

**Chittenden County Regional Planning Commission  
Regular Meeting Minutes**

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**Date:** Wednesday, April 15, 2015  
**Time:** 6:00 p.m.  
**Place:** CCRPC Offices; 110 W. Canal Street, Suite 202, Winooski, VT 05404  
**Members:**

- |  |  |
|--|--|
| 9 Bolton, Joss Besse                                     | 21 St. George, Barbara Young             |
| 10 Buels Gore, Absent                                    | 22 Shelburne, John Zicconi               |
| 11 Burlington, Andy Montroll                             | 23 S. Burlington, Chris Shaw             |
| 12 Charlotte, Absent                                     | 24 Underhill, Brian Bigelow              |
| 13 Colchester, Marc Landry                               | 25 Westford, Dave Tilton                 |
| 14 Essex, Jeff Carr                                      | 26 Williston, Absent                     |
| 15 Essex Junction, Jeff Carr (2 <sup>nd</sup> Alternate) | 27 Winooski, Mike O'Brien                |
| 16 Hinesburg, Andrea Morgante                            | 28 VTrans, Amy Bell                      |
| 17 Huntington, Barbara Elliott                           | 29 Socio/Econ/Housing, Justin Dextrateur |
| 18 Jericho, Catherine McMains                            | 30 Conservation/Environ., Absent         |
| 19 Milton, Lou Mossey                                    | 31 Industrial/Business, Absent           |
| 20 Richmond, Absent                                      |  |

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

- |                                     |                              |
|-------------------------------------|------------------------------|
| 34 Burlington Int'l Airport, Absent | 37 FTA, Absent               |
| 35 CCTA, Karen Walton               | 38 Railroad Industry, Absent |
| 36 FHWA, Absent                     |                              |

**Others:**

- |   |                      |
|---|----------------------|
| 40 Diane Meyerhoff, Third Sector Assoc. | 41 Scott Moody, CCTV |
|---|----------------------|

**Staff:**

- |  |  |
|--|--|
| 43 Charlie Baker, Executive Director       | 49 Chris Dubin, Transportation Planner     |
| 44 Dan Albrecht, Senior Planner            | 50 Bernadette Ferenc, Trans. Business Mgr. |
| 45 Jason Charest, Sr. Trans. Planning Eng. | 51 Christine Forde, Sr. Trans. Planner     |
| 46 Eleni Churchill, Trans. Manager         | 52 Regina Mahony, Planning Manager         |
| 47 Forest Cohen, Business Manager          | 53 Melanie Needle, Senior Planner          |
| 48 Bryan Davis, Sr. Transportation Planner |  |

**1. Call to Order; Changes to the Agenda**

The meeting was called to order at 6:04PM by the Chair, Andy Montroll. There were no changes to the agenda. Andy welcomed Karen Walton, the new representative from CCTA.

**2. Public Comment Period on Items NOT on the Agenda.** There were none.

**3. Approve Consent Agenda (MPO Business).** JEFF CARR MADE A MOTION, DULY SECONDED BY MARC LANDRY, TO ACCEPT THE CONSENT AGENDA FOR FY2015-2018 TRANSPORTATION IMPROVEMENT PROGRAM MINOR AMENDMENTS. THE MOTION CARRIED UNANIMOUSLY.

**4. Approve Minutes of March 18, 2015 Meeting**

MARC LANDRY MADE A MOTION, DULY SECONDED BY CATHERINE MCMAINS, TO APPROVE THE MINUTES OF MARCH 18, 2015 WITH CORRECTIONS.

During discussion, the following corrections were made:

- Page 1, line 20: Brian Bigelow is not the Richmond Representative.

- 1 • Page 4, line 28: Strike “original motion” and replace with “motion to amend.”  
2 • Page 3, line 10: If Winooski abstained, two abstentions should be recorded. Mike O’Brien noted that  
3 he voted in favor of this item and asked that the table be corrected.  
4

5 Jeff Carr asked that in the future, roll call votes be recorded when a vote is not unanimous; it is  
6 important to include this information for the record and provides valuable information for those  
7 members who are unable to attend a meeting.

8 THE MOTION CARRIED UNANIMOUSLY WITH TWO ABSTENTIONS BY JOHN ZICCONI AND DAVE TILTON.  
9

## 10 **5. CCTA Presentation**

11 Karen Walton, CCTA General Manager, made a presentation about her organization.  
12

## 13 **6. Warn Public Hearing for Transportation Improvement Program (TIP) Major Amendment**

14 JEFF CARR MADE A MOTION, DULY SECONDED BY MARC LANDRY, TO WARN A PUBLIC HEARING ON  
15 MAY 20, 2015 FOR A PROPOSED FY2015 TRANSPORTATION IMPROVEMENT PROGRAM MAJOR  
16 AMENDMENT TO ADD CONSTRUCTION OF A VT128 SLOPE STABILITY SYSTEM IN ESSEX.  
17

18 Christine Forde of the CCRPC staff made a presentation regarding the \$307,000 project which will  
19 install new “green” infrastructure.  
20

21 THE MOTION CARRIED UNANIMOUSLY.  
22

## 23 **7. Warn Public Hearing on FY2016 Unified Planning Work Program (UPWP)**

24 JEFF CARR MADE A MOTION, DULY SECONDED BY CATHERINE MCMAINS, TO APPROVE THE DRAFT  
25 FY2016 UNIFIED PLANNING WORK PROGRAM AND BUDGET, WITH EDITS, AND TO WARN A PUBLIC  
26 HEARING FOR MAY 20, 2015.  
27

28 Charlie Baker reviewed the Draft FY2016 Unified Planning Work Program (UPWP) and Budget. Jeff Carr  
29 asked if all the pending grants are awarded, will the CCRPC have sufficient staff to complete the work.  
30 Charlie responded in the affirmative; the brownfields grants will primarily fund consultants.  
31

32 Charlie noted four edits to the UPWP (Jeff Carr asked that the edits be clearly noted in the final draft):

- 33 • Add a discussion of the new USDOT planning emphasis areas and how CCRPC is working to  
34 implement them. These include performance based planning/programming, regional models of  
35 cooperation, and “ladders of opportunity.”
- 36 • Include carry over funds estimated to be about \$365,000. Two projects, Shelburne Form Based Code  
37 and Milton US7, will likely carry over to FY2016 and need to be added.
- 38 • Incorporate small budget and match adjustments.
- 39 • Include minor edits to scope descriptions.

40 There was discussion of municipal project requests that were not funded. Of the fifty-five project  
41 requests, between six and eight were not funded. Charlie thanked Bryan Davis of the CCRPC staff and  
42 the UPWP committee for all their hard work.  
43

44 THE MOTION CARRIED UNANIMOUSLY.  
45

## 46 **8. All Hazards Mitigation Plan (AHMP) Presentation**

47 Dan Albrecht of the CCRPC staff described the update process for the All Hazards Mitigation Plan  
48 (AHMP), including the schedule and mitigation strategies. The updated plan will be completed by

1 August 2016. Dan asked for volunteers from the Board for the AHMP Update Committee. There was  
2 discussion about cooperation with the utilities for the plan update; Dan hasn't been able to obtain  
3 distribution line and outage maps in the past.

4

5 **9. Executive Director's Update**

6 Charlie reported that Eleni Churchill is now the Transportation Program Manager. Marshall Distel has  
7 been hired as an entry-level transportation planner and the process is underway to hire a land use  
8 planner. In the Legislature, the Water Quality Bill has a provision that the RPCs will provide technical  
9 assistance to non-MS4 communities for road and village stormwater permitting. The Monthly Project  
10 Status Report will be distributed tomorrow.

11

12 **10. Committee Reports:** Included in the Board packet.

13

14 **11. Members' Items/Other Business:** Andrea Morgante asked staff to include slides/pictures  
15 illustrating the new green infrastructure for the Vermont 128 project in Essex. Charlie noted that a  
16 funding sources summary table will be added to the Draft UPWP.

17

18 **12. Adjourn**

19 JEFF CARR MADE A MOTION, DULY SECONDED BY MIKE O'BRIEN, TO ADJOURN AT 7:35PM. THE  
20 MOTION CARRIED UNANIMOUSLY.

21

22 Respectfully submitted,

23

24 Diane Meyerhoff