

CHITTENDEN COUNT REGINAL PLANNING COMMISSION  
REGULAR MEETING & PUBLIC HEARING  
MINUTES

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

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

1. Call to Order; Changes to the Agenda. The meeting was called to order at 6:00 p.m. by Mike O'Brien, Secretary-Treasurer, serving as the Acting Chair. We will amend the agenda to move Items 10 & 11 before items 8 & 9.
2. Public comment period. There were no public comments.
3. Action on Consent Agenda. There were no items on the consent agenda.
4. Approve Minutes of June 17, 2015. JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE MINUTES OF JUNE 17, 2015 WITH CORRECTIONS, IF ANY. MOTION CARRIED UNANIMOUSLY, WITH ABSENTIONS FROM DON MEALS, JIM DONOVAN AND SHARON MURRAY.
5. FFY16-19 Transportation Improvement Program (TIP) – MPO Business.
  - a. Presentation & Public Hearing. Mike O'Brien opened the public hearing at 6:02 p.m. Christine described that the TIP is a federally required document that has to be fiscally constrained based on available funding and projects ready to go to Preliminary Engineering (PE); Right of Way (ROW) or Construction (CON). The TIP must cover as least four years and must be updated every four years, but we generally update it annually. The TIP is not a wish list of projects so we must have funding. In order to have funding, it also has to be on the STIP and the Transportation Capital Program, which is the state document that the legislature approves each year. Christine then described the various sections of the TIP document. The TIP is based on the Federal fiscal year (FFY) which runs October

1 1-September 30<sup>th</sup>. 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 11<sup>th</sup> 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](http://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 areas in that it demonstrates a strong market for more downtown infill housing  
31 development. Charlie said one thing we didn't show was that the pressure on rental property is higher  
32 outside Burlington and the urban area. Charlie noted that staff would continue refining the  
33 presentation and review it with partners. Additional comments are welcome.

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

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

47

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

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

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

10  
11 Respectfully submitted,

12  
13 Bernadette Ferenc