

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

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

14
15 The meeting was called to order at 5:45 p.m. by Vice Chair Mike O'Brien.

- 16
17 1. Changes to the agenda/Members' Items: Charlie asked that since Jeff and Amy are on the
18 telephone we move the work program and budget Mid-Year adjustment item up on the agenda,
19 since that's the item they are both interested in. We also want to add an item to have the Executive
20 Committee warn a public hearing for the February board meeting for some major TIP amendments
21 so we meet the required 30-day warning period. Members agreed.
22
23 2. Approval of December 7, 2016 Executive Committee Meeting Minutes. ANDY MONTROLL MADE A
24 MOTION, SECONDED BY BRIAN BIGELOW, TO APPROVE THE MINUTES OF THE DECEMBER 7, 2016
25 EXECUTIVE COMMITTEE MEETING. MOTION CARRIED UNANIMOUSLY.
26
27 3. FY17 Mid-Year UPWP & Budget Adjustment. Members reviewed the budget spreadsheet showing
28 income and expenses with budget vs. actual numbers to date; and what is recommended for the
29 mid- year adjustment. We will be using less dues for non-transportation work. Transportation
30 budget shows slightly less staff dollars, but more consultant dollars. The Natural Resources section
31 shows the brownfields grants added. We also added Jericho Stormwater project for \$19,851 for
32 consultants and there is some staff time. Row 44, Malletts Bay Stormwater project has total project
33 cost of \$188,683 , which includes \$100,000 of PL funds and \$88,683 from Colchester, so those funds
34 show up here. Row 45 adds funds for Act 174 training for energy plans in the amount of \$21,200.
35 Row 57 adds \$41,000 for a regional dispatch consultant that the municipalities are funding. The
36 revenue side is up \$287,388 or about 5%. Charlie then reviewed the expense side. The consultant
37 expenses are up about 9%. Salaries and benefits are down slightly, as we now know actual
38 healthcare costs for the second half of the year. The audit was cheaper than anticipated. Total
39 operating expenses are down about 4%, but overall expenses are up 3.7%. We came up with
40 \$63,500 in the black, but he doesn't expect that will be true in the end.

41
42 Charlie then reviewed the UPWP tasks. There are a few cells highlighted in yellow that we need to
43 review to make sure the information is correct. Any significant changes to consultant dollars are
44 highlighted in blue or are new projects. Members reviewed the changes and agreed to recommend
45 these changes to the full board. JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL
46 TO RECOMMEND APPROVAL BY THE BOARD WITH ANY MINOR CHANGES STAFF IDENTIFY. MOTION
47 CARRIED UNANIMOUSLY.
48

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 MUNICIPALITES 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