



**Agenda**  
**Executive Committee**  
**Wednesday, February 1, 2017**  
**5:45 p.m.**  
**Small Conference Room, CCRPC Offices**  
**110 West Canal Street, Suite 202, Winooski, VT**

1. Changes to the Agenda, Members' Items
2. Approval of January 4, 2017 Executive Committee Meeting Minutes\* (Action)
3. Act 250 & Sec 248 Applications (Action)
  - a. (none at this time)
4. Water Quality Funding recommendations (*to be sent by Monday*) (Action)
5. Regional Dispatch update – review of initial recommendations (Discussion)
6. Chair/Executive Director Report (Discussion)
7. Agenda Review for February 15, 2017 Board Meeting\* (Action)
8. Other Business (Discussion)
9. Executive Session – if needed (Action)
10. Adjournment (Action)

\*Attachments

NEXT MEETING – Executive Committee – **Wed. March 1, 2017; 5:45 p.m.**

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE  
MEETING MINUTES  
**DRAFT**

DATE: Wednesday, January 4, 2017  
TIME: 5:45 p.m.  
PLACE: CCRPC offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404  
PRESENT: Mike O'Brien, Vice Chair                      Brian Bigelow, Secretary-Treasurer  
          Andy Montroll, Immediate Past Chair        John Zicconi, At-Large  
          Amy Bell, VTrans via telephone            Jeff Carr, Finance Comm. Via telephone  
Staff: Charlie Baker, Executive Director            Regina Mahony, Planning Program Manager  
          Eleni Churchill, Trans. Program Mgr.        Forest Cohen, Business Manager  
          Bernie Ferenc, Trans. Business Mgr.

The meeting was called to order at 5:45 p.m. by Vice Chair Mike O'Brien.

1. Changes to the agenda/Members' Items: Charlie asked that since Jeff and Amy are on the telephone we move the work program and budget Mid-Year adjustment item up on the agenda, since that's the item they are both interested in. We also want to add an item to have the Executive Committee warn a public hearing for the February board meeting for some major TIP amendments so we meet the required 30-day warning period. Members agreed.
2. Approval of December 7, 2016 Executive Committee Meeting Minutes. ANDY MONTROLL MADE A MOTION, SECONDED BY BRIAN BIGELOW, TO APPROVE THE MINUTES OF THE DECEMBER 7, 2016 EXECUTIVE COMMITTEE MEETING. MOTION CARRIED UNANIMOUSLY.
3. FY17 Mid-Year UPWP & Budget Adjustment. Members reviewed the budget spreadsheet showing income and expenses with budget vs. actual numbers to date; and what is recommended for the mid-year adjustment. We will be using less dues for non-transportation work. Transportation budget shows slightly less staff dollars, but more consultant dollars. The Natural Resources section shows the brownfields grants added. We also added Jericho Stormwater project for \$19,851 for consultants and there is some staff time. Row 44, Malletts Bay Stormwater project has total project cost of \$188,683, which includes \$100,000 of PL funds and \$88,683 from Colchester, so those funds show up here. Row 45 adds funds for Act 174 training for energy plans in the amount of \$21,200. Row 57 adds \$41,000 for a regional dispatch consultant that the municipalities are funding. The revenue side is up \$287,388 or about 5%. Charlie then reviewed the expense side. The consultant expenses are up about 9%. Salaries and benefits are down slightly, as we now know actual healthcare costs for the second half of the year. The audit was cheaper than anticipated. Total operating expenses are down about 4%, but overall expenses are up 3.7%. We came up with \$63,500 in the black, but he doesn't expect that will be true in the end.

Charlie then reviewed the UPWP tasks. There are a few cells highlighted in yellow that we need to review to make sure the information is correct. Any significant changes to consultant dollars are highlighted in blue or are new projects. Members reviewed the changes and agreed to recommend these changes to the full board. JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL TO RECOMMEND APPROVAL BY THE BOARD WITH ANY MINOR CHANGES STAFF IDENTIFY. MOTION CARRIED UNANIMOUSLY.

1 3A. Warn a Public Hearing for Major TIP Amendments. Charlie noted that the TAC reviewed the  
2 major amendments yesterday and recommended approval to the board. Because there isn't time  
3 between our January and February meetings to give a 30-day public hearing notice we're asking the  
4 Executive Committee act on behalf of the Board to warn the public hearing for February. There is a  
5 budget change for the VT2A/Creek Road/Bay Road intersection in Colchester. It will increase federal  
6 funds for construction from \$2,378,880 to 3,765,000 – to add \$480,000 in FY17 and \$906,120 in  
7 FY18. This is a 58.3% increase in construction cost which is defined as a major amendment. The  
8 second change is for Exit 16 Park and Ride in Colchester to increase construction costs from  
9 \$250,000 to \$800,000. We will add \$440,000 in FY17 and \$220,000 in FY18. This is a 42% increase  
10 in project costs. In order to maintain fiscal constraint, we also request minor amendments in the  
11 Railyard Enterprise Project to reduce FY17 funds from \$960,000 to \$150,000; and Champlain  
12 Parkway in Burlington to move \$1,015,000 in federal construction funds from FY17 to FY21. These  
13 changes were reviewed and agreed to in Burlington as they won't affect the project timing. When  
14 asked why the rush to hold the hearing in February, Charlie noted that the VT2A/Creek Road/Bay  
15 Road project has been bid and a contract is being negotiated. The Exit 16 Park and Ride has work  
16 that needs to be done in the winter rather than in the spring, so the sooner the TIP is amended the  
17 better. ANDY MONTROLL MADE A MOTION TO WARN A PUBLIC HEARING ON THE MAJOR TIP  
18 AMENDMENTS FOR FEBRUARY 15, 2017 BOARD MEETING. JOHN ZICCONI SECONDED AND THE  
19 MOTION CARRIED UNANIMOUSLY. (Amy and Jeff left the meeting.)  
20

21 4. Act 250 & Sec. 248 Applications.

- 22 a. Winooski Hotel, #4C1065-18. Regina noted that this project is located on the circulator near  
23 Champlain Mill. It meets the ECOS plan. They will use shared parking arrangement and other  
24 TDM strategies, so we don't have any transportation issues. The building will be seven stories  
25 on the river side and 6 stories on the road. It is in scale with the area. ANDY MONTROLL MADE  
26 A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE LETTER TO THE D.E.C. MOTION  
27 CARRIED UNANIMOUSLY.
- 28 b. 316 Flynn Avenue, Burlington, #4C1297. This development is at the corner of Flynn Avenue  
29 and Pine Street. It involves demolition of an existing commercial building and the subsequent  
30 redevelopment of an urban lot into a four-story mixed use building containing two ground-  
31 floor commercial spaces and 30 apartments and 34 surface parking spaces. The project meets  
32 9(L) and is in line with the ECOS plan. We do have questions on the traffic study that doesn't  
33 include future year analysis. JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY  
34 MONTROLL, TO APPROVE THE LETTER TO THE D.E.C. MOTION CARRIED UNANIMOUSLY.
- 35 c. Allen Brook Development (Cottonwood), Williston, #4C0994-1. This project is located on the  
36 site of the former driving range on Route 2. It is described as a five-phase mixed use  
37 development on three parcels at full build out to consist of 50,925 sf of retail space, 11,725 sf  
38 of restaurant space, 20,110 sf of office space and 206 dwelling units. The current application is  
39 for phase 1 to consist of 19,795 sf retail space, 6,225 sf of restaurant space, 10,110 sf of office  
40 space and 46 dwelling units. We find it in line with the ECOS plan. The Traffic Impact  
41 Assessment and subsequent Traffic Technical Memo address several items concerning the  
42 project's impacts. It meets 9(L) as it's in a growth center. ANDY MONTROLL MADE A MOTION,  
43 SECONDED BY JOHN ZICCONI, TO APPROVE THE LETTER TO THE D.E.C. MOTION CARRIED  
44 UNANIMOUSLY.  
45

1 5. Regional Dispatch Update – review of governance model. Charlie distributed the draft Governance  
2 Evaluation. In the budget discussion, we talked about the \$41,000 for consultant work. The  
3 consultant is from California but the project manager grew up in Colchester. The consultant is  
4 dealing with the operating side of regional dispatch. The governance part is being worked on with  
5 municipal managers, Charlie, Lee, and some chiefs (police, rescue, and fire). Aaron Frank has the  
6 lead on this. There are 38 organizations that are being dispatched right now from seven dispatch  
7 sites with 45 people working full-time as dispatchers under local government/union agreements.  
8 The preliminary study shows that with computer aided dispatch, we could see a reduction to 32-38  
9 total staff. There could be labor savings but it is likely that we would have to rent a facility, purchase  
10 new equipment, etc.

11  
12 They came up with three different possible governance structures (along with benefits, drawbacks  
13 and conclusions for each option), which Charlie reviewed with members – inter-municipal  
14 contracting; RPC shared services; regional special purpose government. There are some questions  
15 that we need addressed by an attorney, especially regarding the option for dealing with RPC.  
16 Members reviewed some of the questions for Counsel. Charlie then reviewed the proposed solution  
17 – to utilize CCRPC’s regional services model as an interim step to achieving a union municipal  
18 district. Discussion ensued. Charlie said the idea is to get rid of the seven dispatch services and  
19 have one dispatch center for the whole county. The consultant did talk to all rural services for police  
20 and fire. Members agreed for this to work towns are going to have to go beyond their boundaries  
21 and that a service like that needs to be regional. The consultant anticipates a final report by the end  
22 of January. The governance report will have to be reviewed by town managers and then get  
23 answers from our attorney. After final report is completed, Charlie and municipal managers/chiefs  
24 will spend time visiting all municipalities again to get feedback. Andy suggested we should give  
25 deference to the municipalities to see which structure would work better for them and then see  
26 what we need to do to accommodate them. Charlie asked members to give additional thoughts to  
27 him. John suggested we ask Joe Colangelo to come to the board meeting to give the same  
28 presentation he gave at the legislative breakfast.

29  
30 6. Draft Bylaw Amendments. Charlie noted there are two new proposed sentences on pages 10 & 11,  
31 under Municipal Service Agreements in response to the dispatch discussion. The first one states  
32 “The vote of the RPC on the initial agreement and subsequent related votes shall be limited to  
33 consideration of the impact on the RPC budget and staff resources.” After a lengthy discussion  
34 members agreed to delete it. There was a general sense that we should be entering these  
35 agreements with a high level of trust and good faith. The second sentence on page 11 states  
36 “Nothing within this section shall limit CCRPC’s ability to enter into contracts or agreements to  
37 provide services with other governmental organizations or non-profit entities, including those  
38 serving multiple municipalities.” Members are okay adding that language. Charlie said the next step  
39 is to send the proposed revisions to the full board in January for their review. If the board agrees,  
40 we will send it to the municipalities for the 30-day review and public hearing in March. **ANDY  
41 MONTROLL MADE A MOTION, SECONDED BY BRIAN BIGELOW, TO FORWARD THE PROPOSED  
42 BYLAW AMENDMENTS TO THE FULL BOARD AND THEN ADVANCE IT TO THE MUNICIPALITIES FOR  
43 REVIEW. MOTION CARRIED UNANIMOUSLY.**

44

- 1 7. Chair/Executive Director's Report.  
2 a. Finance Assistant. Charlie reported that our new Finance Assistant, Michelle Thibault-Hatch,  
3 started yesterday.  
4 b. Shared Dispatch Services Update. Discussed earlier tonight.  
5  
6 8. Review of January Board Meeting Agenda. Charlie noted that we have a public forum for the FY18  
7 UPWP. Members then reviewed other items proposed. When asked why we approve population  
8 projections, Charlie noted that the RPC has always done it. Andy suggested we pull out population  
9 projections from 10, 20 and 30 years ago and see how we're doing. Charlie said one of the purposes  
10 of this current process is to be more realistic. We will add an item for Joe Colangelo to talk about  
11 Regional Dispatch before we address bylaw amendments. Charlie said there is an Urban Soils  
12 Report released recently that might need some comment from the board depending on the  
13 discussion at the Brownfields Committee.  
14  
15 9. Other Business. There was no other business.  
16  
17 10. Executive Session. There was no Executive Session needed.  
18  
19 11. Adjournment. JOHN ZICCONI MADE A MOTION, SECONDED BY BRIAN BIGELOW, TO ADJOURN AT  
20 7:25 P.M. MOTION CARRIED UNANIMOUSLY.

21 Respectfully submitted,

22 Bernadette Ferenc

# REGULAR MEETING & PUBLIC HEARING AGENDA

Wednesday, February 15, 2017, 6:00 pm

CCRPC Offices at 110 W. Canal Street, Suite 202

Winooski, VT 05404



## CONSENT AGENDA:

### DELIBERATIVE AGENDA

1. Call to Order; Changes to the Agenda
2. Public Comment Period on Items NOT on the Agenda
3. Action on Consent Agenda (MPO Business) (Action: 1 min.)
4. Approve Minutes of January 18, 2017 Meeting \* (Action; 2 min.)
5. Public Hearing and Approval of Major TIP Amendments\* (Action; 10 min.)
6. Chittenden County Active Transportation Plan approval – tentative\* (Action; 10 min.)
7. Multi-Jurisdictional All Hazard Mitigation Plan adoption – tentative\* (Action; 10 min.)
8. Water Quality Funding recommendations \* (Action; 30 min.)
9. Demographic Forecasts approval\* (Action; 30 min.)
10. Regional Dispatch Report review (Information; 15 min)
11. Chair/Executive Director's Updates (Information; 5 min.)
  - a. ECOS Annual Report
  - b. Municipal Roads General Permit
  - c. Executive Director's Report (to be sent separately)
12. Committee/Liaison Activities & Reports \* (Information; 2 min.)
  - a. Finance Committee (draft minutes January 25, 2017)\*
  - b. Executive Committee (draft minutes February 1, 2017)\*
    - i. Act 250/Sec 248 letters \*
  - c. Transportation Advisory Committee (draft minutes February 7, 2017)\*
  - d. Clean Water Advisory Committee (draft minutes February 7, 2017)\*
  - e. MS4 Subcommittee of CWAC (draft minutes February 7, 2017)\*
  - f. Planning Advisory Committee (draft minutes January 11, 2017)\*
  - g. Long Range Planning Committee (draft minutes February 9, 2017)\*
  - h. Water Quality Financing (Draft minutes January 23, 2017)\*
13. Member's Items
14. Adjournment

\*Attachment

The February 15th Chittenden County RPC meeting will air on \_\_\_\_\_ at 8 p.m. and repeat on \_\_\_\_\_ at 1 a.m. and 7 a.m. It will also be available online at: <https://www.cctv.org/watch-tv/programs/chittenden-county-regional-planning-commission-64>

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. \*21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.*

Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Finance Committee – Wednesday, March 1, 2017; 5:15 p.m.
- Executive Committee - Wednesday, March 1, 2017; 5:45 p.m.
- Transportation Advisory Committee – Tuesday, March 7, 2017; 9:00 a.m.
- Clean Water Advisory Committee - Tuesday, March 7, 2017; 11:00 a.m.
- MS4 Subcommittee – Tuesday, March 7, 2017; 12:30 p.m.
- Planning Advisory Committee – Wednesday, March 8, 2017; 2:30 p.m.
- Long Range Planning Committee – Thursday, March 9, 2017
- Brownfields Advisory Committee - Monday, March 13, 2017; 3:00 p.m.
- CCRPC Board Meeting - Wednesday, March 15, 2017; 6:00 p.m.
- Energy Sub-Committee - Tuesday, March 21, 2017; 5:00 p.m.

Tentative future Board agenda items:

March 15 <sup>th</sup>	Bylaw amendment adoption Warn UPWP Public Hearing for May Demographic forecasts approval (tentative) Draft Municipal Road General Permit recommendations
April 19 <sup>th</sup>	Regional Services Agreement for Stormwater approval Functional Classification Map revisions (tentative) Transportation Project Status review
May 17 <sup>th</sup>	UPWP & Budget Public Hearing and approval Transportation Capital Program Project Prioritization Draft Regional Energy Plan review (tentative)
June 21 <sup>st</sup>	Annual Meeting – Election of Officers

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. \*21 or evaughn@ccrpcvt.org, no later than 3 business days prior to the meeting for which services are requested.*