

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
MEETING MINUTES

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Date: Wednesday, May 18, 2016
Time: 6:00 p.m.
Place: CCRPC Offices; 110 W. Canal St., Suite 202, Winooski, VT 05404
Present: Bolton: Sharon Murray, Alt. Buel's Gore: Absent
Burlington: Andy Montroll, Chair Charlotte: Jim Donovan
Colchester: Marc Landry Essex: Jeff Carr
Essex Jct.: Jeff Carr, 2nd Alt. Hinesburg: Absent
Huntington: Barbara Elliott Jericho: Catherine McMains
Milton: Lou Mossey Richmond: Bard Hill
St. George Jeff Pillsbury Shelburne: John Zicconi
So. Burlington: Sandy Dooley, Alt. Underhill: Brian Bigelow
Westford: Absent Williston: Absent
Winooski: Mike O'Brien VTrans: Sec. Chris Cole
Business/Ind.: Tim Baechle (6:50) Socio/Econ/Housing: Justin Dextrateur
Ex-Officio: CCTA: Karen Walton, Gen. Mgr. BIA: Absent
FHWA: Absent FTA: Absent
Others: Amy Bell, VTrans Planning Coor. Michele Boomhower, VTrans Policy & Planning
Staff: Charlie Baker, Executive Director Dan Albrecht, Senior Planner
Regina Mahony, Planning Prog. Mgr. Eleni Churchill, Transportation Program Mgr.
Pam Brangan, GIS, Data & IT Mgr. Melanie Needle: Senior Planner
Marshall Distel, Transportation Planner Chris Dubin: Transportation Planner
Forest Cohen, Business Manager Peter Keating, Senior Transportation Planner
Bernadette Ferenc, Trans. Bus. Mgr.

1. Call to order; Changes to the agenda. The meeting was called to order at 6:05 p.m. by the Chair, Andy Montroll. He apologized for missing the training session, but thanked Pam, Melanie and Chris for their presentations. Charlie noted that Item 5 – Agreement with CCRPC/VTrans/CCTA is MPO business. Also according to our bylaws Items 7 (UPWP & Budget) & 8 (ECOS Plan Update) will have two votes – one for transportation elements (MPO business) and another for the whole document. Andy then welcomed Chris Cole, Vermont Secretary of Transportation.
2. Public Comment Period for items not on the agenda. There were none.
3. Action on the Consent Agenda. There were no items on the consent agenda.
4. Approve Minutes April 20, 2016 Board Meeting. LOU MOSSEY MADE A MOTION TO APPROVE THE MINUTES OF APRIL 20, 2016 AS PRESENTED. JIM DONOVAN SECONDED AND THE MOTION CARRIED WITH ABSECTIONS FROM BARD HILL, SHARON MURRAY AND MIKE O'BRIEN.
5. Agreement with CCRPC/VTrans/CCTA. Charlie noted there is a memo in the meeting packet. Federal regulations require that the MPO, State and transit provider have an agreement to identify the responsibilities to cooperatively carry on transportation planning. The last one was signed 15 years ago and a lot has changed, such as CCMPO is now CCRPC. This version updates the policies and responsibilities to reflect reality, which we have been talking about for a while. There was a board discussion in November when comments were made and incorporated. He thanked Amy Bell

1 for coordinating with VTrans staff to get to this version. Andy Montroll said the Executive
2 Committee has been reviewing this for quite a while and made some changes and now recommends
3 the board approve the Agreement. Jeff Carr asked if there is any significance that we have an
4 “agreement” rather than a “memorandum of understanding (MOU)”. It was noted that the state
5 contracting policy and the State Attorney General’s office have determined that the only MOU’s the
6 state will have is between state agencies or other states. Otherwise they will have agreements or
7 contracts. MICHAEL O’BRIEN MADE A MOTION, SECONDED BY JIM DONOVAN, TO APPROVE THE
8 AGREEMENT AS DRAFTED AND AUTHORIZE THE CHAIR TO SIGN ON OUR BEHALF. MPO VOTE:
9 MOTION CARRIED WITH ONE ABSTENTION FROM JOHN ZICCONI BECAUSE OF HIS POSITION WITH
10 THE TRANSPORTATION BOARD. Jeff Carr noted that he voted for Essex and Essex Junction as their
11 2nd alternate. The agreement was then signed by Andy Montroll for CCRPC, Chris Cole for VTrans
12 and Karen Walton for CCTA, dba Green Mountain Transit.
13

- 14 6. Presentation by Chris Cole, Secretary of Transportation. Sec. Cole gave a presentation beginning
15 with a six-year budget history showing FY15 at \$685.8M; FY16 at \$616.1M and FY17 at \$612.8M.
- 16 • He showed pavement conditions from 2003-2015 which showed FY09 as the worst condition.
17 Some roads are evaluated every other year, but Interstate and NHS system are rated each year.
 - 18 • Bridge conditions showing structural deficiencies – Interstate bridges show only 1.6% deficiency.
19 We’re also doing well with state highway bridges and town highway bridges. Sec. Cole noted
20 that structural deficiency does not mean unsafe. It means some component of the bridge is
21 deficient and will be looked at in the near future. There are also functionally obsolete bridges
22 that include covered bridges, one-lane bridges, and others that have historical significance and
23 will not be fixed.
 - 24 • He then talked about FAST Act FHWA funding – which is the new five-year federal
25 transportation bill for FFY16 – FFY20. Vermont anticipates an additional \$96M over five years.
 - 26 • VTrans reorganized last year with 3 major divisions: Highway; Policy, Planning & Intermodal
27 Development; and Finance & Administration; as well as the Motor Vehicle Department.
 - 28 • Challenges facing the Agency including the gap between budget funding and expected project
29 costs. There are some major projects that would take the entire budget. The Circ as it was in
30 the capital program was not going to be built, which is why we worked with the Circ Alternatives
31 committee to come up with smaller projects that can now be built. There are a lot of roadway
32 projects and we don’t have funding to pay for them all. If all the projects were to get ready at
33 the same time (all ROW, permits, etc.) we just couldn’t get them all built. The front of the
34 Capital Program is the current year and is fiscally constrained and those projects will be built.
35 The future years are less certain.
 - 36 • Salaries and benefits at the Agency have gone up 33% between 2005 and 2015 and personal
37 service contracts have more than doubled. He can’t go out and just hire employees to get more
38 work done. He’s trying to get the right balance of employees vs. contractors (which increase a
39 project cost by 33%).
 - 40 • Sec. Cole then reviewed the status of the Circ Alternative investments Phase I, II and III projects
41 indicating where they are in the system – permitting, front of book, year of PE, ROW or CON.
 - 42 • VTrans is updating their process for project selection and prioritization in the coming year. They
43 will evaluate the standing of economic development projects which have statewide impacts;
44 and incorporate resilience and health as factors. The RPCs will be partners in this process, and
45 he feels this approach would benefit Chittenden County and other economic hubs throughout
46 the state. They’re looking to leverage private sector funds like they did in Barre downtown and
47 St. Albans to invest in infrastructure to help Vermont downtowns and villages. This is the idea

- 1 behind Stronger Communities & Better Connections, which is planning at its best, bringing
2 together funding from VTrans, ANR and ACCD.
- 3 • Review of new FY17 VT transportation bill which has over 100 pages because it includes
4 transportation and DMV. Key points include:
 - 5 i. Added \$400,000 in Class 2 town highway funds;
 - 6 ii. doubling State Funded only sidewalk program to \$300,000;
 - 7 iii. added 2 new water quality positions; converts 17 limited service positions (post Irene) to
8 permanent;
 - 9 iv. updated rail trespass laws and fines;
 - 10 v. State Aid to Town Highways (non-Federal disaster) – expands eligible projects to repair or
11 replacement of drainage structures on Class 4 Town Highways if the town documents
12 maintenance prior to the disaster;
 - 13 vi. provides VTrans with a fixed 35% credit on municipal stormwater utility charges;
 - 14 vii. adds Clean Water Fund priority funding factor for Stormwater Utility creation and
15 operation;
 - 16 viii. Vulnerable users – last year there were 4 bicyclists killed by drivers so they added \$100,000
17 additional for Share the Road education and outreach; safe passing recommended distance
18 of 4’ with \$200 fine; updated various rules of the road for cyclists; mandatory ignition
19 interlock for 2nd and subsequent DUI offenses; and
 - 20 ix. Establishes a statewide property parcel mapping program within VTrans and creates an
21 advisory board to oversee the program.
 - 22 • Other Significant Initiatives:
 - 23 i. Western Corridor rail service to Burlington \$26.4 M
 - 24 ii. Champlain Parkway \$35-40M, CON 2018
 - 25 iii. Advancement of Park & Rides in Williston (Exit 12) and Colchester (Exit 16)
 - 26 iv. CIRC Right of Way Management Plan (to keep these lands in the public domain)
 - 27 v. Transportation Systems Management & Operations (TSMO) coordination –signal upgrades
28 and systems management
 - 29 vi. Use of local options sales taxes and TIF districts for transportation investments.
 - 30 vii. Advancement of Transportation Improvement Districts to more fairly collect transportation
31 improvement funds to all parcels instead of “last one in”.

32 Marc Landry applauded keeping Circ ROW in the public domain. When Charlie asked if there is
33 anything we should be doing, Sec. Cole suggested we attend one of the four meetings the Agency
34 holds in the fall. He believes working closely with Amy is the best way to get projects started. If
35 we can show it’ll move people, goods and services to protect our existing economy it’ll have a
36 better chance. VTrans is not doing any new capacity projects and are focusing on our existing
37 assets and using a decent amount of money to grow the economy. If he can spend \$5M in a
38 community (public and private sector funds) and it’ll help grow the economy, he’d do that. When
39 John Zicconi mentioned the fact that the legislature likes to spread funds around the state, Sec.
40 Cole said when they saw in Barre that we used transportation funds, economic development
41 funds and brownfields funds that could leverage private sector funds to be successful, we can
42 build on that. When asked about “health” being a factor in projects, Sec. Cole said that bike and
43 pedestrian projects as well as transit use have a health impact. We will also use this consideration
44 in looking at low-income neighborhoods and improving intersections to reduce emissions. Charlie
45 noted that Strong Communities & Better Connections is only available to the rest of the state
46 because we receive federal planning funds for the MPO, but perhaps we can change our guidance
47 in the next cycle of UPWP development and have better connection with state agencies. We
48 could perhaps do one project a year or every other year. The program came out of Smart Growth

1 America to leverage community investment grants out of ACCD using transportation funds as
2 match to have the grant funded to move forward. One of the first steps would be to find the
3 community that needs assistance to get to that point. Amy Bell distributed a list of Circ Alternate
4 projects with updated information on each one. Andy thanked the Secretary for coming.
5

6 7. Public Hearing and Adopt FY17 UPWP & Budget. Charlie noted that every year we prepare a Unified
7 Planning Work Program (UPWP) and budget. Requests for projects go to communities and partners
8 in November, proposals come in mid-January, and the UPWP committee meets to review requests
9 and make recommendations. This year we had requests for about twice as much money as we had
10 available. We gave an overview of the tasks in this proposed UPWP, but there are two minor
11 changes. We received input from VTrans Transportation Planning Initiative to add 5-6 items to
12 deliverables in existing tasks; and Shelburne has asked to substitute their number one project for
13 another. No funding amounts change. The Executive Committee has seen these edits and Finance
14 Committee has reviewed the budget. TAC, staff, and the Executive Committee recommend approval
15 of the FY17 UPWP & Budget.
16

17 Andy opened the public hearing at 7:05 p.m. There was no one from the public in attendance. JEFF
18 CARR MADE A MOTION, SECONDED BY JIM DONOVAN, TO CLOSE THE PUBLIC HEARING AT 7:06 P.M.
19 MOTION CARRIED UNANIMOUSLY. Jeff Carr wondered if we're doing a disservice to the
20 communities by asking them to put in requests for everything they want. Charlie said one of the
21 things that seems to be changing is that a lot of projects have a more local issue rather than
22 regional. Jeff said we tend to include twice as many projects and we don't really have the capacity
23 to fund them. We may be doing a dis-service to our member communities by not including
24 information about funding constraints. John Zicconi noted that there are partners who request
25 funds as well. It was suggested we have a policy discussion as to how we better manage
26 expectations about project funding. JEFF CARR MADE A MOTION, SECONDED BY SANDY DOOLEY,
27 TO APPROVE THE TRANSPORTATION FUNDED PORTION OF THE FY17 UPWP AND BUDGET. MPO
28 VOTE:

29 Bolton:	yes	Burlington:	yes (4)	Charlotte:	yes
30 Colchester:	yes (2)	Essex:	yes	Essex Jct:	yes
31 Hinesburg:	Absent	Huntington:	yes	Jericho:	yes
32 Milton:	yes	Richmond:	yes	St. George:	yes
33 Shelburne:	yes	So. Burlington:	yes (2)	Underhill:	yes
34 Westford:	Absent	Williston:	Absent	Winooski:	yes
35 VTrans:	yes				

36 THE MOTION CARRIED UNANIMOUSLY WITH 21 OUT OF 24 VOTES; AND 15 OF 18 MUNICIPALITIES.
37

38 JEFF CARR MADE A MOTION, SECONDED BY SANDY DOOLEY, TO APPROVE THE FY17 UPWP &
39 BUDGET. MOTION CARRIED UNANIMOUSLY.
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41 Sec. Cole noted there is a Transportations Alternatives Program and half of that program is for
42 stormwater projects and he suggested that in the future communities may want to apply for those
43 funds instead of UPWP. If the money is used for planning and scoping it would be an effective way
44 to use those funds and encourage communities to do planning that will get funding for projects.
45

46 8. Second Public Hearing and Adopt ECOS Plan Update. Regina noted there is a memo and proposed
47 resolution in the meeting packet. The comments from the first public hearing have been
48 incorporated and approved by the Long Range Planning Committee and the Executive Committee.

1 Andy opened the public hearing at 7:14 p.m. There were no members of the public present. JEFF
2 CARR MADE A MOTION, SECONDED BY MARC LANDRY, TO CLOSE THE PUBLIC HEARING AT 7:15 P.M.
3 MOTION CARRIED TO CLOSE THE PUBLIC HEARING.

4
5 JEFF CARR MADE A MOTION, SECONDED BY MARC LANDRY, TO APPROVE THE METROPOLITAN
6 TRANSPORTATION PLAN (MTP) PORTION OF THE ECOS PLAN UPDATE. MPO VOTE:

7 Bolton:	yes	Burlington:	yes (4)	Charlotte:	yes
8 Colchester:	yes (2)	Essex:	yes	Essex Jct:	yes
9 Hinesburg:	Absent	Huntington:	yes	Jericho:	yes
10 Milton:	yes	Richmond:	yes	St. George:	yes
11 Shelburne:	yes	So. Burlington:	yes (2)	Underhill:	yes
12 Westford:	Absent	Williston:	Absent	Winooski:	yes
13 VTrans:	yes				

14 THE MOTION CARRIED UNANIMOUSLY WITH 21 OUT OF 24 VOTES; AND 15 OF 18 MUNICIPALITIES.

15
16 JEFF CARR MADE A MOTION, SECONDED BY MARC LANDRY, TO APPROVE THE ECOS PLAN UPDATE
17 INCLUDING MTP & CEDS AND AUTHORIZE THE CHAIR TO SIGN THE RESOLUTION. MOTION CARRIED
18 UNANIMOUSLY.

19
20 9. Chittenden County MS4 Stormwater Program Agreement. Charlie reviewed the memo in the
21 packet. Our urban municipalities with VTrans, UVM and Airport have had a separate MS4 permit
22 (Municipal Separate Storm Sewer System) with the VT Department of Environmental Conservation
23 and since 2005 they have contracted with CCRPC for the Regional Stormwater Education Program
24 (RSEP) for \$5,000/year; and for the last several years for Public Involvement and Participation
25 (Chittenden County Stream Team) for \$1,800/year. The Stream Team Agreement is set to expire on
26 June 30, 2016. Last year we made the MS4 Committee a sub-committee of the Clean Water
27 Advisory Committee (CWAC); and they've been talking about merging the agreements to do their
28 program for \$5,500/year for each entity. The draft is being reviewed by municipalities' legal
29 advisors. At the same time, the legislature started out with a COG bill which turned into an Inter-
30 municipal Services bill which is set to take effect July 1st. The legislation requires RPCs to amend
31 their bylaws to include language to allow them to contract with municipalities for inter-municipal
32 services. The Executive Committee recommends that the MS4 committee extend the Stream Team
33 Agreement through June 2017 and allow plenty of time for CCRPC and our member municipalities to
34 review and update our bylaws and then act upon the merged agreement sometime in FY17. Jim
35 Donovan wondered if the bylaws allow this now. Charlie said our bylaws and state statute were
36 silent on this. Many RPCs are doing different services other than planning. JEFF CARR MADE A
37 MOTION, SECONDED BY MARC LANDRY, THAT THE EXECUTIVE DIRECTOR BE AUTHORIZED TO
38 EXECUTE THE STREAM TEAM AGREEMENT TO EXTEND THROUGH JUNE 2017. MOTION CARRIED
39 UNANIMOUSLY.

40
41 10. Report from Board Development Committee. Lou Mossey reported that the Board Development
42 Committee (Jeff Carr, Catherine McMains & Sandy Dooley) met prior to today's meeting to confirm
43 the slate of officers for FY17 as sent in the board packet: Chris Roy, Chair; Mike O'Brien, Vice-Chair;
44 Brian Bigelow, Secretary-Treasurer; John Zicconi, At-Large for municipalities with populations
45 greater than 5,000; Barbara Elliott, At-Large for municipalities with populations lesser than 5,000;
46 and Andy Montroll, Immediate Past Chair. Elections are held at the Annual Meeting in June and
47 nominations can also come from the floor. Charlie thanked Lou Mossey who has been on the
48 Executive Committee since he was hired. Lou will be retiring from CCRPC at the end of June.

1
2 11. Executive Director’s Report.

- 3 • Legislative Update. We already discussed the Inter-Municipal Services bill. Other bills that will
4 be of interest over the next couple of years is S.230, the Energy Siting Bill. It says “optional” but
5 we pretty much have to update the energy element of our regional plan to be consistent with
6 the state Comprehensive Energy Plan. We have to do it in a way so that our plan can be
7 certified and then obtain “substantial deference” standing at the PSB. When that happens it
8 opens an option for towns to have their plans certified and get increased standing at the PSB.
9 There will be a more significant plan update to ECOS in 2018 to include MTP, Energy and CEDS.
10 Discussion continued. Charlie felt that the energy plan element is more likely to focus on criteria
11 rather than actual parcel-level mapping. (Sandy Dooley left the meeting.)
- 12 • Opioid Alliance Update. Charlie reported that we have three sources of funds coming into our
13 budget. The Project Director, Cathy Aikman, will be starting next week. Interviews for the data
14 person will be held on June 1st. Both staff will be located at the UVM Medical Center Health
15 Improvement offices on Lakeside Avenue. (Jeff Carr left.) There are about 20 agencies working
16 together on this.
- 17 • Building Homes Together Campaign. This effort has come about from our white paper on how
18 to attract more young families and technologies and our ECOS Plan which showed the need for
19 more housing in general. We had started reaching out to towns and at the same time
20 discovered that Champlain Housing Trust and Housing Vermont were beginning to have
21 discussions as well, so we decided to all work together and have the same conversation. He
22 noted that housing issue has been around for more than 30 years, although much of the interest
23 has been in affordable housing. The idea is to build more housing across the spectrum, rather
24 than just focusing on affordable housing. We have to work with towns to be sure plans and
25 zoning allow densities, since many proposed developments end up cutting the number of units
26 through the planning process.
- 27 • Reappointment letters were sent to municipalities last week. Please let Charlie or Bernie know
28 if you want someone to come to a Selectboard meeting.
- 29 • Travelsmartervt.org went live today. This will allow you to put in origin/destination and it’ll give
30 you information on the best travel mode/route. Where you can get directions and see the
31 impacts – time, cost or calories – of the commuting choices you make – by bike, by bus,
32 carpooling/carshare or by walking.
- 33 • Monthly Report was sent out last night.
- 34 • Annual Meeting/50th Anniversary Celebration will be held Wednesday, June 15, 2016 from 5:45
35 to 7:45 at the Champlain Room in the new building at Champlain College. It’s not too late to
36 register. We will have a short business meeting for elections.

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38 12. Committee/Liaison Activities and Reports. These reports are included in the meeting packet.
39

40 13. Members’ Items /other business. There was no other business.
41

42 14. Adjourn. JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO ADJOURN AT 7:40 P.M.
43 MOTION CARRIED UNANIMOUSLY.
44

45 Respectfully submitted,
46 Bernadette Ferenc