

1 **Chittenden County Regional Planning Commission**
2 **Regular Meeting Minutes**
3

4 **Date:** Wednesday, September 17, 2014
5 **Time:** 6:00 p.m.
6 **Place:** CCRPC Offices; 110 W. Canal Street, Suite 202, Winooski, VT 05404
7 **Members:**

8 Bolton, Leslie Pelch, Alternate	20 St. George, Barbara Young, Alt.
9 Buels Gore, Garret Mott	21 Shelburne, John Zicconi
10 Burlington, Andy Montroll	22 S. Burlington, Absent
11 Charlotte, Marty Illick, Alternate	23 Underhill, Brian Bigelow
12 Colchester, Absent	24 Westford, Absent
13 Essex, Jeff Carr	25 Williston, Absent
14 Essex Junction, Dan Kerin	26 Winooski, Absent
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, Miles Waite
18 Milton, Absent	30 Industrial/Business, Tim Baechle
19 Richmond, Chris Granda	31 Agriculture, No Representative

32
33 **Ex-Officio (non-voting):**

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

39 **Others:**

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

42 **Staff:**

43 Charlie Baker, Executive Director	47 Bernadette Ferenc, Trans. Business Mgr.
44 Michele Boomhower, Asst/MPO Director	48 Christine Forde, Senior Trans. Planner
45 Pam Brangan, Sr. Planner	49 Emma Long, Communication Manager
46 Jason Charest, Sr. Trans. Planning Eng.	50 Melanie Needle, Senior Planner

51
52 **1. Call to Order & Changes to the Agenda**

53 The meeting was called to order at 6:03PM by the Chair, Andy Montroll.
54

55 **2. Public Comment Period on Items NOT on the Agenda.** There were none.
56

57 **3. Approve Consent Agenda (MPO Business).**

58 JEFF CARR MADE A MOTION, DULY SECONDED BY CATHERINE MCMAINS, TO APPROVE THE CONSENT
59 AGENDA FOR MINOR AMENDMENTS TO THE FY2015 TRANSPORTATION IMPROVEMENT PROGRAM.
60 THE MOTION CARRIED UNANIMOUSLY.
61

62 **4. Approve Minutes of July 16, 2014 Meeting**

63 CATHERINE MCMAINS MADE A MOTION, DULY SECONDED BY JOHN ZICCONI, TO APPROVE THE
64 MINUTES OF JULY 16, 2014. THE MOTION CARRIED UNANIMOUSLY WITH EIGHT ABSTENTIONS FROM
65 GARRET MOTT, TIM BAECHLE, ANDY MONTROLL, LESLIE PELCH, MARTY ILICK, MILES WAITE, AMY
66 BELL, AND CHRIS GRANDA.
67

68 **5. Project Prioritization (MPO Business)**

1 Christine Forde of the CCRPC staff explained that the first two phases of the CIRC Alternatives projects
2 were not part of the CCRPC transportation prioritization process. However, Phase III projects need to
3 be included in the prioritization process. These projects have been added to the prioritization. JEFF
4 CARR MADE A MOTION, DULY SECONDED BY JOHN ZICCONI, TO APPROVE THE REVISED 2016 CCRPC
5 PRIORITIZED PROJECT LIST WITH CIRC ALTERNATIVES PHASE III PROJECTS. THE MOTION CARRIED
6 UNANIMOUSLY.

7 8 **6. Report on Interstate Interchange Projects (Exits 12, 14, 16, 17)**

9 Michele Boomhower introduced this presentation noting that there is extensive activity underway,
10 planned, or completed for the four Interstate interchanges.

- 11
12 - **Exit 14:** Christine Forde discussed the construction of the Staples third lane project, which is
13 expected to be completed in 2015.

14 15 **11. Recognition of Bernie Ferenc's 30 Years of Service**

16 Chair Andy Montroll read a resolution honoring Bernie Ferenc for thirty years of service (attached).
17 GARRET MOTT MADE A MOTION, DULY SECONDED BY AMY BELL, TO APPROVE A RESOLUTION
18 HONORING BERNADETTE FERENC FOR THIRTY YEARS OF SERVICE TO THE CCRPC. THE MOTION
19 CARRIED UNANIMOUSLY.

20 21 **6. Report on Interstate Interchange Projects (Exits 12, 14, 16, 17) - Continued**

- 22 - **Exit 16:** Jason Charest reported that due to congestion and safety issues, a new double crossover
23 diamond is in design at VTrans and the Act 250 process is underway.
- 24
25 - **Exit 12 and Vermont 2A:** Jason explained that the Williston Selectboard has endorsed short-,
26 medium- (new street configuration), and long-term (double crossover diamond interchange)
27 alternatives.
- 28
29 - **Exit 17:** Jason reported that there are immediate, short- and long-term alternatives to improve this
30 interchange.

31 32 **7. Essex Junction Comprehensive Plan**

33 Charlie Baker reviewed the recommendation of the Planning Advisory Committee and Staff. DAN KERIN
34 MADE A MOTION, DULY SECONDED BY JEFF CARR, TO APPROVE ESSEX JUNCTION'S COMPREHENSIVE
35 PLAN AND CONFIRM THE VILLAGE OF ESSEX JUNCTION'S PLANNING PROCESS IN ACCORDANCE WITH
36 THE ATTACHED RESOLUTION. THE MOTION CARRIED UNANIMOUSLY BY THE MUNICIPAL
37 REPRESENTATIVES PRESENT.

38 39 **8. Rough Draft TMDL Committee Recommendations**

40 Charlie Baker, on behalf of the TMDL Committee and in Chairman Don Meal's absence, presented the
41 draft recommendations to the Board; the recommendations will be on the October agenda for formal
42 action. John Zicconi, a member of the Committee, reported that there was consensus on the Principles;
43 the committee is still discussing funding mechanisms. He asked Board members to provide feedback
44 regarding funding to the Committee. The recommendations will be provided to David Mears and would
45 apply to all municipalities. Marty Illick suggested that a clarification be added to include private as well
46 as municipally-owned roads.

47 48 **9. Appointment of Members to Serve on Committees**

1 Chair Andy Montroll appointed members to the following Committees:

- 2 • **Finance Committee:** Debra Kobus, St. George (Chair); Jeff Carr, Essex; Chris Roy, Williston
- 3 • **Board Development Committee:** Lou Mossey, Milton (Chair); Sandy Dooley, South Burlington; Catherine
- 4 McMains, Jericho; Jeff Carr, Essex (added at the meeting)
- 5 • **Unified Planning Work Program Committee:** Chris Roy, Williston (Chair); John Zicconi, Shelburne; Andrea
- 6 Morgante, Hinesburg
- 7 • **Transportation Advisory Committee:** Bryan Osborne, Colchester TAC (Chair)
- 8 • **Planning Advisory Committee:** Joss Besse, Bolton (Chair)
- 9 • **Public Participation Plan Advisory Committee:** Debbie Ingram, Williston (Chair)
- 10 • **Long Range Planning Committee:** *hiatus*
- 11 • **Permit Integration – ad hoc Committee:** Justin Dextrateur, Socio/Econ/Housing (Chair); Brian Palaia, Milton;
- 12 Curt Carter, GBIC
- 13 • **TMDL – ad hoc Committee:** Don Meals, Environment/Conservation (Chair); John Zicconi, Shelburne; Brian
- 14 Bigelow, Underhill; Justin Dextrateur, Socio/Econ/Housing
- 15 • **VAPDA representative:** Andrea Morgante, Hinesburg; Andy Montroll, Burlington (alternate)

17 **10. Appointment of Regional Board Members**

18 Charlie noted that the CCRPC Bylaws require that the regional board members be approved every two
19 years. The staff recommends that the CCRPC approve the appointment of the following Regional
20 Representatives to the CCRPC Board:

- 21 • **Agriculture:** none
- 22 • **Socio-Economic-Housing:** Justin Dextrateur (Redstone), Alternate: Lisa Falcone (United Way)
- 23 • **Industrial/Business:** Tim Baechle (IBM), Alternate: Katie Taylor (GBIC/LCRCC)
- 24 • **Conservation/Environmental:** Don Meals, Alternate: Miles Waite
- 25 • **Railroad Industry:** Charles Hunter (New England Central Railroad), David Wulfson or Mary Anne Michaels
- 26 (Vermont Rail Systems)

27
28 GARRET MOTT MADE A MOTION, DULY SECONDED BY DAN KERIN, TO APPROVE THE STAFF-
29 RECOMMENDED SLATE FOR REGIONAL REPRESENTATIVES TO THE CCRPC BOARD FOR A TWO-YEAR
30 TERM ENDING JUNE 30, 2016. During discussion, it was determined that an agriculture representative
31 could be appointed at a later date. Regional Representatives may vote; the representatives agreed to
32 abstain for voting for themselves. THE MOTION CARRIED UNANIMOUSLY WITH FOUR ABSTENTIONS
33 FROM THE REGIONAL REPRESENTATIVES JUSTIN DEXTRADEUR, TIM BAECHLE, MILES WAITE, AND
34 CHARLES HUNTER (FOR THEIR SEATS).

36 **12. Executive and MPO Directors' Updates**

37 **12a. Committee Webpage Improvements:** Charlie reviewed the new [Committee webpage](#).

38 **12b. Monthly Project Status Report:** Charlie provided a handout of CCRPC activities. In the future, it
39 will be posted to the website with a link provided via email.

40 **12c. Public Engagement Plan Outreach:** Charlie and Michele will visit each municipality to discuss the
41 Public Engagement Plan, brief municipalities of ongoing work, and solicit FY16 planning activities.

42 **12d. November/December Board Meetings:** Charlie suggested holding a November 19th Board
43 meeting, no December meeting, and a Legislative Breakfast in early December. The Board was
44 supportive; a revised CCRPC meeting schedule will be on the October agenda for formal action.

45
46 **13. Committee/Liaison Activities & Reports:** There were none.

48 **14. Members' Items/Other Business**

1 Andrea Morgante reported that rain gardens are being installed to collect stormwater runoff at
2 Vermont 116 and Silver Street. Jeff Carr asked that staff consider adding sustainability and resiliency to
3 project ranking criteria. Marty Illick suggested that the TMDL Committee consider water quality and
4 river corridors in ranking criteria.

5

6 **15. Adjourn**

7 JEFF CARR MADE A MOTION, DULY SECONDED BY GARRET MOTT, TO ADJOURN AT 7:21 PM. THE
8 MOTION CARRIED UNANIMOUSLY.

9

10 Respectfully submitted,
11 Diane Meyerhoff

12

13

- RESOLUTION HONORING BERNADETTE FERENC -

WHEREAS, the Chittenden County Regional Planning Commission (CCRPC) hired Bernadette (Bernie) Ferenc on September 5, 1984 to staff the Chittenden County Metropolitan Planning Organization (CCMPO); and

WHEREAS, Bernie Ferenc has provided outstanding efforts in serving the CCMPO, and now the CCRPC, and our member municipalities; and

WHEREAS, over the past 30 years Bernie:

- Has expertly overseen the Transportation Financial Management System to assure accurate and timely fiscal outcomes overseeing scoping and project development activities;
- Has overseen the administration of Board of Director and Executive Committee to assure continuity of operations of the organization and ease in participation by our volunteer community leaders;
- Has efficiently coordinated the day to day office operations of the organization, supporting staff and leaders to assure that the tools and procedures necessary for efficient organizational functioning are in place;
- Has acted in a caring and compassionate manner towards her colleagues, our board and committee members and members of the community at large, assuring that the information and resources they need to advance the mission of the organization are available to them; and

WHEREAS, throughout her career at CCRPC and CCMPO, Bernie Ferenc has created an atmosphere of loyalty, honesty, accountability, which serve as a high bar for all that work with and interact with her;

NOW, THEREFORE, BE IT RESOLVED, THAT CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION celebrates Bernie Ferenc for her outstanding work, dedication, professionalism, and support of the leadership over the last 30 years and looks forward to many more years working together.

ADOPTED THIS 17th DAY OF SEPTEMBER, 2014 IN WINOOSKI, VERMONT



A handwritten signature in black ink, appearing to read 'Andrew H. Montroll', is written over a light blue circular background.

Andrew H. Montroll, Chair

**Chittenden County Regional Planning Commission (CCRPC)
Resolution**

Essex Junction's Comprehensive Plan Update & Planning Process

WHEREAS, Title 24, V.S.A. § 4350 in part requires that CCRPC shall review the municipal planning process of our member municipalities including review of plans; that each review shall include a public hearing which is noticed as provided in 24 V.S.A. § 4350(b); and that before approving a plan the Commission shall find that it:

1. is consistent with the goals established in Section 4302 of this title;
2. is compatible with its Regional Plan;
3. is compatible with approved plans of other municipalities in the region;
4. contains all the elements included in § 4382(a)(1)-(12) of this Title.

WHEREAS, the CCRPC at its May 22, 2013 meeting approved the *CCRPC Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans* dealing with local plans and CCRPC action; and

WHEREAS, The Village of Essex Junction, Vermont is a member municipality of this Commission; and

WHEREAS, The Village of Essex Junction's Trustees adopted the 2014 Comprehensive Plan on August 26, 2014; and

WHEREAS, The Village of Essex Junction formally requested CCRPC to approve its Comprehensive Plan update and confirm its planning process; and

WHEREAS, The Planning Advisory Committee reviewed the Comprehensive Plan update and planning process; and

WHEREAS, the Planning Advisory Committee held a warned public hearing at the CCRPC, located at 101 W. Canal Street, Suite 202, Winooski, Vermont on July 23, 2014 at 3:40 PM, reviewed the records and recommended that, upon Trustees adoption, the Commission approve Essex Junction's Comprehensive Plan update as meeting the requirements of 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans* and confirms the community's planning process as consistent with Title 24, Chapter 117.

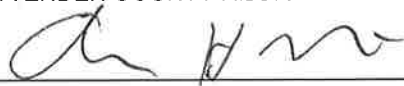
NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC approves Essex Junction's Comprehensive Plan update and the Commission finds that said Comprehensive Plan:

1. is consistent with the goals established in Section 4302 of Title 24;
2. is compatible with the 2013 *Chittenden County Regional Plan, entitled the ECOS Plan*, adopted June 19, 2013;
3. is compatible with the approved plans from other adjacent Chittenden County municipalities; and
4. contains all the elements included in § 4382(a)(1)-(12) and/or is making substantial progress toward attainment of the elements of this subsection;

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC confirms the Village of Essex Junction's municipal planning process.

Dated at Winooski, this 17th day of September, 2014.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION



Andy Montroll, Chair