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

Public Comment Period for items not on the agenda. There were none.

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

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

FY 18 UPWP Public Forum. Chris Roy asked if there were members of public who wanted to submit requests. There were none, but he left the public forum open in case someone comes in. Jeff Carr noted that when we ask for projects people need to understand that there is a process and that
requests need to go through the municipalities. There's a committee that will review all applications and measure them against programmatic goals, ECOS goals, budget constraints, etc.; and make recommendations to the board.

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

7. **Bylaws Amendments – Approve for municipal review and warn for public hearing.** Charlie noted that for CCRPC to enter into an inter-municipal services agreement, according to the legislation passed last year, requires a bylaws amendment. Last spring, we heard about stormwater group wanting to have just one agreement with MS4 group. So, last fall we began work on amending our bylaws. Another bylaw change started a year ago, when we formed the ad hoc Clean Water Advisory Committee (CWAC). We asked them to give feedback by the end of 2016 on whether they should become a standing committee. Two other changes include changing terms of officers from expected relating to CCRPC board members serving on committees. We need to send these proposed amendments to the municipalities for their review and hold a public hearing before we take action. Andy Montroll said the Board Development Committee reviewed the bylaws and made suggested changes which then went to the Executive Committee. ANDY MONTROLL MADE A MOTION, SECONDED BY JEFF CARR, TO FORWARD THESE DRAFT BYLAWS TO THE MUNICIPALITIES FOR A 30-DAY REVIEW AND WARN A PUBLIC HEARING FOR OUR MARCH BOARD MEETING. MOTION CARRIED UNANIMOUSLY.
8. All Hazards Mitigation Plan (AHMP). Dan Albrecht reviewed the presentation agenda: set stage for Board consideration of adoption of Multi-Jurisdictional All-Hazards Mitigation Plan in February or March; Recap of Hazard Mitigation & Multi-Jurisdictional & Local Hazard Mitigation Plans; Describe hazards, assess risks & vulnerabilities and develop strategies; and detail on draft six categories of regional action. He reviewed the definition ofMitigation & Hazard Mitigation Planning. He noted one key thing to stress is that mitigation is one of the four phases of emergency management, which also include Preparedness, Response and Recovery. We have done these plans twice before (in 2005 and again in 2011). We anticipate FEMA approval in late winter 2017. The plans are a prerequisite for Hazard Mitigation grants, and to obtain at least 12.5% from state for disaster repairs under ERAF. The 2017 municipal annexes are being finalized – Emily has done 8; Dan – 6 and Lee 4 plans. Dan then reviewed the elements of an AHMP – hazards identification; risk assessment; vulnerability analysis; and mitigation strategies. He reviewed examples of Natural Hazards; Technological Hazards and Societal Hazards. He presented a slide showing federally-declared disasters between 1990-2016 showing number of disasters, number of impacted municipalities; total repair costs and most costly disaster. Vulnerabilities include: 486 structures located in the 100-year floodplain; 205 structures in the River Corridor Protection Area; and 201 “geomorphically-incompatible” culverts. He reviewed examples of municipal strategies for rural towns and urban-suburban towns. He then reviewed draft regional action in 6 categories and gave examples. The public has had the opportunity to be involved for both the Multi-Jurisdictional AHMP and the 18 municipal AHMP annexes. Next steps include staff meeting with DEMHS & FEMA on January 27th to review Richmond’s AHMP which will serve as our template and we hope only minor revisions will be needed. FEMA issues an “Approval Pending Adoption” (APA), CCRPC board adopted Multi-Jurisdictional AHMP at February or March meeting. Remaining municipal AHMPs submitted to VDEMHS/FEMA in February. FEMA issues APAs; governing bodies adopt Multi-Jurisdictional AHMP and local AHMP. Andrea was glad to see ECOS mentioned as she feels it should be involved in everything. She also feels we should develop the plans by watershed rather than by town. There is more opportunity for inter-municipal cooperation. Charlie noted that we’re the only region that does this collectively. The rest of the state does these plans individually for each municipality.

9. FY2017 Mid-Year UPWP & Budget Adjustment. Charlie noted that we review our budget every year when we’re half way through the year. He reviewed the 11x17 budget spreadsheet showing revenues and expenses. He noted 3 new tasks that came up since the beginning of the fiscal year. The last two columns show the percent change and the dollar change between the adopted vs. mid-year adjustment. The swings in our budget are related to the indirect rate, which is based on expenses from two years ago; and they will happen every year. Chris Roy noted that our reserve is a little on the light side. Our organizational goal is to have a three-month reserve. Charlie then reviewed the UPWP document and tasks. Bernie noted that we have a new Appendix A showing funding sources as she found an error yesterday. JEFF CARR MADE A MOTION, SECONDED BY JIM DONOVAN, TO APPROVE THE MID-YEAR ADJUSTMENT INCLUDING THE NEW APPENDIX A DISTRIBUTED TONIGHT. MOTION CARRIED UNANIMOUSLY.

10. Chair/Executive Director’s Updates.
   b. ECOS Annual Report. We are working on the annual report and a draft will be available by the next meeting.
c. **Municipal Roads General Permits.** There is a draft framework that was sent out a week ago. We’ll be reviewing this with the TAC and CWAC for their input to DEC. They’ll keep this open for comments before final rule-making.

d. **Water Quality Funding.** The Treasurer developed funding recommendations for the legislature. Charlie distributed copies of the Executive Summary to members. We anticipate our ad hoc Water Quality Funding committee will meet again next week to develop recommendations on this. One major recommendation is to use bonding in the next two years while we look for a more permanent source of funding for water quality. The treasurer is trying to fill 50% of the need with state revenue. There is also talk about setting up a stormwater utility locally, regionally, or statewide. It’s a lot to think about with that committee and we hope to have something back here in February. Charlie received a call and was told that they’re very interested in RPC input to see what roles RPCs are interested in performing. He’s told them that municipalities probably don’t want to collect the fees for the state. Discussion ensued as there is a lot to review here. Chris Roy noted that there are already four towns that have developed stormwater utilities and are dealing with funding. We’re once again getting into the mindset that it’s the individual towns’ problems and we don’t need to get involved. We need to get the point across that we’re all part of the Lake Champlain Basin and need to have a broader vision. There are also questions for farmers who are having to do much more already. Charlie noted that he chairs the VAPDA Natural Resources Committee and will be testifying on this for all RPCs as well as CCRPC.

e. **Major TIP Amendments – Public Hearing in February.** We will hold a public hearing in February to review and approve a couple of major TIP amendments. In order to meet the 30-day warning the Executive Committee approved the warning at its January 5th meeting.

f. **Executive Directors’ Report.** Charlie sent the report for November/December earlier today.

11. **Committee/Liaison Activities & Reports.** These were all included in the meeting packet.

12. **Members’ Items.** There were none.

13. **Adjournment.** JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE MEETING AT 7:25 P.M. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bernadette Ferenc