

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
2 EXECUTIVE COMMITTEE  
3 MEETING MINUTES  
4 DRAFT  
5

6 Date: Wednesday, May 3, 2017  
7 Time: 5:45 p.m.  
8 Place: CCRPC Offices, 110 W. Canal Street, Suite 202; Winooski, VT 05404  
9 Present: Chris Roy, Chair Mike O'Brien, Vice-Chair  
10 Brian Bigelow, Secretary-Treasurer Barbara Elliott, At-Large  
11 John Zicconi, At-Large Andy Montroll, Immediate Past Chair  
12 Staff: Charlie Baker, Executive Director Eleni Churchill, Trans. Program Manager  
13 Forest Cohen, Business Manager Bernie Ferenc, Trans. Business Manager  
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15 The meeting was called to order at 5:47 p.m. by the Chair, Chris Roy.  
16

- 17 1. Changes to the Agenda; Members' Items: There were none.  
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19 2. Approval of April 5, 2017 Executive Committee Meeting Minutes. BARBARA ELLIOTT MADE A  
20 MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE MINUTES OF APRIL 5<sup>TH</sup> AS AMENDED.  
21 Barbara noted corrections on page 1, line 33 to add "...more than enough..."; page 2, line 2, change  
22 "discussion" to "discuss."; and page 2, line 9, change "authorizes" to "authorize". MOTION CARRIED  
23 UNANIMOUSLY.  
24  
25 3. Act 250 & Sec. 248 Applications. VTrans Park & Ride, Colchester #4CO471-8. Eleni said this is for the  
26 Exit 16 park and ride lot and we're asking the Executive Committee to approve the letter. It's on  
27 the former Charlebois truck lot on Route 7. BARBARA ELLIOTT MADE A MOTION, SECONDED BY  
28 ANDY MONTROLL, TO AUTHORIZE THE LETTER BE SENT TO THE D.E.C. MOTION CARRIED  
29 UNANIMOUSLY.  
30  
31 4. FY18 Unified Planning Work Program (UPWP) and Budget Recommendations. Charlie noted the  
32 UPWP document/tasks are the same as what you saw at the April board meeting. The budget  
33 changed slightly as there are a few more yellow highlighted items on the income side. There is talk  
34 that the Opioid work might be moved from CCRPC to another entity. Since the inception of this  
35 effort, there has been an opportunity to better unify the City of Burlington's and the Opioid  
36 Alliance's work. We are talking about getting a unified effort by merging these two groups. The  
37 Regional Prevention Partnership also has the potential to increase revenue in FY18. On the expense  
38 side, there are no changes other than removing reference to a sound system. We had updated the  
39 estimated income for FY17 since at the end of February we are \$63,770 to the good. Eleni noted  
40 that we need to add TPI guidance task descriptions and deliverables for the UPWP. She should get  
41 those tomorrow. Charlie noted that we have not finalized the ACCD task work scope and hopes  
42 we'll have those before the May board meeting. MIKE O'BRIEN MADE A MOTION THAT WE  
43 RECOMMEND APPROVAL OF THE UPWP AND BUDGET TO THE BOARD WITH THOSE CHANGES.  
44 BARBARA ELLIOTT SECONDED. MOTION CARRIED UNANIMOUSLY.  
45  
46 5. Public Participation Plan Amendments recommendation. Charlie noted that the main change is to  
47 reduce the public hearing warning period for various documents from 30 days to 15 days. John  
48 Zicconi is concerned about reducing the time too much if we're trying to get public input. Charlie

1 said the main reason was that there isn't 30 days from one meeting to the next. After a brief  
2 discussion, it was agreed to change the warning period to 25 days. In section 8. Evaluating the PPP,  
3 in the second line, we will change "involving" to "involve". Under Organizational Techniques, Legal  
4 ads we will add the word "otherwise" to say, "unless otherwise required by law" under both  
5 Performance Measures and Evaluation Criteria. We will add the Clean Water Advisory Committee  
6 (CWAC) to the Open Meetings table since it is now a standing committee. Under Section 4, ECOS  
7 principle #6, third line, we will make "organization" plural. JOHN ZICCONI MADE A MOTION,  
8 SECONDED BY BARBARA ELLIOTT, TO APPROVE CHANGES TO THE PPP AS DISCUSSED AND  
9 RECOMMEND APPROVAL TO THE BOARD. MOTION CARRIED UNANIMOUSLY.

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11 6. Stormwater Program Agreement. Charlie noted that last spring we looked at this and the MS4  
12 committee worked on this over the winter. We sent it out again a couple of months ago and this  
13 version is what has been sent to the towns for execution. This is our first municipal services  
14 agreement since the legislation passed last year; and we updated the bylaws to allow them. This is  
15 the same format that we had used for RSEP and Stream Team agreements, but have merged the  
16 two at the request of the MS4 communities. ANDY MONTROLL MADE A MOTION TO RECOMMEND  
17 APPROVAL OF THE STORMWATER PROGRAM AGREEMENT TO THE FULL BOARD WITH ANY MINOR  
18 EDITS. JOHN ZICCONI SECONDED. Mike O'Brien wondered if we should hold off approving this until  
19 the communities have approved it. Andy Montroll said if we're satisfied with it we can approve it  
20 and if the communities have changes we can deal with those then. MOTION CARRIED  
21 UNANIMOUSLY.

22  
23 7. Lake Champlain Byway Chittenden County Corridor Management Plan. John Zicconi is abstaining  
24 from any discussion or vote on this plan as the T. Board regulates byways. Charlie noted that Dan  
25 reviewed this at the Board meeting and there have been no changes. MIKE O'BRIEN MADE A  
26 MOTION, SECONDED BY BRIAN BIGELOW, TO RECOMMEND APPROVAL OF THIS PLAN TO THE FULL  
27 BOARD. MOTION CARRIED WITH JOHN ZICCONI ABSTAINING.

28  
29 8. Report on Nominations for FY18 officers. Andy Montroll reported that the Board Development  
30 Committee met last evening via teleconference. Since all current EC members agreed to continue to  
31 serve, it was a simple task. He did not hear from other board members wishing to serve. The Board  
32 Development Committee is recommending the FY18 slate of officers be the same as FY17.

33  
34 9. Chair/Executive Director's report.

35 a. Regional Dispatch Update. Charlie has visited every community except St. George to update  
36 them on the regional dispatch effort. He will visit with St. George later in May. There are a lot of  
37 details to be worked out and work continues. Chris Roy asked what kind of push back we are  
38 getting from non-dispatch duties that are being handled by dispatchers. Charlie said town  
39 managers have asked police chiefs to put together a list of the activities dispatchers perform  
40 other than dispatching; and how much could be done remotely. This is a big issue. Another  
41 issue is the technology because everyone uses different systems and equipment; and those are  
42 big money items. When John asked if we can realistically get this done in time for budget votes  
43 in March 2018, Charlie said we're still aiming for that. When asked if some municipalities vote  
44 yes and others no, what happens. Charlie said if the yes votes include at least Burlington and  
45 Shelburne that the effort would probably be able to move forward. Those voting no would  
46 continue as is. Discussion continued.

- 1        b. Water Quality Implementation Role. Charlie said this is still under discussion in the legislature  
2        and after they adjourn we can work with Department of Environmental Conservation to see  
3        what they really want us to do. We hope this will be advantageous to the towns to be able to  
4        build the water quality projects with funds funneled through the RPCs.
- 5        c. Annual Meeting. Will be held on Wednesday, June 21<sup>st</sup> at the Catamount Country Club in  
6        Williston. Charlie said we may be sending out a note after the May meeting to see if members  
7        are interested in golfing before the meeting.
- 8        d. VTrans prioritization. Charlie and Eleni attended a meeting today where VTrans is working on  
9        ways to prioritize projects. He was encouraged to hear that they want to make it a more  
10       transparent process. VTrans was concerned about the lack of transparency as to how the list  
11       was developed and are striving to change that. Discussion continued. Eleni noted that VTrans is  
12       looking at criteria for health, economic development and resiliency. Charlie said we'll hear more  
13       about this in the fall and as we're updating our MTP we hope we can use the new criteria.  
14
- 15 10. Agenda Review. Members reviewed the agenda. It was agreed to call the Energy Plan item – the  
16       Preliminary first draft Energy Element of ECOS Plan review, since this is needed to go to state by end  
17       of May, but we still have a lot of work to do. Charlie noted some RPCs are sending their staff draft,  
18       but Charlie feels more comfortable getting input from the board before we send our draft.  
19       Discussion ensued about the Opioid Alliance update. Charlie noted the leadership has changed –  
20       Martha Maksym left United Way and works for the state. Harry Chen no longer works for the state  
21       so the chairs are changing. Charlie suggested they look at this again to reassess and see how this  
22       should be managed. The Alliance will decide whether to stay with us or move to the City of  
23       Burlington, United Way, or some other solution.  
24
- 25 11. Other business. Charlie said the Board Development Committee suggested that we have some  
26       board training beginning in July at the beginning of the new fiscal year. Rather than spreading it out  
27       over 6-8 meetings, that we do a general overview at one time. We could meet at 5:15 for an hour or  
28       so before the meeting and invite alternates as well. We could then have dinner before the meeting.  
29       It was suggested that we compile a one-year schedule showing our life cycle of when different  
30       action happen during the year.  
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- 32 12. Executive Session. None needed.  
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- 34 13. Adjournment. MIKE O'BRIEN MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO ADJOURN THE  
35       MEETING AT 6:40 P.M. MOTION CARRIED UNANIMOUSLY.  
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37 Respectfully submitted,  
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39 Bernadette Ferenc