-time Finance Assistant, Michelle Thibault-Hatch, started on
45 January 3rd.
46 b. ECOS Annual Report. We are working on the annual report and a draft will be available by the
47 next meeting.

- 1 c. Municipal Roads General Permits. There is a draft framework that was sent out a week ago.
2 We'll be reviewing this with the TAC and CWAC for their input to DEC. They'll keep this open for
3 comments before final rule-making.
- 4 d. Water Quality Funding. The Treasurer developed funding recommendations for the legislature.
5 Charlie distributed copies of the Executive Summary to members. We anticipate our ad hoc
6 Water Quality Funding committee will meet again next week to develop recommendations on
7 this. One major recommendation is to use bonding in the next two years while we look for a
8 more permanent source of funding for water quality. The treasurer is trying to fill 50% of the
9 need with state revenue. There is also talk about setting up a stormwater utility locally,
10 regionally, or statewide. It's a lot to think about with that committee and we hope to have
11 something back here in February. Charlie received a call and was told that they're very
12 interested in RPC input to see what roles RPCs are interested in performing. He's told them that
13 municipalities probably don't want to collect the fees for the state. Discussion ensued as there
14 is a lot to review here. Chris Roy noted that there are already four towns that have developed
15 stormwater utilities and are dealing with funding. We're once again getting into the mindset
16 that it's the individual towns' problems and we don't need to get involved. We need to get the
17 point across that we're all part of the Lake Champlain Basin and need to have a broader vision.
18 There are also questions for farmers who are having to do much more already. Charlie noted
19 that he chairs the VAPDA Natural Resources Committee and will be testifying on this for all RPCs
20 as well as CCRPC.
- 21 e. Major TIP Amendments – Public Hearing in February. We will hold a public hearing in February
22 to review and approve a couple of major TIP amendments. In order to meet the 30-day warning
23 the Executive Committee approved the warning at its January 5th meeting.
- 24 f. Executive Directors' Report. Charlie sent the report for November/December earlier today.
25
- 26 11. Committee/Liaison Activities & Reports. These were all included in the meeting packet.
27
- 28 12. Members' Items. There were none.
29
- 30 13. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE METING
31 AT 7:25 P.M. THE MOTION CARRIED UNANIMOUSLY.
32
- 33 Respectfully submitted,
34
35 Bernadette Ferenc