1. Welcome and Introductions

Joss Besse called the meeting to order at 2:30 p.m.

2. Approval of September 9, 2015 Minutes

Alex Weinhagen made a motion, seconded by Ken Belliveau to approve the September 9, 2015 minutes. No further discussion. MOTION PASSED.

3. Water Quality Program

Regina gave an overview of the Lake Champlain TMDL municipal requirements (see attachment); and CCRPC’s Contract with ANR for Vermont Clean Water Act outreach and basin planning. Regina explained that the contract with ANR is for municipal outreach and education, data assistance and assistance with development of the Tactical Basin Plans and prioritization of projects – and particularly to help coordinate with the municipalities on these Plans. Alex Weinhagen suggested that CCRPC help facilitate conversations with municipalities if trading phosphorus becomes available for wastewater treatment plants. Regina Mahony explained that we would be certainly be helpful in this facilitation if needed or requested.

4. CCRPC’s Unified Plan Work Program (UPWP) Solicitation

Bryan Davis provided an overview of the UPWP, program areas and the application. This presentation is attached to these minutes.

5. Jericho Comprehensive Town Plan Review and Public Hearing

Joss Besse opened the public hearing. No one from the public was in attendance. The public comment period was closed.

Emily Nosse-Leirer, summarized the Staff comments and explained that the comments have already been addressed. Katherine explained the process they went through in updating their Plan, including a public input survey. The Plan is mostly updated without any major changes in direction. The transportation and natural resource chapters are totally new. The Science to Action project was incorporated into the natural resource chapter and identified three tiers of natural resources for protection. The PC will be moving forward on getting this incorporated into the Zoning Regulations. Katherine explained that they’ve included some additional text to try to help participation in the PSB process. Alex asked about the number of implementation tasks. There are certainly quite a bit and they are thinking of ways to prioritize them. Melissa Manka explained that in Westford the PC has set up joint meetings with responsible parties for the implementation tasks as identified in the Plan for the first year.

Everett Marshall made a motion, seconded by Melissa Manka, that the PAC finds the draft 2016 Jericho Comprehensive Town Plan, as submitted, meets all statutory requirements for CCRPC approval, and that the
municipality's planning process meets all statutory requirements for CCRPC confirmation. Upon notification that the Plan has been adopted by the municipality, CCRPC staff will review the plan, and any information relevant to the confirmation process, for changes. If staff determines that changes are substantive, those changes will be forwarded to the PAC for review. Otherwise the PAC recommends that the Plan, and the municipal planning process, should be forwarded to the CCRPC Board for approval. No discussion.

MOTION PASSED. Katherine Sonnick abstained.

6. Regional Act 250/Section 248 Projects in the Horizon

- Burlington – redevelopment of the Burlington Town Center. The Applicant is figuring out if they need to go to Act 250. It is a designated downtown so the threshold is larger, but it is unclear how they will count the hotel rooms. The next Plan will be presented in January.
- South Burlington – Pillsbury Manor Williston Road Senior Living Center looking to infill. Larkin Terrace Apartments near the movie theater is looking to redevelop (there are affordable housing units there now. It is a high density district and don’t know if they will ask for a density bonus and trigger new affordable housing requirements). Spear Meadows additional units proposed somewhere between 40 to 70 units, and uses TDR.
- Huntington – nothing at this time
- Bolton – nothing at this time
- Essex – Rick Bove project on Essex Way – big mixed use project (55 units). The Town is working with them on building design.
- Underhill – nothing at this time
- Jericho – Jericho Market stalled in Act 250, not quite sure what is holding it up.
- Williston – Section 248 permit coming around for cell tower collocated in silo – pretty small. Potential amendments – Finney Crossing. Finney Crossing fills up within a month of being built; the absorption rate is very fast. Commonwood Crossing in early stages - originally approved 7 to 8 years ago, former driving range, 173 dwellings plus 80,000 sq.ft. of retail.
- Westford – nothing at this time
- Hinesburg – big projects in Environmental Court (Hannaford project and north of Village). Minor amendment on a Town application for a new tenant in the old police station.

7. Other Business

a. Special PAC meeting on December 9th meeting at 2pm (1.5 hours max) to learn about the draft proposed changes in what constitutes a Required Agricultural Practice, and changes in the definition of farm structure and potential expanded regulatory authority for municipalities. NOTE: We will start at 2pm, not 2:30pm as my original email stated.
b. Permit Tracking Software Memo – CCRPC research is complete and reported in the attached memo. Lee Krohn provided a brief overview of his research.
c. VPA Fall Conference Friday, December 11th – WATER
d. Jim Ryan will be coming to present to the TAC and CWAC on December 1st at 10:15am on the Municipal Roads Permit if anyone is interested.

7. Adjourn

The meeting adjourned at 4:15 p.m.

Respectfully submitted, Regina Mahony
WASTEWATER
Wastewater Treatment Facilities

Of the 59 Vermont wastewater treatment facilities in the Lake Champlain Basin, 25 will receive new reduced phosphorus limits according to a permit reissuance schedule that is based on DEC’s five-year tactical basin planning schedule. Flexible options to meet the TMDL include:

- Require new or upgrade treatment facilities only when the current phosphorus discharge exceeds 80% of the facility’s annual phosphorus allocation.
- Employ annual average phosphorus loading rates (rather than concentration limits) to set TMDL-based discharge permit limits in order to allow operational flexibility in attaining the limits.
- Establish compliance schedules that couple phosphorus upgrades with other planned facility construction projects to enhance cost-effectiveness.
- Support opportunities to reallocate (i.e., trading) phosphorus limits for facilities within the same lake segment watershed as long as total permitted phosphorus discharge remains the same. Discharges in the Main Lake, Burlington Bay, and Shelburne Bay watersheds will be considered to be discharges to the same lake segment for reallocation purposes.

Administrative processing fee: $240; application review fee: varies; annual operating fee: $0.003/gallon of permitted flow ($200 minimum; $12,500 maximum). See website for details: http://www.watershedmanagement.vt.gov/wastewater.htm

STORMWATER
Municipal Roads General Permit

The new general permit for all municipal roads will go into effect before January 2018, with all municipalities signed up no later than 2021. Municipalities will be “credited” for projects implemented before the permit goes into effect. The general permit will require:

- Practices to reduce erosion and stormwater discharges being generated from roads and drainage systems. New roads will likely continue to be permitted as they are now. All practices will be consistent with the VTrans Road and Bridge standards.
- A management plan to oversee implementation and bring roads up to standards over several years. The general permit will not require separate approval for every maintenance activity or upgrade.
- Application fee: $400; annual operating fee: $2,000.

Municipal Separate Storm Sewer System (MS4) General Permit

Municipalities that have municipal separate storm sewer system (MS4) permits will require a new MS4 general permit. New components to the permit include:

- Implementation plans for stormwater best management practices (BMPs) to reduce phosphorus in conformance with the Champlain TMDL.
- Application fee: $2,400; annual operating fee: $10 per acre of impervious surface.

The reissuance process for the MS4 permit will start within 3 months of the issuance of the TMDL. Regulated MS4s will be notified and included in the stakeholder process.

Municipally Owned Developed Land Permit

What’s required?

- All municipal sites with 3 or more acres of impervious surface, including municipal properties, will require a new developed land permit.
- If a site does not have a stormwater system designed to 2002 or more current standards, it will need to implement stormwater management practices.
- Smaller sites may be subject to the same requirement if necessary to implement the Lake Champlain TMDL, or stormwater TMDLs.
- Application fee: $860 per acre of impervious surface; annual operating fee: $160 per acre impervious surface.

The developed land general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.
### NEW PROJECTS

#### New Municipal Projects Construction Standards

The permitting standards for new projects have not yet changed. However, by January 2016 DEC will report to legislature on the prospect of lowering the threshold for requiring a post-construction stormwater permit for new projects to ½-acre of impervious surface (it is currently 1 acre). The Department will also be revising its Stormwater Manual and Stormwater Rules over the coming year. The Manual and Stormwater Rules revisions will both go through the formal APA rulemaking process and municipalities will be invited to participate in rulemaking meetings and public comment processes.

#### Timeline for Municipalities

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>MUNICIPAL OBLIGATIONS</th>
<th>TIMELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WASTEWATER</strong></td>
<td></td>
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<tr>
<td>Wastewater Treatment Facilities (WWTFs)</td>
<td>Reductions from currently permitted phosphorus loads at 25 of 59 facilities in the Lake Champlain Basin.</td>
<td>Vermont DEC will issue wastewater discharge permits incorporating the new phosphorus allocations according to the five-year tactical river basin planning schedule (2016-2020).</td>
</tr>
<tr>
<td><strong>STORMWATER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Roads General Permit <a href="http://www.watershedmanagement.vt.gov/stormwater/hm/sw_municipalroads.htm">www.watershedmanagement.vt.gov/stormwater/hm/sw_municipalroads.htm</a></td>
<td>Implementation of practices to reduce erosion and stormwater discharged generated from roads and drainage systems.</td>
<td>The general permit must go into effect before January 2018, with all municipalities signed up no later than 2021.</td>
</tr>
<tr>
<td>Municipal Separate Storm Sewer System (MS4) Permit</td>
<td>MS4 municipalities will develop long-range phosphorus control plans following the reissuance of this permit.</td>
<td>The reissuance process for the MS4 permit will commence within 3 months of the issuance of the TMDL.</td>
</tr>
<tr>
<td>Stormwater Permits for Municipally Owned Developed Land</td>
<td>VT DEC’s Stormwater Program will develop a general permit applicable to all sites with 3 or more acres of impervious surface, including municipal properties.</td>
<td>The general permit must go into effect before January 2018, with all projects in the Champlain basin under a permit by 2023, and the rest of the state under a permit by 2028.</td>
</tr>
<tr>
<td><strong>NEW PROJECTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Permits for New Municipal Projects</td>
<td>No change. Report to Legislature by January 15, 2016 on whether to lower the threshold for new projects from 1 acre to ½-acre of impervious surface.</td>
<td></td>
</tr>
<tr>
<td>Stormwater Planning <a href="http://www.watershedmanagement.vt.gov/erp/docs/erp_SWMPFinal2-18-14.pdf">www.watershedmanagement.vt.gov/erp/docs/erp_SWMPFinal2-18-14.pdf</a></td>
<td>No change. Towns are encouraged to seek funding for stormwater planning, which can be used in tactical basin plans.</td>
<td></td>
</tr>
</tbody>
</table>

**Providing Time, Flexibility and Support to Meet Requirements of the TMDL**

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**For more information, contact:**

Kari Dolan, Watershed Management Division
One National Life Drive, Davis Bldg, 2nd floor,
Montpelier, VT 05620-3522
(802) 490-6113
FY2017 Unified Planning Work Program (UPWP)

http://www.ccrpcvt.org/workplan/
The UPWP:

• summarizes the planning activities and deliverables for the next year (July 1 - June 30)

• is the mechanism to implement the strategies for our region outlined in the ECOS Plan (www.ecosproject.com)

• helps municipalities fulfill their local plans
Funding Sources

- Vermont Agency of Commerce & Community Development
- Vermont Agency of Transportation
- Vermont Agency of Natural Resources
- Vermont Division of Emergency Management & Homeland Security
- US Department of Transportation
- Federal Highway Administration
- Federal Transit Administration
Eligible Applicants

- CCRPC member municipalities
- Agencies
- Partner non-profit organizations (including but not limited to CATMA, CCTA, CarShare Vermont, Local Motion, VEIC, United Way, UVM TRC, AARP VT)
Eligible Initiatives

Transportation, Land Use, and Stormwater Planning

The usual suspects (scoping, corridors, multimodal, etc.) but also:

- Transportation-related stormwater planning (Municipal Roads General Permit planning, inventory, analysis and prioritization, including Better Backroad Program grants)
- Water quality/river corridor plans or bylaws
- Other, including Health Impact Assessments as part of any of the previous bullets
Eligible Initiatives

Major Technical Assistance

- Build-out analysis
- Transportation modeling
- Signal optimization
- Data development
- Demographics
- Interactive web mapping
Eligible Initiatives

Minor Technical Assistance

- Traffic counts
- Infrastructure inventories
- Transportation safety
- Speed studies
- Stop warrants
- GIS/data/mapping assistance
- **NEW**: Erosion inventories

Non-Municipal Partner Program Assistance
Ineligible Initiatives

- Cover the cost of municipal employees
- Right-of-way acquisition
- Detailed design and engineering
- Surveying
- Stormwater/sewer system design
- Construction of transportation system facilities
- Capital-oriented implementation actions
## UPWP Funding History

<table>
<thead>
<tr>
<th>Year</th>
<th>Municipal Projects</th>
<th>Partner Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2014</td>
<td>$558,000</td>
<td>$44,000</td>
</tr>
<tr>
<td>FY2015</td>
<td>$557,000</td>
<td>$316,000</td>
</tr>
<tr>
<td>FY2016</td>
<td>$533,000</td>
<td>$330,000</td>
</tr>
</tbody>
</table>

We anticipate about $850,000 available in FY17. Some funds may be committed to additional phases of current projects.
Match Requirement

Transportation, Land Use, and Stormwater Planning
• Transportation projects – 20% non-federal cash match.
• Non-transportation projects (including plan and bylaws) – 20% non-federal cash match.
• No match for regionally significant projects.

Major or Minor Technical Assistance
• Transportation projects – no match required.
• Non-transportation projects – no match required for projects requiring less than 12 hours of CCRPC staff time. Projects over 12 hours will be charged a rate of $50 per hour.

Non-Municipal Partner Program Assistance
• 20% match required.
Match Requirement

• Letter of support from governing body/organizational director to document match availability and staff time commitment.

• Additional consideration for local staff services or overmatch.

• Incorporate direct expenses when developing budgets (publishing fees for legal notices, food for meetings, translation services, child care, printing, supplies, etc.)
Community Need and Public Meeting Requirement

- Applications and amounts must be presented to and approved by the governing body by March 2016.
- Why? Inform the community about the project, solicit public comments, confirm the availability/commitment of local match.
- For non-municipal partners: public meeting not required but need approval by a Board or similar governing body.
Contracting and Project Management

• Projects may be implemented using CCRPC staff resources, private consultants, or a combination.

• Consultants will be under direct contract with the CCRPC.

• Monthly invoices and progress reports are expected.
Evaluation Criteria

• No significant changes from FY16.
• Project requests will be screened for consistency with the ECOS Plan (specifically the 8 strategies).
**UPWP Schedule**

**November**  
FY17 UPWP applications released

**November/December**  
CCRPC staff available to meet with municipalities

**January 20**  
CCRPC public forum for UPWP input

**January 22**  
FY17 UPWP application deadline

**January to March**  
UPWP Committee meetings

**March/April**  
Present draft UPWP to TAC and PAC

**April 15**  
Present draft UPWP to CCRPC Board/warn public hearing

**May 20**  
Public hearing/ CCRPC Board votes on FY17 UPWP

**July 1**  
FY17 UPWP takes effect
All forms available at [http://www.ccrpcvt.org/workplan/](http://www.ccrpcvt.org/workplan/)

Deadline is 4:30 p.m., Friday, January 22, 2016. Please email completed forms in Word format to [bdavis@ccrpcvt.org](mailto:bdavis@ccrpcvt.org).

Questions?

Lee Krohn