

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

Date: Wednesday, January 21, 2015
Time: 6:00 p.m.
Place: CCRPC Offices; 110 W. Canal Street, Suite 202, Winooski, VT 05404
Members:

- | | |
|--------------------------------|--|
| 8 Bolton, Absent | 20 St. George, Barbara Young |
| 9 Buels Gore, Absent | 21 Shelburne, John Zicconi |
| 10 Burlington, Andy Montroll | 22 S. Burlington, Sandy Dooley (6:08) |
| 11 Charlotte, Jim Donovan | 23 Underhill, Brian Bigelow |
| 12 Colchester, Marc Landry | 24 Westford, Dave Tilton |
| 13 Essex, Jeff Carr | 25 Williston, Chris Roy |
| 14 Essex Junction, Dan Kerin | 26 Winooski, Mike O'Brien |
| 15 Hinesburg, Andrea Morgante | 27 VTrans, Amy Bell |
| 16 Huntington, Barbara Elliott | 28 Socio/Econ/Housing, Justin Dextrateur |
| 17 Jericho, Catherine McMains | 29 Conservation/Environment, Don Meals |
| 18 Milton, Absent | 30 Industrial/Business, Absent |
| 19 Richmond, Chris Granda | 31 Agriculture, No Representative |

Ex-Officio (non-voting):

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

Others:

- | | |
|---|---|
| 40 Michele Boomhower, VTrans | 43 Diane Meyerhoff, Third Sector Assoc. |
| 41 Matthew Langham, VTrans | 44 Scott Moody, CCTV |
| 42 Everett Marshall, Huntington Plan. Comm. | 45 |

Staff:

- | | |
|---|--|
| 48 Charlie Baker, Executive Director | 54 Chris Dubin, Transportation Planner |
| 49 Dan Albrecht, Senior Planner | 55 Bernadette Ferenc, Trans. Business Mgr. |
| 50 Pam Brangan, Senior Planner | 56 Christine Forde, Senior Trans. Planner |
| 51 Eleni Churchill, Sr. Trans. Plan. Engineer | 57 Emma Long, Communication Manager |
| 52 Forest Cohen, Business Manager | 58 Regina Mahony, Senior Planner |
| 53 Bryan Davis, Senior Trans. Planner | 59 Melanie Needle, Senior Planner |

1. Call to Order; Changes to the Agenda

The meeting was called to order at 6:00PM by the Chair, Andy Montroll. There were no changes to the agenda.

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

3. Approve Consent Agenda (MPO Business). There were no items on the Consent Agenda.

4. Approve Minutes of November 19, 2014 Meeting

DAN KERIN MADE A MOTION, DULY SECONDED BY JEFF CARR, TO APPROVE THE MINUTES OF NOVEMBER 19, 2014. THE MOTION CARRIED UNANIMOUSLY WITH TWO ABSTENTIONS FROM JIM DONOVAN AND JUSTIN DEXTRADEUR.

1 **5. Public Forum for FY16 UPWP Project Solicitation**

2 Bryan Davis of the CCRPC explained that the public forum is an opportunity for residents to bring town-
3 wide or regional project ideas to the CCRPC for FY16. Through Front Porch Forum postings, residents
4 were encouraged to work with municipal staff and elected officials to bring ideas forward. Bryan asked
5 that the forum stay open for the meeting’s entirety. Chair Montroll agreed to do so.
6

7 Chris Granda of Richmond shared an idea from resident Maureen Thomas. She asked that the Town
8 consider a local bus route to serve Richmond, Jonesville (especially the mobile home park), and
9 Richmond Center to allow residents to access the Park & Ride LINK Express without driving. This service
10 would allow children and seniors to access the Richmond library and market. During discussion, it was
11 determined that Richmond is not part of CCTA; member municipalities pay to provide bus service and
12 work with CCTA to develop routes. Bryan Davis noted that Richmond is discussing bus service.
13

14 **6. FY15 Mid-Year Work Program and Budget Adjustment**

15 Charlie Baker explained that the organization is half-way through the fiscal year and the mid-year
16 adjustment allows us to forecast our budget through the end of June. Charlie reviewed the status of
17 the project list. Bernie Ferenc noted that VTrans and FHWA have agreed to allocate an additional
18 \$70,000 in PL funds to cover the budget; this amount is not shown in the handout.
19

20 JEFF CARR MADE A MOTION, DULY SECONDED BY MARC LANDRY TO APPROVE THE FY15 MID-YEAR
21 WORK PROGRAM AND BUDGET ADJUSTMENT. THE MOTION CARRIED UNANIMOUSLY.
22

23 **7. Approval of Huntington Town Plan**

24 Regina Mahoney explained that the Huntington Selectboard approved the Town Plan in September
25 and the PAC reviewed it in November of 2013 and January of 2015. The PAC recommends approval.
26 She introduced Everett Marshall of the Huntington Planning Commission. Everett explained that not all
27 comments were addressed in the plan due to timing issues; but they will be addressed in the next
28 iteration of the plan. There was discussion about affordable housing targets; the Planning Commission
29 is currently revising the Town’s regulations and will address affordable housing.
30

31 JIM DONOVAN MADE A MOTION, DULY SECONDED BY DAVE TILTON, TO APPROVE HUNTINGTON’S
32 TOWN PLAN AND CONFIRM THE TOWN OF HUNTINGTON’S PLANNING PROCESS IN ACCORDANCE
33 WITH THE ATTACHED RESOLUTION. THE MOTION CARRIED UNANIMOUSLY BY VOTE OF THE
34 MUNICIPAL REPRESENTATIVES.
35

36 **8. Resolution to Recognize Michele Boomhower’s 6 Years of Service.**

37 Andy Montroll read the attached resolution recognizing Michele Boomhower. Jeff Carr, Marc Landry,
38 and Charlie Baker all thanked Michele for her tireless work on behalf of the communities and the
39 region. Michele apologized for her hasty departure; leaving was a difficult decision, but she ultimately
40 decided to take the opportunity to serve Vermont communities in a new way. She noted that the
41 VTrans Secretary recognizes the importance of Chittenden County. Michele thanked the Board and
42 staff for all the support over the years and welcomed the opportunity to continue working together.
43

44 JEFF CARR MADE A MOTION, DULY SECONDED BY JIM DONOVAN, TO APPROVE THE RESOLUTION
45 HONORING MICHELE BOOMHOWER. THE MOTION CARRIED UNANIMOUSLY.
46
47

48 **9. Resolution to Recognize Melanie Needle’s 10 Years of Service**

1 Andy Montroll read the attached resolution recognizing Melanie Needle. JEFF CARR MADE A MOTION,
2 DULY SECONDED BY CATHERINE MCMAINS, TO APPROVE THE RESOLUTION HONORING MELANIE
3 NEEDLE. THE MOTION CARRIED UNANIMOUSLY.

4
5 **10. Approve Prioritization of District Leveling Projects**

6 Christine Forde explained that these minor paving projects, done by the District, provide a thin layer of
7 pavement to improve travel. The CCRPC project prioritization ranked four projects identified by VTrans:
8 US7 (Colchester-Milton), US2 (Bolton), Vermont 2A (Essex-Colchester), and Vermont 2A (St. George-
9 Williston). JEFF CARR MADE A MOTION, DULY SECONDED BY MIKE O'BRIEN, TO APPROVE THE
10 PRIORITIZED DISTRICT LEVELING PROJECT LIST AND FORWARD IT TO VTRANS. THE MOTION CARRIED
11 UNANIMOUSLY WITH ONE ABSTENTION FROM AMY BELL.

12
13 **11. Chair Appointments to FY16 UPWP Committee**

14 Chair Andy Montroll made appointments for the FY16 UPWP Committee, including: Chris Roy, Williston
15 (Chair), Board; John Zicconi, Shelburne, Board; Andrea Morgante, Hinesburg, Board; Justin Rabidoux,
16 South Burlington, TAC; Barbara Elliott, Huntington, TAC; Joss Besse, Bolton, PAC; Ken Belliveau,
17 Williston, PAC; Amy Bell, VTrans; Chris Jolly, FHWA (ex-officio, non-voting); and Meredith Birkett, CCTA
18 (ex-officio, non-voting).

19
20 **12. ECOS Indicators Report**

21 Melanie Needle of the CCRPC staff created an ECOS Scorecard to provide updated progress indicators.
22 She demonstrated the online tool which will be available soon to the public and an outreach effort is
23 underway. Sandy Dooley suggested that the [South Burlington Energy Committee's](#) proposal to the
24 Georgetown Energy Prize be included in the indicators, as well as the [Champlain Housing Trust's](#)
25 Harbor Place facility for the homeless.

26
27 **13. Executive and MPO Directors' Updates**

28 ***13a) Legislature/Legislative Breakfast:*** The event was successful and will be held again.

29 ***13b) FY16 UPWP Project Applications are due Jan. 23***

30 ***13c) Organizational Transition:*** Eleni and Christine will be interim Transportation Co-Managers and
31 Regina will be interim Comprehensive Planning Manager. Charlie will review the budget and may hire
32 one or two entry-level planners. The Executive Committee appointed Charlie as Interim MPO Director.

33 ***13d) Monthly Project Status Report*** (to be distributed separately)

34
35 **14. Committee/Liaison Activities & Reports:** Included in the Board packet.

36 There was discussion of the new [Act 250 Criterion 9L](#), "historic settlement patterns." This criterion
37 aims to control sprawl, although the definitions are still being developed. CCRPC staff recommended
38 that the definitions not be determined now; the Legislature may revisit the criterion this year.

39
40 Sandy Dooley noted a discussion in the PAC minutes regarding more clarity for vesting. The group was
41 in favor of leaving it up to each municipality. Municipal planners weren't as concerned as our CCRPC
42 committee. PAC thought it was OK. We proposed that the rule be more uniform/consistent.

43
44
45 **15. Members' Items/Other Business:** There were none.

46
47 **16. Adjourn**

1 Any Montroll closed the Public Forum for the FY16 UPWP at 7:41. JEFF CARR MADE A MOTION, DULY
2 SECONDED BY CHRIS ROY, TO ADJOURN AT 7:42PM. THE MOTION CARRIED UNANIMOUSLY.

3
4 Respectfully submitted,
5 Diane Meyerhoff

6
7

8 **Attachments:**

- 9 1-Huntington Town Plan Resolution
10 2/3-Resolutions for Michele and Melanie
11