Agenda
Executive Committee
Wednesday, March 8, 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 February 1, 2017 Executive Committee Meeting Minutes* (Action)

3. Act 250 & Sec 248 Applications
   a. Five Corners Awnings* (Informational)
   b. Vermont Greenline Reconductoring* (Action)

4. Bylaw Amendments* (Action)

5. Public Participation Plan Update & Warn Hearing* (Action)

6. Comments on Initial Draft of the Municipal Roads General Permit* (Action)

7. Chittenden County Active Transportation Plan * (Action)

8. Chittenden County Demographic Forecasts* (Action)

9. County-wide Functional Class Updates* (Informational)

10. Chair/Executive Director Report (Discussion)
    a. VTrans Funding Priorities Update
    b. Regional Dispatch Update
    c. Water Quality Implementation Role
    d. Annual Meeting location and guest speaker

11. Agenda Review for March 15, 2017 Board Meeting* (Action)

12. Other Business (Discussion)

13. Executive Session – for the purpose of personnel evaluation (Action)

14. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. April 5, 2017; 5:45 p.m.
The meeting was called to order at 5:45 p.m. by the Chair, Chris Roy.

1. **Changes to the Agenda; Members’ Items.** We need to take formal action on the letter regarding the Green Line Devco, LLC, which members had reviewed via email. We will add it to item 3. Because Brian and Mike will not be in town on March 1st, and there is a possibility that Andy won’t be either, members agreed to move the Executive Committee meeting to Wednesday, March 8th at 5:45 p.m.

2. **Approval of January 4, 2017 Executive Committee Meeting Minutes.** MIKE O’BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MINUTES OF JANUARY 4, 2017 EXECUTIVE COMMITTEE MEETING. MOTION CARRIED WITH BARBARA ELLIOTT ABSTAINING.

3. **Act 250 & Sec. 248 Applications.**
   a. **Green Line Devco, LLC – Docket #8847.** They’ve applied for a Certificate of Public Good for a power line under Lake Champlain. Our questions to them are similar to what we sent for the TDI request last year. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO RATIFY THE LETTER REGARDING GREEN LINE DEVCO. MOTION CARRIED UNANIMOUSLY.

4. **Water Quality Funding Recommendations.** Charlie distributed draft CCRPC comments on the State Treasurer’s Clean Water Report to the legislature. We had appointed an ad hoc committee including Brian Bigelow, Don Meals and others from the CWAC. There are a lot of issues. It recommends three different things in the short-term using $25M/year in new bonding capacity to get to the long-term solution; an affinity card that’ll go to water quality; and, continuing the property transfer tax based fee. They researched how other communities around the country have done this, and the answer is that they create stormwater utilities. They suggested that every town have a stormwater utility, but most of our stormwater professionals feel that is pretty unrealistic. Charlie walked members through each comment. It was recommended that we add some language to #1 to say, “We endorse an approach that takes a state-wide perspective and focuses on water quality issues state-wide beyond the Lake Champlain basin because it’s an invaluable asset and its health benefits all Vermont.” Charlie then reviewed the four options for administering an expanded Clean Water Fund:
   a. Option 1: Water quality improvement district as a utility.
   b. Option 2: Clean Water partnership block grant program.
c. Option 3: A new municipal clean water state-aid program

d. Option 4: Current funding model: provide enhanced management using state agency funding programs.

In comment #11 we note we would like to see Option 1 implemented by 2019, but in #12 we say that we assume Option #1 is cost effective, if billed and collected at the state level, but we need some more analysis of the cost of administration for the four administrative options.

We then reviewed the relationship to existing stormwater utilities. Discussion ensued about how the state would do a fair share. Members feel it should be needs-based vs. apportionment. There should be a relationship between impervious surface and the fee. Chris said Williston had to do a lot of analysis about how to deal with the fee for residential vs. business, and doing it statewide just exacerbates it. It was noted that we are proposing the state cover 80% of capital costs with municipalities covering the other 20%. Mike feels that the property fee should really cover 100%, or come up with a mechanism for the state to cover the delta. Charlie noted that the VLCT and mayors have taken a position supporting 80% so that municipalities have a stake in the projects. Chris suggested that we add a surcharge to the state-wide billing to cover the match since it all comes from property owners anyway. Discussion continued. There is $40M/year coming from the federal government. Charlie asked members if they wanted to make recommendations to the board. The CWAC will review these at their meeting next week and they will make recommendations to the board at their meeting. Mike suggested the Executive Committee not weigh in on it, except for the comments we added tonight and have the CWAC’s recommendations go to the Board. Members agreed.

5. Regional Dispatch Update. Charlie distributed a summary of the Regional Dispatch Implementation report from the consultant. They had two presentations yesterday – in the afternoon and the evening for police, rescue, and fire chiefs, dispatchers, other public safety personnel, and elected officials. There were about 50 people at each session. Charlie reviewed the consultant recommendations; and how consolidation addresses issues specific to Chittenden County including – staffing, mutual aid, fire-EMS calls, call taking process. They then reviewed countywide challenges; and a timeline for implementation that proposes to proceed in three phases to be completed by December 31, 2019. It was noted that they say 5 dispatchers per shift could cover the whole county. Right now Burlington alone uses 3-4, but dispatchers do a lot more than just dispatch work – many have other administrative work that the departments would then have to have someone else do. Barbara didn’t feel they discussed the change management to deal with this in each community to cultivate it. She noted that sometimes moving an office in the same building can be traumatic, let alone moving to another location with new co-workers. Lengthy discussion ensued about the fact that first responders and public safety folks need to be educated so this will work. Charlie then reviewed governance issues and models examined. A union municipal district is recommended. He then reviewed next steps in organizing, development and decisions. Andy said if the initial contacts feel the staff is too few, you go with more and then right-size as you go along. Barbara suggested that the graph show staff needed for a.m. and p.m. shifts to reassure there is enough staff. We need to show high-volume and low-volume times side by side. Andy suggested we leave the actual number alone while we figure that out. Charlie noted the consultant is done and now we need to continue that momentum. Charlie will let board members know when he’ll be visiting their selectboards/councils to report on regional dispatch. We will be asking each community who currently provides dispatch services to appoint a member to the joint survey
committee to start work on exploring a union municipal district. The other communities will be contract towns. Charlie asked members to give him other feedback as it comes up.

6. Chair/Executive Director’s Report.
   a. We are doing employee evaluations right now. His evaluation will be done at the March Executive Committee meeting.
   b. Charlie and Eleni have been meeting with different state agencies to meet the new leadership.

7. Agenda review for February 15th meeting. Members reviewed and revised the proposed agenda.

8. Other Business. There was no other business.

9. Executive Session. None needed.

10. Adjournment. MIKE O’BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN AT 7:08 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Bernadette Ferenc
March 8, 2017

Stephanie H. Monaghan
Act 250 Coordinator
111 West Street
Essex Junction, VT  05452

RE: 4 Pearl Street Investments, LLC; Essex Junction; Application #4C1264-1; DRAFT

Dear Ms. Monaghan:

The Chittenden County Regional Planning Commission’s Staff and Executive Committee have reviewed this Act 250 application for a project described as the approval of commercial signs and awnings on a previously-approved mixed use building. The Project is located at 4 Pearl Street in Essex Junction, VT. The project was previously approved by the Essex Junction Zoning Board of Adjustment in 2014, but we understand that awnings and signage of the dimensions in question here are allowed by the Village of Essex Junction Land Development Code and may be approved administratively by Essex Junction staff. We offer the following comments:

In 2014, CCRPC found this project to be in conformance with the Chittenden County Regional Plan, entitled the 2013 Chittenden County ECOS Plan. The proposed aesthetic amendments to the project do not change this fact. Specifically, this project is located in the ECOS Plan’s Center Planning Areas, which, among other characteristics, “are intended to be regional centers or traditional downtowns that serve the County and beyond and contain a mix of jobs, housing, and community facilities…and offer a variety of transportation options, including non-motorized modes.” We find that the addition of signage and awnings assists with the creation of a pedestrian-friendly streetscape, further supporting the ECOS Plan’s goals.

We have no comments on impacts to traffic at this time.

Due to the detailed level of development review in most Chittenden County municipalities and the environmental permit reviews at the Department of Environmental Conservation, CCRPC will give specific attention in its Act 250 reviews to the type of use and the Planning Areas section of the 2013 Chittenden County ECOS Plan. While there are many other topics covered in the 2013 Chittenden County ECOS Plan, there has been significant analysis at the Regional level regarding transportation impacts. The CCRPC will also focus its attention on transportation, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the 2013 Chittenden County ECOS Plan.

These comments are based on information currently available; we may have additional comments as the process continues. Please feel free to contact me should you have any questions.

Sincerely,

Charlie Baker
Executive Director
Cc: CCRPC Board
Certificate of Service
MEMORANDUM

TO: CCRPC Executive Committee
FROM: Emily Nosse-Leirer, Planner
RE: Vermont Green Line Intervention
DATE: 3/2/2017

This packet includes several documents related to the Vermont Green Line project (PSB Docket #8847). As you recall, CCRPC submitted a motion to intervene in these proceedings in January, as the transmission line will run along the bottom of Lake Champlain through Chittenden County. The motion to intervene cited economic and environmental issues as being of concern. To summarize all the documents you are receiving:

1. Green Line replied to CCRPC’s first round of discovery questions on 2/13/17.
2. On 2/10/17, Green Line claimed that CCRPC should not be granted party status because Lake Champlain is not part of Chittenden County, and because CCRPC’s environmental and economic issues are adequately represented by other parties.
3. On 2/23/17, the Public Service Board sustained this objection and denied CCRPC’s motion to intervene, but noted that CCRPC may refile.
4. Vermont law states that the boundaries of Chittenden County extend to the New York border and include parts of Lake Champlain. The map of the project (attached) clearly shows that the line is located within Chittenden County. Because ANR and the Conservation Law Foundation are both parties to these proceedings, staff agrees that CCRPC’s environmental concerns are adequately represented by other parties. However, CCRPC represents towns with economic interests in this matter that are not represented by other parties. A second motion to intervene, citing the fact that this project is within Chittenden County, and that CCRPC has a substantial interest in economic issues in Chittenden County, is attached.
5. Adam Lougee, Executive Director of Addison County Regional Planning Commission, brought it to CCRPC’s attention that the Green Line project reliability analysis includes plans for a large and expensive reconductoring project on the VELCO 115Kv transmission lines between New Haven and Williston, which pass through Hinesburg, St. George and Williston. This reconductoring would likely be a significant project, which should be subject to a separate PSB process to allow municipalities and RPCs to comment. However, it appears that the reconductoring is being evaluated as part of this project. Detailed information on grid impacts from the transmission line have been submitted to the PSB, but this information is confidential due to security concerns, so the affected regions and municipalities are not able to adequately evaluate the effects of this reconductoring. Therefore, a second set of discovery questions are attached, seeking more information on this issue.
ARTICLE I. NAME, VISION AND MISSION

The name of this regional planning organization is the Chittenden County Regional Planning Commission. These by-laws shall regulate and govern the affairs of the Chittenden County Regional Planning Commission.

The Chittenden County Regional Planning Commission's organizational vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region’s livability.

The mission of the Chittenden County Regional Planning Commission is to act as the principal forum for planning, policy and community development in the region. We will do this by providing planning and technical assistance that meets the needs of our member municipalities and the public, while remaining consistent with our federal and state requirements. Our work will result in the development and implementation of plans that support sustainable development and improve the region’s quality of life and environment.

ARTICLE II. ENABLING LEGISLATION

The Chittenden County Regional Planning Commission is an organization that combines the previously separate Chittenden County Regional Planning Commission (CCRPC) and Chittenden County Metropolitan Planning Organization (CCMPO). The CCRPC and CCMPO were combined with the adoption of these bylaws and subsequent actions to form one combined organization by action of the CCRPC and CCMPO Boards of Directors on May 18, 2011.

The legal basis and powers for Chittenden County Regional Planning Commission serving as the region’s regional planning commission stem from and are as stipulated in 24 V.S.A. § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq. and such other laws as may be enacted by the General Assembly of the State of Vermont. The CCRPC was chartered by the municipalities of Chittenden County on May 2, 1966 with amendments to the original charter dated May 26, 1997 and September 28, 1998 and is funded in part through the State of Vermont property transfer tax as outlined in 24 V.S.A. § 4306(a). To the extent a conflict exists with a provision in Vermont statutes governing regional planning commissions, the Vermont statutes will control.

The CCMPO conducts Metropolitan Transportation Planning pursuant to 23 U.S.C. 134 and was designated by the Governor of Vermont on June 10, 1983 pursuant to Federal Highway Act of 1962, as amended (23 U.S.C. 101 et seq.); the Urban Mass Transportation Act of 1964, as amended (49 U.S.C. 1601 et. seq.); and by agreements dated April 20, 1983 and January 28, 1998 to serve as the metropolitan planning organization (MPO). In an agreement dated January 28, 1998 the CCMPO added membership to include the nine rural communities formerly
members of the Chittenden County Rural Planning Organization.

These bylaws hereby replace the charter and bylaws of the CCRPC and bylaws of the CCMPO.

**ARTICLE III. DUTIES, RESPONSIBILITIES AND DUES**

In keeping with its purpose, the Chittenden County Regional Planning Commission will have the following duties and responsibilities:

**A.** In order to carry out the responsibilities of the regional planning commission, the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 24 V.S.A. Chapter 117, Section 4301 et seq., as amended, and such other laws as may be enacted by the General Assembly of the State of Vermont.

**B.** In order to carry out the responsibilities of the metropolitan planning organization (MPO), the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 23 CFR § 450.300 et seq., as amended, and such other laws and rules as may be enacted by the Congress of the United States, the United States Department of Transportation or the General Assembly of the State of Vermont.

**C.** Member communities provide local match funds for Chittenden County Regional Planning Commission programs funded in the annual work program under State and Federal law. Communities shall be assessed their reasonable fair share based on their community’s proportional equalized education grand list of the Chittenden County Regional Planning Commission region. The most current data available for this grand list shall always be utilized in this distribution.

**D.** The duties and responsibilities of members and alternates will be articulated in job descriptions developed by the Chittenden County Regional Planning Commission.

**E.** The Chittenden County Regional Planning Commission may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority, as defined within a service agreement under section XI of this bylaw, capable of exercise by a municipality as necessary or desirable for dealing with problems of local or regional concern.

**D-F.** Such other duties and responsibilities as are required by federal, state and local law or regulations, or otherwise authorized by law and endorsed by majority vote of its members.
ARTICLE IV. APPOINTMENT OF REPRESENTATIVES, TERM OF OFFICE

A. Board Membership in Chittenden County Regional Planning Commission is as follows:

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<thead>
<tr>
<th>Municipality</th>
<th>Sector</th>
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<tbody>
<tr>
<td>Bolton</td>
<td>Buel’s Gore</td>
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<td>Burlington</td>
<td>Charlotte</td>
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<tr>
<td>Colchester</td>
<td>Essex</td>
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<td>Essex Junction</td>
<td>Hinesburg</td>
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<tr>
<td>Huntington</td>
<td>Jericho</td>
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<tr>
<td>Milton</td>
<td>Richmond</td>
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<tr>
<td>St. George</td>
<td>Shelburne</td>
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<tr>
<td>South Burlington</td>
<td>Underhill</td>
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<tr>
<td>Westford</td>
<td>Williston</td>
</tr>
<tr>
<td>Winooski</td>
<td></td>
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<tr>
<td>Vermont Agency of Transportation (VAOT)</td>
<td>US Federal Highway Administration (FHWA)</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Industrial/Business</td>
</tr>
<tr>
<td>Socio-Economic-Housing</td>
<td>Conservation/Environmental</td>
</tr>
<tr>
<td>Burlington International Airport (BIA)</td>
<td>Federal Transit Administration (FTA)</td>
</tr>
</tbody>
</table>
| Chittenden County Transportation Authority (CCTA) | Railroad Industry  

B. Each member municipality’s locally elected legislative body shall appoint a representative (Municipal Representative) to the Chittenden County Regional Planning Commission and that representative's alternate, with the alternate having voting privileges in the absence of the representative. It is desirable that the Municipal Representative be a current or past member of the locally elected legislative body. Municipal Representatives and alternates shall serve at the pleasure of their respective locally elected legislative bodies and may be removed during their term. The term of the Municipal Representative and alternate will be for two years beginning July 1st. Communities whose beginning letter falls between A through K shall appoint a representative for even numbered fiscal years; and, communities whose beginning letter falls from L through Z shall appoint a representative for odd numbered fiscal years. Appointments by locally elected legislative bodies to fill a vacancy shall be for the unexpired term.

C. Regional Board members represent the following sectors: Agriculture, Socio-Economic-Housing, Industrial/Business, and Conservation/Environmental. Staff shall solicit nominees from stakeholder organizations. Regional Board members shall be appointed by the Chittenden County Regional Planning Commission for a term of two years for even numbered fiscal years at the June meeting. Regional Board members shall serve at the pleasure of the Chittenden County Regional Planning Commission and may be removed during their term.

D. The Vermont Secretary of Transportation or his/her designated alternate will represent the State of Vermont Agency of Transportation.
E. The following Transportation Board Members will appoint their respective representatives and alternates: FHWA, FTA, CCTA, and the BIA. The Railroad Industry shall be represented by a representative each from Vermont Rail Systems and New England Central Railroad who will alternate years as the primary and alternate representative. Representatives of these organizations serve at the pleasure of their appointing bodies.

Article V. QUORUM & VOTING

A. MPO business is defined comprehensively to include all activities undertaken by the Chittenden County Regional Planning Commission to carry out its responsibilities and authority as a metropolitan planning organization.

B. MPO voting. When conducting MPO business, the voting power of the Chittenden County Regional Planning Commission shall consist of a total of 24 votes apportioned as follows:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Votes</th>
<th>Municipality</th>
<th>Votes</th>
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<tr>
<td>Bolton</td>
<td>1</td>
<td>Burlington</td>
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<td>Charlotte</td>
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<td>Colchester</td>
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<td>Essex Junction</td>
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<td>Hinesburg</td>
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<td>Huntington</td>
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<td>Milton</td>
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<tr>
<td>Richmond</td>
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<td>St. George</td>
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</tr>
<tr>
<td>Shelburne</td>
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<td>South Burlington</td>
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<tr>
<td>Underhill</td>
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<td>Westford</td>
<td>1</td>
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<tr>
<td>Williston</td>
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<td>Winooski</td>
<td>1</td>
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<tr>
<td>VT Agency of Transportation</td>
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</table>

Municipalities that are incorporated shall each have at least one vote. A majority of the voting power (i.e. 13 of 24 votes) shall constitute a quorum for the transaction of MPO business at meetings. A majority of the voting power (i.e. 13 of 24 votes) and a majority of the municipalities (10 of 18) is required to adopt or amend MPO business.

Notwithstanding the need to make adjustments as a result of official corrections to the decennial census urbanized area boundary, the Chittenden County Regional Planning Commission shall review, and amend as it deems appropriate, its voting mechanisms and voting distribution for the purposes of MPO business within one year of the publication of each decennial census urbanized area boundary.

C. All other business. For the purposes of voting on all other business, including elections, FHWA, VAOT, CCTA, Railroad Industry, FTA and BIA are non-voting Board members. A
majority of the total of Municipal and Regional Board members shall constitute a quorum for
the transaction of all other business at meetings of the Chittenden County Regional Planning
Commission unless otherwise noted. Each Board member has one vote. Only Municipal
Board members shall vote on approving municipal plans and planning processes per 24
V.S.A. § 4350.

ARTICLE VI. EXECUTIVE DIRECTOR

A. Executive Director shall:

1) Be responsible to the Chittenden County Regional Planning Commission.

2) Conduct a regional planning program, within the framework of 24 V.S.A., Chapter 117,
and other state statutes relevant to regional planning.

3) Carry out all aspects of the regional transportation planning program in coordination with
the Assistant/MPO Director.

4) Manage contracts with consultants for the purpose of implementing the duly adopted
Unified Planning Work Program (UPWP).

5) Recommend changes to the bylaws, etc. to reflect the passage of new federal or state
legislation.

6) Be responsible for the office.

7) Hire and manage staff including consultation with the Executive Committee when hiring
the Assistant/MPO Director.

8) Be in charge of all general correspondence of the Chittenden County Regional Planning
Commission.

9) Assist the Secretary/Treasurer, and in this capacity shall be responsible for:

   a) keeping minutes of regular and special meetings of the Chittenden County Regional
      Planning Commission;

   b) notifying Board members of their election to office or appointment to committees;

   c) receiving all money due the Chittenden County Regional Planning Commission.

10) Prepare an annual budget and UPWP, including estimated revenues and expenditures, for
    the fiscal year to be reviewed by the Executive Committee of the Chittenden County
    Regional Planning Commission prior to submission for approval by the full Board.

11) Disburse the funds in accordance with the budget and as authorized by the
    Secretary/Treasurer.

12) Keep accounts which shall at all times be open to inspection by the Board members.

13) Undertake such other duties as the Chittenden County Regional Planning Commission
    shall assign.

14) Prepare an annual written report after the completion of each fiscal year.

15) Prepare a calendar for the ensuing year, which shall be presented to the Chittenden
    County Regional Planning Commission.

16) Prepare quarterly financial reports in a format approved by the Executive Committee and
    the Chittenden County Regional Planning Commission.

17) Prepare a recommendation to the CCRPC regarding any potential municipal
    service agreements and, if entered into, report on their status, the services provided, and
    funding arrangements, as appropriate.
B. Job descriptions and responsibilities for additional staff shall be on file.

ARTICLE VII. OFFICERS & EXECUTIVE COMMITTEE

A. Election of Officers and Executive Committee

The Chittenden County Regional Planning Commission shall annually elect three officers, a Chair, Vice-Chair, and Secretary/Treasurer. In addition, the Chittenden County Regional Planning Commission shall annually elect two municipal Board members to the Executive Committee. One municipal Board member of the Executive Committee shall represent a community of 5000+ population; the other, a community of less than 5000 population, based on information from the latest census or population estimate completed by the US Census Bureau.

The Board Development Committee shall render its report of nominations to fill ensuing vacancies prior to the June meeting. The Board Development Committee may nominate one or more candidates for each office. Candidates may also be nominated from the floor.

The officers of the Chittenden County Regional Planning Commission shall be elected by a two-thirds majority of the Board members present and voting pursuant to 24 V.S.A. § 4343(b). The results of the voting shall be announced at the June meeting of each year. In the event a majority for any office is not reached, the top two vote getters will have a run-off election and the Chittenden County Regional Planning Commission will continue to vote until a majority is reached.

B. Qualifications and Duties of Officers

1) As a qualification for office, the Chair shall have served at least one year as a representative on the Chittenden County Regional Planning Commission. The Chair shall have the power to call special meetings, establish agendas, preside over Chittenden County Regional Planning Commission meetings and, with concurrence of the Chittenden County Regional Planning Commission, establish and appoint committees and their members. The Chittenden County Regional Planning Commission will have at least those committees delineated in Article XI of these by-laws. The Chair shall execute agreements, contracts, and checks in accordance with administrative policies and procedures approved by the Executive Committee.

2) The Vice-Chair shall act as the Chair in the absence of the Chair, and in his/her absence have the same powers as the Chair.

3) The Secretary/Treasurer shall act as the Chair in the absence of the Chair and Vice-Chair, and in his/her absence have the same powers as the Chair. The Secretary/Treasurer shall be responsible for such secretarial and financial duties as are customary to the office.

4) In the absence of the Chair, Vice-Chair, and Secretary/Treasurer another member of the Executive Committee will act as the Chair with the consent of the CCRPC Board.

C. Membership and Elections for Vacancies of the Executive Committee
The members of the Executive Committee shall consist of six members: the Chair, Vice-Chair, Secretary/Treasurer, immediate past Chair and the two municipal members described in Section A above, elected at the June meeting. In the event of a vacancy existing between annual elections, the Chittenden County Regional Planning Commission shall elect a member to the Executive Committee to serve until the next June meeting.

D. Terms of Office
The terms of office of Executive Committee members shall begin immediately after the June meeting of each year at which they are declared elected and shall end immediately after the next June meeting unless re-elected; but officers shall hold office until their successors have been elected and installed. The Chair, Vice-Chair and Secretary/Treasurer shall serve no longer than four consecutive years in any one office. Municipal members of the Executive Committee may not serve more than four consecutive years in that position.

E. Purpose, Power and Duties of the Executive Committee
The purpose of the Executive Committee shall be to facilitate the administration of the Chittenden County Regional Planning Commission, ensure that policy and planning recommendations are brought before the Board, and ensure that the decisions of the Chittenden County Regional Planning Commission are implemented.

The Executive Committee shall be subject to the orders of the Chittenden County Regional Planning Commission voting membership, and none of its acts shall conflict with action taken by the Chittenden County Regional Planning Commission. The duties of the Executive Committee will include, but not be limited to, the following:

1) to monitor and assure the implementation of Chittenden County Regional Planning Commission Board of Director decisions;
2) to oversee the development of the agenda for Chittenden County Regional Planning Commission meetings;
3) to oversee the affairs of the Chittenden County Regional Planning Commission between its regular meetings but to act for the Chittenden County Regional Planning Commission only when immediate action is required and the Chittenden County Regional Planning Commission Board of Directors would not be able to take the necessary action;
4) to annually recommend to the full Chittenden County Regional Planning Commission at the June meeting Regional Board members to be elected to represent the categories prescribed in Article IV. A.
5) to oversee the activities of the Finance Committee (FC), Board Development Committee (BDC), Unified Planning Work Program Committee (UPWPC), Transportation Advisory Committee (TAC), Planning Advisory Committee (PAC), and Long Range Planning Committee (LRPC), and Clean Water Advisory Committee (CWAC) and to review Committee recommendations prior to submission to the Board of Directors;
6) to oversee organizational and personnel policies;
7) to recommend for employment an Executive Director subject to confirmation by the Chittenden County Regional Planning Commission;
8) to support, and annually review the Executive Director;
9) to assist the Executive Director in the hiring of the Assistant/MPO Director;
10) to determine, recommend and transmit to the Chittenden County Regional Planning Commission for approval all recommendations concerning public policy and plan recommendations forthcoming from the Chittenden County Regional Planning Commission's program, which would affect the Chittenden County region and its individual constituent cities and towns;

11) take action on Act 250/Section 248 applications per the CCRPC adopted Guidelines and Standards for Reviewing Act 250 and Section 248 Applications;

12) to make recommendations to the Chittenden County Regional Planning Commission concerning entering into, withdrawal from and/or terminating municipal service agreements;

13) to develop and update the Chittenden County Regional Planning Commission strategic plan and report findings to the Board of Directors;

14) to establish sub-committees on an as needed basis; and

15) to submit a written report of its activities and/or minutes of its meetings prior to each Chittenden County Regional Planning Commission meeting.

F. Executive Committee Meetings
Meetings will be held, at a minimum, in advance of the regular meeting of the Chittenden County Regional Planning Commission. Special meetings can be called at the request of the Chair or the Executive Director. A quorum to conduct business shall consist of four members. Members may participate via telephone or video conference if unable to attend in person.

Article VIII. MEETINGS
The rules of procedures of the Chittenden County Regional Planning Commission shall be Robert's Rules of Order the latest edition. These procedures will be followed except where superseded by these by-laws.

Board members will be sent their meeting notification, agendas, and appropriate documents at least one week prior to the actual meeting date, except in the case of special meetings. The Chittenden County Regional Planning Commission is a public body and shall comply with the Vermont Open Meeting Law (1 V.S.A. § 310 et seq.) and Access to Public Records Laws (1 V.S.A. §§ 315-320 et seq.). Special meetings may be called by the Chair or by a combined group of 50 percent or more of the voting Board members. The Chittenden County Regional Planning Commission Board may employ a “Consent Agenda” process when appropriate for expediting minor administrative actions related to the efficient operation of the Chittenden County Regional Planning Commission and the management of Chittenden County Regional Planning Commission programs and documents (e.g., qualifying TIP amendments). Any administrative change to Chittenden County Regional Planning Commission documents, policies, or procedures, other than items defined in Article X of these by-laws, may be identified and included in the Consent Agenda element of the full agenda for a regularly-schedule Board meeting.

At the beginning of each Board meeting, under the “Changes to the Agenda” item, the Chair will entertain requests from any Board member to move individual Consent Agenda items to the
Deliberative Agenda for discussion and action. The Board will then act on the Consent Agenda. If a Consent Agenda item is moved to the Deliberative Agenda for discussion and action, Board members will have the opportunity to request additional information on the item from staff, municipalities, and/or agencies, as appropriate. The Board may then (1) move and vote to approve the item moved from the Consent Agenda to the Deliberative Agenda, at which time the subject administrative change becomes effective, or (2) move and vote to send the change to the appropriate body (e.g., Executive Committee, TAC, or staff) for further review and recommendation.

**Article IX. FISCAL YEAR & MEETING DATES**

The Chittenden County Regional Planning Commission’s fiscal year shall be July 1st through June 30th.

The Annual Meeting shall be set by the Executive Committee and affirmed by the Chittenden County Regional Planning Commission Board.

The June Meeting of the Chittenden County Regional Planning Commission shall each year include the election of the organization’s Officers and the Executive Committee.

The Chittenden County Regional Planning Commission Board shall annually establish the day, time, and location of the Chittenden County Regional Planning Commission regular meetings. Meetings of the Chittenden County Regional Planning Commission shall be conducted at least quarterly.

**Article X. ADOPTIONS OR AMENDMENTS.**

A. Bylaws

Upon recommendation of the Executive Committee or upon request by resolution through written ballot by a majority of the Board members any proposed amendment to the by-laws shall first be sent to the Board members and the Board member municipalities’ locally elected legislative bodies in preliminary form for consideration and comment for a period of not less than thirty days. Not later than thirty days after this period, the Executive Committee shall submit to the Chittenden County Regional Planning Commission, (1) a report summarizing the comments received and recommendations of the Executive Committee; and (2) if authorized by the Chittenden County Regional Planning Commission, the proposed amendment in final form as a written ballot. If submission of the amendment as a ballot is not authorized by the Chittenden County Regional Planning Commission, but within ninety days after issuance of the report such submission is requested by a petition signed by at least twenty-five percent of the Board members, the Executive Committee shall, within thirty days following receipt of said petition, submit to the Chittenden County Regional Planning Commission a written ballot of the proposed amendment as originally submitted. Adoption of any amendments shall require the affirmative vote of two-thirds majority of the Board members.
B. MPO Business

Before the Chittenden County Regional Planning Commission may adopt or make other than minor amendments or administrative changes to MPO business, notice to Board member municipalities’ locally elected legislative bodies and to the general public shall be given consistent with the Public Participation Plan.

Minor amendments to the UPWP, such as reallocating dollars between approved tasks, can be done with Chittenden County Regional Planning Commission Board approval, without a public hearing.

No municipality or organization shall challenge the validity of the Transportation Improvement Program (TIP), UPWP, or Metropolitan Transportation Plan (MTP) as adopted according to this article, for procedural defects, after thirty (30) days following the day on which it was adopted.

C. Regional Plan

The Chittenden County Regional Planning Commission shall hold public hearings and seek comments on a proposed Regional Plan or amendments consistent with 24 V.S.A. § 4348. The Chittenden County Regional Planning Commission shall hold public hearings and review municipal plans and planning processes consistent with 24 V.S.A. § 4350. The Metropolitan Transportation Plan (MTP) is integrated into and part of the Regional Plan.

D. Metropolitan Transportation Plan

The MTP shall be considered and voted upon first as MPO Business. Then the full membership of CCRPC shall consider and vote upon the full Regional Plan.

E. Unified Planning Work Plan

The portion of the UPWP that is transportation funded shall be considered and voted upon as MPO Business. Then the full membership of CCRPC shall consider and vote upon the full UPWP.

Article XI. MUNICIPAL SERVICE AGREEMENTS

Participation by a municipality in a municipal service agreement shall be voluntary and only valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law by the legislative body of the municipality. To become effective, a municipal service agreement shall be ratified executed by a duly authorized agent of the regional planning commission and of each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service. Any modification to a service agreement shall not become effective unless unanimously approved by all parties to the service agreement, including the legislative bodies of all involved municipalities. Such modifications shall be in writing, with a copy provided to all parties to the agreement.

A municipal service agreement shall describe the services to be provided and the amount of funds payable by, and/or a formula for allocating costs to, each municipality that is a party to the service agreement. Service of personnel, use of equipment and office space, and other necessary
services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement.

When deemed appropriate by the participating municipalities and the CCRPC, a service agreement will typically include, but not require, a governance committee made up of representatives of the participating municipalities and CCRPC. If a governance committee is formed, the service agreement shall include appropriate details regarding the responsibilities, voting rights and financial obligations of each member.

All service agreements shall contain a termination date unless otherwise provided in the agreement. Service agreements shall also contain a provision describing how parties may withdraw from the agreement prior to the termination date. If the service agreement includes the need for multi-year financial obligations this will be considered in both termination and withdrawal provisions. The method of withdrawing from and/or terminating a service agreement shall generally be the same as the process for entering such agreement - i.e., by majority vote of the members of the legislative body, subject to other applicable provisions of law. If, however, the service agreement involves multi-year financial obligations or other contractual obligations have been incurred in reliance on the service agreement, the withdrawing party shall withdraw only upon satisfaction of those obligations or mutual written agreement regarding the process to satisfy the same.

i. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days’ notice unless otherwise provided in the agreement.

ii. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months’ notice prior to the beginning of a fiscal year unless otherwise provided in the agreement.

Nothing within this section shall limit CCRPC’s ability to enter into contracts or agreements to provide services with other governmental organizations or non-profit entities, including those serving multiple municipalities.

Article XII. COMMITTEES

There shall be committees of the Chittenden County Regional Planning Commission as described herein. All Chittenden County Regional Planning Commission Board members are encouraged to participate in a minimum of at least one standing committee. The Chair may appoint ad hoc committees for a specific purpose with the approval of the Chittenden County Regional Planning Commission. Committees should include subject matter experts as needed to provide advice to the Chittenden County Regional Planning Commission Board.

A. Finance Committee (FC)

The Finance Committee shall oversee the Chittenden County Regional Planning Commission finances and matters related to organizational finances as specifically described in items 1-8.
of this section.

The Chair of the Finance Committee shall be the Chittenden County Regional Planning Commission Secretary/Treasurer. There shall be 2 additional members including the Chittenden County Regional Planning Commission Vice-Chair and one member of the Board of Directors.

The Finance Committee shall meet on a quarterly basis or as needed to conduct the following activities:

1) oversee Chittenden County Regional Planning Commission finances;
2) oversee the Chittenden County Regional Planning Commission annual budget development and report findings to the Executive Committee in cooperation with the Unified Planning Work Plan Committee;
3) oversee the Chittenden County Regional Planning Commission annual audit and report findings to the Executive Committee;
4) oversee the staff benefit structure on an annual basis and report recommendations and/or findings to the Board;
5) oversee the staff compensation budget recommendations on an annual basis and report recommendations and/or findings to the Board;
6) oversee the development of a compensation study on a five-year basis and report recommendations/findings to the Board;
7) conduct other duties as assigned by the Board and/or Executive Committee; and
8) establish sub-committees on an as needed basis.

B. Board Development Committee (BDC)

The Board Development Committee shall oversee the Chittenden County Regional Planning Commission nominating process, updates to the Chittenden County Regional Planning Commission bylaws, Board member development, communications, and engagement as specifically described in items 1-10 of this section.

The Chair of the Board Development Committee shall be the Chittenden County Regional Planning Commission Immediate Past Chair (should there not be an available Immediate Past Chair the Executive Committee shall appoint a Chair). There shall be up to 4 additional members of the Board of Directors.

The Board Development Committee shall meet on a semi-annual basis or as needed to conduct the following activities:

1) prepare a slate of officers;
2) review and recommend updates of the Chittenden County Regional Planning Commission bylaws on an as needed basis and report findings to the Executive Committee;
3) conduct new Board member recruitment in coordination with municipal locally elected legislative bodies;
4) oversee Board member training and development;
5) conduct periodic Board performance evaluations;
6) oversee and conduct Chittenden County Regional Planning Commission outreach and communications (or delegate to an ad hoc Community Engagement Committee);
7) oversee and conduct Chittenden County Regional Planning Commission marketing and branding (or delegate to an ad hoc Community Engagement Committee);
8) review and recommend updates of the Chittenden County Regional Planning Commission Public Participation Plan on an as needed basis (or delegate to an ad hoc Community Engagement Committee) and report findings to the Executive Committee;
9) conduct other duties as assigned by the Board and/or Executive Committee; and
10) establish sub-committees on an as needed basis.

C. Unified Planning Work Plan Committee (UPWPC)

The Unified Planning Work Plan Committee shall oversee the Chittenden County Regional Planning Commission annual work plan development process as specifically described in items 1-5 of this section.

The Chair of the Unified Planning Work Plan Committee shall be a Board member selected by the Chair of the CCRPC. There shall be up to 12 members as follows:

- 3-5 Board members
- 2 Transportation Advisory Committee members
- 2 Planning Advisory Committee members
- Vermont Agency of Transportation
- Federal Highway Administration (ex-officio, non-voting)
- Chittenden County Transportation Authority (ex-officio, non-voting)

The Unified Planning Work Plan Committee shall meet on a semi-annual basis or as needed to conduct the following activities:

1) develop a draft annual Unified Planning Work Program (UPWP) and report findings to the Executive Committee in cooperation with the Finance Committee;
2) review and recommend updates to the UPWP development process policies on an as needed basis and report findings to the Executive Committee;
3) develop performance measures to monitor the implementation of the UPWP, update the performance measures on an as needed basis, monitor the implementation of the UPWP using the established performance measures and report findings to the Executive Committee;
4) conduct other duties as assigned by the Board and/or Executive Committee; and
5) establish sub-committees on an as needed basis.

D. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee shall oversee the Chittenden County Regional Planning Commission transportation activities and policy development funded primarily through the Federal Highway Administration Metropolitan Planning Organization (MPO) program as specifically described in items 1-9 of this section.
The Chair of the Transportation Advisory Committee shall be a TAC member elected by the TAC or appointed by the Chair of CCRPC. There shall be up to 31 members and representatives of organizations as follows:

- 1 Board member
- Representatives of the 18 municipalities eligible to vote on MPO business as described in Article V. A.
- Vermont Agency of Transportation
- Federal Highway Administration
- Chittenden County Transportation Authority
- Burlington International Airport
- Campus Area Transportation Management Association
- Special Services Transportation Agency
- Person representative of the Business Community
- Person representative of the Disabled Community
- Person representative of the Elderly Community
- Person representative of the Environmental Community
- Person representative of the Bicycle and/or Pedestrian Community
- Person representative of the Rail Industry

The terms of TAC members will be for two years beginning July 1st, communities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years. Appointments of all other members will be on an annual basis by the Board Chair. Appointments to fill a vacancy shall be for the unexpired term.

The Transportation Advisory Committee shall meet on a monthly basis or as needed to conduct the following activities:

1) review Metropolitan Transportation Plan (MTP) updates, revisions, and amendments as developed by the Long Range Planning Committee;
2) review and recommend to the Board the Transportation Improvement Program (TIP) and TIP amendments, Sidewalk and Transportation Enhancement Grant program recommendations and priorities and other program ranking recommendations as needed;
3) review and recommend technical planning/engineering studies for inclusion in the UPWP;
4) review completed MPO funded planning and scoping studies;
5) oversee the selection of consultants to be retained for MPO funded projects and programs;
6) undertake MPO related technical and policy activities similar to the Planning Advisory Committee;
7) coordinate transportation land use activities with the Planning Advisory Committee;
8) conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
9) establish sub-committees on an as needed basis.
E. Planning Advisory Committee (PAC)

The Planning Advisory Committee shall oversee the Chittenden County Regional Planning Commission regional planning activities and policy development as specifically described in items 1-13 of this section.

The Chair of the Planning Advisory Committee shall be a PAC member elected by the PAC or appointed by the Chair of CCRPC. There shall be up to 31 members and representatives of organizations as follows:

- 1 Board member
- Representatives of the 18 incorporated municipalities and Buel’s Gore
- 3-5 members of public/interest groups that may include, but are not limited to, the Vermont Department of Health and Champlain Housing Trust
- Vermont Agency of Transportation and other interested state agencies (ACCD, ANR, AOA)
- Federal Highway Administration (ex-officio, non-voting)
- Chittenden County Transportation Authority (ex-officio, non-voting)

The terms of PAC members will be for two years beginning July 1st, communities whose beginning letter falls between A and K shall appoint a representative to serve beginning in odd numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in even numbered fiscal years.

Appointment of all other members will be on an annual basis by the Board Chair. Appointments to fill a vacancy shall be for the unexpired term.

The Planning Advisory Committee shall meet on a quarterly basis or as needed to conduct the following activities:

1) review municipal plans (with the inclusion of ad hoc Committee members from the involved and adjacent communities);
2) review and make recommendations to the Board regarding *Guidelines and Standards for Reviewing Act 250 and Section 248 Applications* and identify development projects that may require Act 250 or Section 248 review so that the Board’s role in the process may be proactive instead of reactive;
3) review and recommend regional planning technical/planning/engineering studies for inclusion in the UPWP;
4) provide interface between the Board, work groups and functions related to cross cutting planning issues and the Regional Plan;
5) develop regional planning policy recommendations for Board consideration and/or action;
6) provide input to MTP, UPWP, and TIP development, and other transportation planning processes, on issues or projects of a regional nature;
7) oversee the selection of regional planning and MTP land use related consultants to be retained for projects and programs;
8) evaluate and prioritize regional planning technical assistance;
9) review and make recommendations to the Board regarding Regional Plans of adjacent regions;
10) undertake regional planning related technical and policy activities similar to the
Transportation Advisory Committee;

11) coordinate transportation land use activities with the Transportation Advisory Committee;
12) conduct other duties as assigned by the Board and/or Executive Committee; and
13) establish sub-committees on an as-needed basis.

F. Long Range Planning Committee (LRPC)

The Long Range Planning Committee shall oversee the Chittenden County Regional Planning Commission development of the Metropolitan Transportation Plan (MTP), the Regional Plan (RP), and other associated long range planning activities as specifically described in items 1-8 of this section.

The Chair of the Long Range Planning Committee shall be a Board member selected by the Chair of the CCRPC. There shall be up to 14 members and representatives of organizations as follows:

- 3-6 Board members
- 1 or 2 TAC members
- 1 or 2 PAC members
- 1 to 3 members of public/interest groups
- 1 representative of the Vermont Agency of Transportation

The Long Range Planning Committee shall meet on a semi-annual basis or as needed to conduct the following activities:
1) develop the Metropolitan Transportation Plan at least every five years and present to the Board for adoption;
2) develop the Regional Plan at least every eight years and present to the Board for adoption;
3) develop policy recommendations related to the MTP and RP for Board consideration and/or action;
4) provide guidance to the MTP, RP, UPWP, and TIP development and other land use transportation planning processes on issues and/or projects of a long range planning nature;
5) coordinate activities with the TAC and PAC to assure consistency in plans and policy recommendations to the Board;
6) prepare an annual report of indicators to benchmark the region’s progress towards meeting regional and transportation planning goals;
7) conduct other duties as assigned by the Board and/or Executive Committee; and
8) establish sub-committees on an as needed basis.

G. Clean Water Advisory Committee (CWAC)

The Clean Water Advisory Committee (CWAC) shall oversee the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain Total Maximum Daily Load (TMDL) Plan and its related plans and programs.
The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of CCRPC. There shall be up to 24 members and representatives of organizations as follows:

- 1 CCRPC Board member or Alternate (who may also represent their municipality)
- Representatives of the County’s 19 municipalities
- University of Vermont
- Vermont Agency of Natural Resources (ANR)
- Vermont Agency of Transportation
- Burlington International Airport

The terms of CWAC municipal members will be for two years beginning July 1st, municipalities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years. Organizational members shall appoint a member for a 2-year term with an alternate if desired. Initial appointees of the ad hoc CWAC shall remain appointed until their municipality or organization makes an appointment to this standing committee. Appointments to fill a vacancy shall be for the unexpired term.

The CWAC shall meet as needed to conduct the following activities:

1. oversee programming related to the CCRPC’s efforts in assisting the Vermont Agency of Natural Resources (ANR) with basin planning and surface water management including but not limited to:
   a. CCRPC’s assistance to Vermont-ANR in the development of tactical basin plans;
   b. technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions;
   c. coordinating municipal planning and adoption or implementation of municipal development regulations to better meet State water quality policies and investment priorities;
   d. assistance to Vermont ANR in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.

2. undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits;

3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the CWAC comprised of the twelve (12) municipalities and organizations in Chittenden County currently subject to a Municipal Separate Storm Sewer System (MS-4) or Transportation Separate Storm Sewer System (TS-4) permit:
   a. This subgroup shall operate under agreements contained in a mutually-agreed upon Memorandum of Understanding regarding implementation of, but not
limited, to Minimum Control Measures #1 and #2 or as may be amended or consolidated.

b. This subcommittee has sole authority regarding implementation of the Memorandum noted above.

4. The CWAC or other individual subcommittees of the CWAC may also, as appropriate, meet as needed to conduct the following activities:

a. review and recommend to the Board water quality program recommendations and priorities;
b. review and recommend water quality studies for inclusion in the UPWP;
c. review completed CCRPC studies regarding water quality issues;
d. oversee the selection of consultants to be retained for water quality related projects and programs;
e. conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
f. establish sub-committees on an as-needed basis.

Article XIII. RESOLVING CONFLICTING INTERESTS

A. Preamble
A public official must exercise his or her authority solely for the benefit of the public and, in fact, stand in a fiduciary relationship to the public. He or she is held by the law to a most rigid standard with respect to any activity which places his or her individual interest in a position where collision with public responsibility becomes possible. The law requires that not only must public officials actually separate private interests from public responsibility, but must also give every appearance of this separation.

A real conflict of interest exists when a private interest exists leading to a personal benefit or gain. An apparent conflict of interest exists when there is a perception that a conflict of interest exists leading to a personal benefit or gain.

Such a conflict would arise when (1) a Board member, (2) any member of his or her immediate family, (3) his or her partner, or (4) an organization which employs or is about to employ any of (1) through (3) above, have a financial or other interest in the firm selected for the award.

Board members of both the Chittenden County Regional Planning Commission and the Chittenden County Regional Planning Commission’s sub-grantees will neither solicit nor accept gratuities, favors, or items of value (excluding calendars, pens, and other nominal items) from contractors, potential contractors, or parties to sub-agreements.

When a significant real or apparent conflict of interest arises the concerned parties shall discuss the matter with the Executive Committee. Board members should raise the issue of a potential conflict of interest of another Board member or staff person whenever they feel one exists and the person in question does not declare a real or apparent conflict of interest. All real conflicts of interest require compliance with Section B below. The Executive Committee will determine all
apparent conflicts of interest. If there is an actual conflict of interest the Committee shall decide on a case-by-case basis whether an individual can participate in discussions, but the individual shall not vote. Alternatively, if there is an apparent conflict of interest the Committee will decide whether and how an individual may participate and if the individual may vote.

B. Board Member Actions
In the event a real conflict of interest, as herein defined, does or would result, the Board member shall act as follows:

1) Disclosure. In the event a proposed contract, material or labor is to be furnished to the Chittenden County Regional Planning Commission, the Board member shall state on the record the nature of his or her conflict of interest. He or she shall not communicate, either formally or informally, with any other Board member with respect to the awarding of such contract and shall not vote on the question of its issuance.

2) Disclosure of Fiduciary Relationship. In the event the Board member has fiduciary relationship with any individual, partnership, firm or corporation seeking to contract with the Chittenden County Regional Planning Commission, or to provide materials or labor thereto, or has a fiduciary interest in a project or a project before Act 250 or other regulatory board where the Chittenden County Regional Planning Commission is a party, the Board member shall, regardless of contract amount, state on the record the nature of his or her interest, refrain from all formal or informal discussion with any other Board members with respect to such contract or project, and shall not vote on the question of its issuance or approval or disapproval.

3) Form. Upon joining the Chittenden County Regional Planning Commission or at the beginning of the fiscal year, Board members will sign a form indicating that they have read and understand this Section.

ARTICLE XIX XIV. APPROPRIATIONS TO THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

The Chittenden County Regional Planning Commission may receive and expend monies from any source.

CCRPC Charter
ADOPTED by the Commission May 2, 1966.
AMENDED by the Commission May 26, 1997
AMENDED by the Commission September 28, 1998
Superseded by the Commission, May 18, 2011, effective July 1, 2011

CCRPC Bylaws
Amended by CCRPC September 23, 1991
Amended by CCRPC May 27, 1997
Amended by CCRPC February 27, 2006
Superseded by the Commission, May 18, 2011, effective July 1, 2011
Amended by CCRPC May 21, 2014
Amended by CCRPC ______, 2017
CCMPO Bylaws
Adopted by the Chittenden County Metropolitan Planning Organization July 15, 1983.
21, 2004, June 20, 2007 and superseded on by the bylaws of the CCRPC dated May 18, 2011,
effective July 1, 2011.
Chittenden County RPC Executive Committee
03/8/17
Agenda Item 5: Action Item

Public Participation Plan Amendment for Public Hearing Comment Period

Issues: In 2014 CCPRC updated the Public Participation Plan. This update explored traditional and innovative outreach methods to meet the needs of our growing and increasingly diverse community. The plan also added consistency to CCRPC’s outreach efforts for our Regional Plan, Metropolitan Transportation Plan (MTP), Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP). State law requires a 30-day comment period for regional plans. However, State and Federal law have no specific comment period requirements for the MTP, the UPWP or the TIP. Rather, Federal law requires that “the MPO shall provide all interested parties with a reasonable opportunity to comment.” MPOs must develop a Public Participation Plan and must follow outreach procedures documented in the plan.

Prior to the 2014 Public Participation Plan notice requirements for the MTP, UPWP and TIP were contained in the Bylaws and were 15 days.

The practical impact of increasing the notice period from 15 to 30 days is that there is not enough time for the Board to warn a public hearing one month and hold the public hearing the following month. Staff have addressed this issue by having the Board warn a public hearing two meetings before the hearing date, but frequently there is not complete information on the topic of the public hearing for the Board to make an informed recommendation.

This proposed change reinstates the 15-day public notice requirement for the UPWP and the TIP so the Board can hold the public hearing in the month following the warning.

Staff Recommendation: Recommend that the 2014 Public Participation Plan be revised as attached.

For more information contact: Christine Forde
cforde@ccrpcvt.org or 846-4490 ext. *13
3. SUMMARY OF CCRPC PUBLIC PARTICIPATION POLICIES

The Public Participation Plan describes in detail the major activities of the CCRPC, and the accompanying public participation methods and processes. The following table includes an overview of the CCRPC’s formal Public Participation Policies, including the comment period for each program. We recommend confirming all regular public meetings with CCRPC staff or via the website: www.ccrpcvt.org.

Table 1: Summary of CCRPC Public Participation Policies

<table>
<thead>
<tr>
<th>Plan/Program Adoption</th>
<th>Public Meetings</th>
<th>Public Hearing Comment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Participation Plan (PPP)</td>
<td>Public can comment at Transportation Advisory Committee (TAC), Planning Advisory Committee (PAC) and Board meetings, as well as via mail, email or phone.</td>
<td>45 Days as per Title 23 U.S.C. Section 134 and 23 CFR Part 450.316</td>
</tr>
<tr>
<td>Regional Plan and Metropolitan Transportation Plan (MTP)</td>
<td>Two or more public meetings held for proposed plan or amendments. Public can comment at TAC, LRPC PAC and Board meetings, as well as via mail, email or phone.</td>
<td>Regional Plan: 30 Days as per 24 V.S.A. § 4348 and Title 23 U.S.C. Section 134 and 23 CFR Part 450.316 MTP: 15 Days</td>
</tr>
<tr>
<td>Unified Planning Work Program (UPWP)</td>
<td>Public can comment at TAC, PAC and Board meetings, as well as via mail, email or phone.</td>
<td>15 30 Days</td>
</tr>
<tr>
<td>Transportation Improvement Plan (TIP)</td>
<td>Public can comment at TAC and Board meetings, as well as via mail, email or phone.</td>
<td>15 30 Days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan/Program Amendments</th>
<th>Public Meetings</th>
<th>Public Comment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Participation Plan</td>
<td>Public hearing for major amendments.</td>
<td>45 Days</td>
</tr>
<tr>
<td>Regional Plan and Metropolitan Transportation Plan (MTP)</td>
<td>Two or more public meetings held for proposed major amendments to Regional Plan. Public hearing for major MTP amendments. No meeting required for minor amendments.</td>
<td>30 Days</td>
</tr>
<tr>
<td>Transportation Improvement Program (TIP)</td>
<td>See Appendix D for details.</td>
<td>30 Days for major amendments</td>
</tr>
<tr>
<td>Unified Planning Work Program (UPWP)</td>
<td>Public hearing for major amendments. No meeting required for minor amendments.</td>
<td>30 Days</td>
</tr>
<tr>
<td>Open Meetings</td>
<td>Public Meetings</td>
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<tr>
<td>CCRPC Board</td>
<td>Regular meetings are held at 6:00pm at the CCRPC office on the third Wednesday of every month (except August and November).</td>
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<tr>
<td>Long Range Planning Committee (LRPC)</td>
<td>Meets on a semi-annual basis or as needed for Regional Plan and MTP updates.</td>
<td></td>
</tr>
<tr>
<td>Transportation Advisory Committee (TAC)</td>
<td>Regular meetings are held at 9:00am at the CCRPC office the first Tuesday of every month.</td>
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<tr>
<td>Planning Advisory Committee (PAC)</td>
<td>Regular meetings are held at 2:30pm at the CCRPC office the second third Wednesday of every month.</td>
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<tr>
<td>Executive Committee</td>
<td>Regular meetings are held at 5:30pm at the CCRPC office the first Wednesday of every month.</td>
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<tr>
<td>Finance Committee</td>
<td>Meets on a quarterly basis or as needed.</td>
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<tr>
<td>Board Development Committee</td>
<td>Meets on a semi-annual basis or as needed.</td>
<td></td>
</tr>
</tbody>
</table>

### 4. PUBLIC PARTICIPATION PRINCIPLES & GOALS

Public participation is a dynamic activity that requires commitment at all levels of the organization. In crafting the Public Participation Plan, we are striving to meet these relevant principles in the ECOS Plan:

**ECOS Principle # 6: Cultivate collaboration.** Sustainable communities engage all facets of society in working together for the benefit of the whole. Local governments in these communities bring government representatives, community members and organization together and create a culture of collaboration that encourages innovation, sharing of resources, and jointly shared accountability for results.

**ECOS Principle # 7: Ensure equity.** Sustainable communities allocate resources and opportunities fairly so that all people who do the full range of jobs that a community needs can thrive in it. Local governments in these communities actively eliminate barriers to full participation in community life and work to correct past injustices.

**ECOS Principle # 8: Embrace diversity.** Sustainable communities feature a tapestry of peoples, cultures and economies underpinned by a richly functioning natural environment. Local governments in these communities celebrate and foster ethnic, cultural, economic and biological diversity and encourage multiple approaches to accomplish a goal.

To ensure that all constituents are provided with substantive opportunities to participate in CCRPC activities, the organization pledges to follow the federal mandates outlined in the Legal Regulations and Requirements Section, as well as the Principles, Goal and Objectives in the following section.
This Public Participation Plan describes the roles and responsibilities of the CCRPC in meeting federal and state requirements, and in honoring our commitment to involving the public and other interested parties in transportation and regional planning in Chittenden County. The Plan also describes the techniques used by the CCRPC to reach and engage the public in its projects and activities. In order to determine the effectiveness of those techniques, a means to evaluate each of them is necessary.

Table 3 identifies evaluation criteria, performance goals, and methods to reach the goals for each public engagement technique. There are several ways to determine whether or not those goals have been achieved. Short surveys of event participants, CCRPC contacts, and other members of the public can assess which outreach techniques are effective or ineffective, and why. Analyzing the time spent by CCRPC staff on each technique and their subsequent success rate can help guide decisions on how to improve outreach methods, or which methods are ineffective and should be discontinued. On an annual basis, CCRPC staff and/or a communications consultant will use the following evaluation table to track the effectiveness of each public engagement technique. A summary report of the results will highlight successful public engagement efforts, note areas that could be improved, and offer recommendations that would benefit the public and the organization alike. The Public Participation Plan Advisory Committee will get together once a year for a review to assess the effectiveness of the PPP and the evaluation methods below.
DRAFT MEMORANDUM

TO: Jim Ryan, Municipal Roads General Permit Manager
FROM: Chittenden County Regional Planning Commission
DATE: March __, 2017
RE: Comments on initial draft Municipal Roads General Permit

Thank you for the opportunity to comment on the initial draft Municipal Roads General Permit. Please consider these comments as you revise the draft permit for final rule making. Thank you for your consideration

1. Inventories - Please clarify if ALL connected roads (including ones that meet the MRGP road standards and have no erosion issues) need to be inventoried every 5 years.

2. Triggers - For each of the triggers for improvement identified in the permit, there needs to be clear definitions on the thresholds for “Fully Meets”, “Partially Meets”, and “Does Not Meet.”

3. Class 4 Roads - Currently municipalities are not required to maintain Class 4 roads in accordance with Title 19. If this permit is going to require municipalities to correct gullies on Class 4 roads, statute should be clarified to specifically require only this kind of maintenance. However, we are also concerned that requiring municipalities on Class 4 roads, even if it is confined to major erosion problems, could lead to causing more erosion just to get to the site with the right equipment.

4. Stone-lined Ditching - We are concerned that the stone line ditching standards in the draft MRGP creates a discrepancy with the Orange Book standards (i.e. 5% v. 8%). The standard should be consistent across programs to ensure municipalities are remain eligible for funding programs including FEMA Disaster Recover funds. We feel strongly that municipalities should not have to try to follow two different sets of standards for connected roads and non-connected roads to avoid these conflicts.

5. Outfalls outside of the ROW – Often these grass lined ditches will need to be stabilized well outside of the ROW. Make it clear in the permit what responsibilities the municipalities have to address these issues even if they are outside the ROW.

6. Culvert Requirements - Please clearly define the different culverts and associated standards (driveway, conveyance, drainage, etc.).
7. **Reporting Cycle** - Consider an annual reporting cycle rather than semi-annual, considering there will be minimal work occurring between October to April to report. We would prefer an April reporting date so that municipalities can report what has been approved in the budget to be addressed in that construction season. Reducing the administrative burden for both municipalities and the State by 50% is desirable.

8. **Annual Fee** – A $2,000 flat annual fee is too heavy of a burden for smaller Towns. Fee level should be variable depending on the number of connected road segments or road-related impervious cover with maybe some additional consideration related to the size of the municipal budget. The total amount of fees should be tied to the cost to administer the permit and not generate excess revenue.

9. **MS4 Fees** – We understand and would like confirmed that no additional fees will be charged to MS4 permittees when the MRGP requirements are added to the MS4 permits.

10. **Historic Projects** – Although it may not seem to be directly connected to the MRGP permit going forward, it is our understanding that the State can document and take credit for phosphorous reduction to meet the Lake Champlain TMDL going back to more than 10 or maybe even 15 years ago. We understand that date is 2002 for the stormwater permits, v. two years prior to the permit issuance for the MRGP. It would seem to us that it would be very beneficial to the State to ask for documentation of these prior projects that were done solely by municipalities.

11. **Slope Data** – Recent higher resolution LiDAR (elevation) data is a more accurate source for slope data. There is a chance that fewer roads may be deemed “connected” because of this more accurate data. While this data may not be available statewide yet, we’d like to use it in Chittenden County. Can we re-examine the slope data and provide information back to the State to update your data?
CCRPC Executive Committee
03/08/2017
Agenda Item 7: Action Item

Active Transportation Plan: Action Item

Background: CCRPC began an update to the Bike Ped plan in the summer of 2015 and held extensive public outreach through workshops and the project’s on-line map comment tool through that fall and winter. Preliminary network and infrastructure recommendations were presented to the TAC and Board last spring and fall, based largely on GIS analysis that considered:

- Public comment, safety, level of stress,
- Trip origins and destinations, and
- Previous plans/studies.

A project feasibility layer was added later and combined with priorities to produce a recommended network map identifying both.

Staff provided extensive comments on priority recommendations and feasibility determinations last September which led to some revisions and another round of comment/review solicitation. We conducted this through Front Porch Forum and local Bike/Ped committees from October to December.

At the March TAC meeting, staff will present the plan with a focus on its recommendations. The TAC will also be asked to recommend approval of the plan to the CCRPC Board.

Staff Recommendation: Staff recommends that the Executive Committee recommend approval of the Active Transportation Plan to the CCRPC Board.

Staff contact: Peter Keating, pkeating@ccrpcvt.org 861-0124

Attachments: The ATP and priority map can be found at http://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/
Chittenden County Demographic Forecasts: Item 8

Background: As you know we are aiming for Board approval of the forecasts at the March 15th meeting. [Here](#) is all of the information that was presented to you at the last Board meeting: the 2050 population forecast, municipal population forecast, employment forecast and household forecast; as well as a presentation. We have asked the PAC and LRPC to review the forecasts for their respective towns and consider the predications for population, employment, and households in light of the town plans and other relevant studies. We’ve requested that they, focus comments on the near future period ending at 2030 as it is difficult to estimate demographics out into the future and the estimations become less accurate the further the prediction is extended out. We have already received comments from some of the municipalities and have sent those on to the consultants.

The PAC will meet before your Executive Committee meeting, and the LRPC will meet the following morning. We are hoping that they will be able to address all comments in time to approve the final forecasts at the Board meeting.

Staff Recommendation: Staff recommends that the Executive Committee recommend approval of the Chittenden County Demographic Forecasts to the CCRPC Board.

Staff contact: Melanie Needle: mneedle@ccrpcvt.org or (802) 846-4490, ext. *27.

Attachments: See above link.
CCRPC Executive Committee
03/08/2017
Agenda Item 9: Informational

County-wide Functional Class Updates

Background: Throughout the past year, the Chittenden County Regional Planning Commission has been in the process of conducting a comprehensive review of the Chittenden County functional classification system. While making adjustments to the Urban Functional Classification Area in 2014, CCRPC staff came across issues with the county’s functional classification system. Numerous roadways were found to be improperly classified according to the most recent FHWA guidelines. During the fall and winter of 2015, CCRPC transportation staff initiated the first known comprehensive review of the functional classification system since the 1968 Federal-Aid Highway Act.

Functional classifications of county roadways were reviewed and updates are recommended based on the guidance detailed in the 2013 FHWA publication Highway Functional Classification Concepts, Criteria and Procedures (https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/fcauab.pdf). The guidelines give states the ability to modify their hierarchy of roadways to meet localized needs. All proposed functional classification changes have been added to an interactive online map that can be found at http://map.ccrpcvt.org/functionalclass/. Proposed changes solely reflect the existing functionality of a roadway in question and do not account for future projects or plans.

Functional classification is an essential organizing element in data management and roadway statistics reporting. It is imperative to maintain an updated functional classification system to improve monitoring, tracking and reporting on the performance of the system at a national and State level. Functional classification is used in a number of ways:

Project Prioritization: Functional classification often has an impact on the prioritization of expenditures. Transportation agencies and municipalities may dedicate funding programs towards high volume arterial routes that offer enhanced levels of mobility and connect major population centers.

Safety Programs: Transportation agencies use functional classification to assess roadway safety and implement safety improvement programs. Agencies often consider the functional classification of a roadway when evaluating crash rates.
For example, the VTrans High Crash Location Report develops statewide high crash locations that are organized by functional classification.

**Funding:** The Federal-aid Highway System is directly tied to functional classification. Federal transportation funding is available for Interstates, Freeways and Expressways, Principal Arterials, Minor Arterials, Major Collectors and Minor Collectors (located within the urban boundary). Minor Collectors in rural areas and local roadways are ineligible for Federal transportation funding.

**Asset Management:** Asset management programs often use functional classification to determine which assets serve the most people and goods.

**Highway Design:** While functional classification does not dictate design, it does have an influence on design. Generally, higher class roadways have greater speed limits, fewer sharp curves and wider lanes, while lower class roadways have lower speed limits, steeper curves and narrower lanes. However, there is significant flexibility in the design of a roadway relative to its functional classification. When evaluating functional classification, it’s important to consider the immediate environment of a roadway and the communities that it serves.

**Maintenance:** Pavement resurfacing cycles are usually linked to functional classification, which is also related to project prioritization and asset management. Functional classification can also be used by a State transportation agency or a municipality to prioritize snow/ice removal in winter weather.

VTrans has reviewed our proposed functional classification updates and advised us to coordinate these changes with our member municipalities. We have solicited feedback from each municipality and have made updates to our proposed changes based on the input that was received. CCRPC staff is still working with Burlington and Williston to finalize their proposed functional classification changes.

**Staff contacts:**  
Jason Charest, (802) 846-4490 ext. 32, jcharest@ccrpcvt.org  
Marshall Distel, (802) 861-0122 ext. 26, mdistel@ccrpcvt.org

**Attachments:** Spreadsheet of functional class changes
### Chittenden County Proposed Principal Arterials

<table>
<thead>
<tr>
<th>Town</th>
<th>Highway</th>
<th>AADT</th>
<th>Mi.</th>
<th>Existing Class</th>
<th>Begin</th>
<th>End</th>
<th>Comments/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Hinesburg</td>
<td>ROUTE 116</td>
<td>4,400-8,600</td>
<td>2.870</td>
<td>R, Minor Arterial</td>
<td>Silver St</td>
<td>St George TL</td>
<td>This is a multi-town route connecting Hinesburg's designated village with the Burlington region. Numerous minor arterials are proposed to connect to this roadway. The portion of Rt 116 that currently runs through South Burlington is a principal arterial. These proposed sections would extend the current principal arterial to Hinesburg's Designated Village Center.</td>
</tr>
<tr>
<td>St George</td>
<td>ROUTE 116</td>
<td>5,100</td>
<td>1.240</td>
<td>R, Minor Arterial</td>
<td>Hinesburg TL</td>
<td>Shelburne TL</td>
<td></td>
</tr>
<tr>
<td>Shelburne</td>
<td>ROUTE 116</td>
<td>5,100</td>
<td>1.210</td>
<td>R, Minor Arterial</td>
<td>St George TL</td>
<td>St George TL</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> Jericho</td>
<td>ROUTE 117</td>
<td>5,200</td>
<td>2.780</td>
<td>R, Minor Arterial</td>
<td>Essex TL</td>
<td>Richmond TL</td>
<td>Connects existing principal arterial in Essex to the Interstate in Richmond, AADT falls within the recommended volumes for rural principal arterials, roadway characteristics for these segments are similar to that of Rt 117 in Essex, this forms one of the primary northwest routes east of Winooski River.</td>
</tr>
<tr>
<td>Richmond</td>
<td>ROUTE 117</td>
<td>5,200</td>
<td>0.830</td>
<td>R, Minor Arterial</td>
<td>Jericho TL</td>
<td>US-2</td>
<td></td>
</tr>
<tr>
<td>Richmond</td>
<td>W MAIN ST (Rt 2)</td>
<td>8,500</td>
<td>0.280</td>
<td>R, Major Collector</td>
<td>VT-117</td>
<td>I-89 on-ramp</td>
<td>This addition extends the principal arterial through the interstate interchange, AADT reaches the upper threshold for recommend rural principal arterial volumes.</td>
</tr>
<tr>
<td><strong>3</strong> S Burlington</td>
<td>KENNEDY DR</td>
<td>12,500-16,600</td>
<td>1.510</td>
<td>U, Minor Arterial</td>
<td>Dorset St</td>
<td>US-2</td>
<td>This is a major multi-lane roadway that provides direct access to both I-189 and I-89 from the Burlington International Airport.</td>
</tr>
<tr>
<td><strong>4</strong> Jericho</td>
<td>ROUTE 15</td>
<td>8,900-11,400</td>
<td>4.300</td>
<td>R, Minor Arterial</td>
<td>Essex TL</td>
<td>River Rd</td>
<td>Extension of the existing principal arterial (currently stops at Essex/Jericho TL) so that it reaches the Designated Village Centers of Jericho and Underhill.</td>
</tr>
<tr>
<td>Williston</td>
<td>ESSEX RD (Rt 2A)</td>
<td>13,100-17,379</td>
<td>2.930</td>
<td>U, Minor Arterial</td>
<td>US-2</td>
<td>Essex TL</td>
<td>Connects Designated Growth Centers of Essex Jct and Williston, significant change in roadway characteristics during the past decade due to growth in the region, AADT well above recommended minor arterial volumes, existing principal arterial connection.</td>
</tr>
<tr>
<td>Essex Jct</td>
<td>PARK ST (Rt 2A)</td>
<td>15,500</td>
<td>0.670</td>
<td>U, Minor Arterial</td>
<td>Williston TL</td>
<td>Five Corners</td>
<td></td>
</tr>
<tr>
<td><strong>5</strong> Essex</td>
<td>SUSIE WILSON RD</td>
<td>21,000</td>
<td>0.520</td>
<td>U, Major Collector</td>
<td>VT-15</td>
<td>S Wilson Byp</td>
<td>Susie Wilson Rd provides connectivity and mobility between Rt 15, Rt 2A and Rt 289, AADT three times higher than the recommended major collector values, multi-lane. The bypass is a limited access route with a 50 mph posted speed limit that also serves as a major commercial truck routes.</td>
</tr>
<tr>
<td>Essex</td>
<td>SUSIE WILSON BYP</td>
<td>15,000</td>
<td>0.770</td>
<td>U, Major Collector</td>
<td>Susie Wilson Rd</td>
<td>VT-2A</td>
<td></td>
</tr>
<tr>
<td><strong>6</strong> Colchester</td>
<td>ROUTE 2</td>
<td>11,900-13,600</td>
<td>2.120</td>
<td>R, Minor Arterial</td>
<td>I-89 off-ramp</td>
<td>Milton TL</td>
<td>This is an interregional highway (access management class 3) with an AADT comparable to the freeway functional classification. This is also the only route to islands and has a posted speed limit between 45 mph and 55 mph.</td>
</tr>
<tr>
<td>Milton</td>
<td>ROUTE 2</td>
<td>9,900-10,800</td>
<td>3.680</td>
<td>R, Minor Arterial</td>
<td>Colchester TL</td>
<td>Grand Isle</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong> Colchester</td>
<td>ROUTE 7</td>
<td>10,605-13,708</td>
<td>0.430</td>
<td>R, Minor Arterial</td>
<td>US-2</td>
<td>Milton TL</td>
<td>AADT meets Principal Arterial threshold, connects Milton to the I-89 interchange in Colchester, roadway characteristics consistent with existing US-7 Principal Arterial sections, supports longer-distance travel.</td>
</tr>
<tr>
<td>Milton</td>
<td>ROUTE 7</td>
<td>5,040</td>
<td></td>
<td>R, Minor Arterial</td>
<td>Milton TL</td>
<td>Main St</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td>Highway</td>
<td>AADT</td>
<td>Mi.</td>
<td>Existing Class</td>
<td>Begin</td>
<td>End</td>
<td>Comments/Justification</td>
</tr>
<tr>
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<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>St George</td>
<td>ROUTE 2A</td>
<td>5,200</td>
<td>2.000</td>
<td>R. Major Collector</td>
<td>VT-116</td>
<td>Williston TL</td>
<td>Characteristics similar to RI 2A in Williston, supports high-mobility travel, direct I-89 route for Hinesburg residents, prevents classification from changing at TL.</td>
</tr>
<tr>
<td>Shelburne</td>
<td>DORSET ST</td>
<td>3,400</td>
<td>0.300</td>
<td>R. Major Collector</td>
<td>Barstow Rd</td>
<td>S Burl TL</td>
<td>The Shelburne segment of this route has an AADT higher than the recommended rural major collector volumes, ensures that the proposed arterial doesn’t stop at the TL. The S Burlington segment has multi lane sections, links the Designated Growth Center with I-89-I-189 and supports high-mobility travel.</td>
</tr>
<tr>
<td>S Burlington</td>
<td>DORSET ST</td>
<td>4,200-17,500</td>
<td>4.300</td>
<td>U. Major Collector</td>
<td>Shelburne TL</td>
<td>US-2</td>
<td>Kimball Ave has AADT four times higher than recommended urban major collector volumes, will link to a principal arterial, runs through major commercial center, while Marshall Ave connects to Williston Designated Growth Center, connects to RI 2A existing principal arterial, non-residential route, commercial area access.</td>
</tr>
<tr>
<td>Williston</td>
<td>MARSHALL AV</td>
<td>8,200-10,600</td>
<td>1.000</td>
<td>U. Major Collector</td>
<td>Kennedy Dr</td>
<td>Williston TL</td>
<td>Will connect two principals arterials (Rt 2 &amp; Rt 2A); provides access to a major industrial center, few residential dwellings along route.</td>
</tr>
<tr>
<td>Richmond</td>
<td>W MAIN ST (RI 2)</td>
<td>8,500</td>
<td>2.300</td>
<td>R. Major Collector</td>
<td>Williston TL</td>
<td>Jericho Rd</td>
<td>(Principal arterial through interchange) Connects Richmond downtown to I89, AADT over three times higher than the recommended volume for rural major collectors.</td>
</tr>
<tr>
<td>Richmond</td>
<td>E MAIN ST (RI 2)</td>
<td>4,700</td>
<td>3.700</td>
<td>R. Major Collector</td>
<td>Jericho Rd</td>
<td>Bolton TL</td>
<td>Extends the proposed minor arterial through Richmond from Bolton, AADT above rural major collector volumes, I-89 connection.</td>
</tr>
<tr>
<td>Bolton</td>
<td>Rt 2</td>
<td>1,800-2,400</td>
<td>5.600</td>
<td>R. Major Collector</td>
<td>Richmond TL</td>
<td>Waterbury TL</td>
<td>The only significant east/west route since Bolton has no access to the Interstate, meets rural minor arterial AADT, Rt 2 is a multi-town route.</td>
</tr>
<tr>
<td>Richmond</td>
<td>GOVERNOR PECK HWY</td>
<td>2,300</td>
<td>0.800</td>
<td>R. Major Collector</td>
<td>VT-117</td>
<td>Jericho TL</td>
<td>Will extend Browns Trace minor arterial to the Rt 117 principal arterial/I89, highest-volume north/south roadway in or out of Jericho, few residential dwellings along route, supports long-distance travel between Underhill/Jericho Center villages, I89 connection for both towns.</td>
</tr>
<tr>
<td>Jericho</td>
<td>GOVERNOR PECK RD</td>
<td>2,400</td>
<td>0.700</td>
<td>R. Major Collector</td>
<td>Richmond TL</td>
<td>Browns Trace</td>
<td></td>
</tr>
<tr>
<td>Jericho</td>
<td>BROWNS TRACE</td>
<td>2,500-3,800</td>
<td>6.100</td>
<td>R. Major Collector</td>
<td>Gov Peck Rd</td>
<td>VT-15</td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>SHELBURNED RD</td>
<td>14,200</td>
<td>0.120</td>
<td>U. Principal Arterial</td>
<td>Locust St</td>
<td>S Union St</td>
<td>This is a very short segment that serves as an extension of S Union and S Winooski, both are proposed minor arterial downgrades. AADT 3,000 daily vehicles higher than maximum recommended volume for urban major collectors, direct access to downtown Burlington from RI 7. The current principal arterial section serves as an extension of S Winooski, its maintains system continuity by downgrading it to a minor arterial arterial does not meet principal arterial volumes, parallel to Willard principal arterial, high driveway density, partial one-way traffic</td>
</tr>
<tr>
<td>Burlington</td>
<td>ST PAUL ST</td>
<td>9,400</td>
<td>0.700</td>
<td>U. Major Collector</td>
<td>Howard St</td>
<td>Main St</td>
<td>AADT does not meet principal arterial volumes, parallel to Willard principal arterial, high driveway density, partial one-way traffic.</td>
</tr>
<tr>
<td>Burlington</td>
<td>ST PAUL ST</td>
<td>11,200</td>
<td>0.180</td>
<td>U. Principal Arterial</td>
<td>S Union St</td>
<td>Howard St</td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>WINOOSKI AV (SOUTH)</td>
<td>3,100-4,000</td>
<td>0.920</td>
<td>U. Principal Arterial</td>
<td>St Paul St</td>
<td>Pearl St</td>
<td>AADT does not meet principal arterial volumes, parallel to Willard principal arterial, high driveway density, partial one-way traffic.</td>
</tr>
<tr>
<td>Burlington</td>
<td>WINOOSKI AV (NORTH)</td>
<td>3,655</td>
<td>0.730</td>
<td>U. Principal Arterial</td>
<td>Pearl St</td>
<td>Riverside Av</td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>UNION ST (SOUTH)</td>
<td>3,100-3,400</td>
<td>1.070</td>
<td>U. Principal Arterial</td>
<td>Shelburne Rd</td>
<td>Pearl St</td>
<td>Low AADT, FHWA says to avoid creating parallel principal arterials, provides more access than mobility, partial one-way traffic.</td>
</tr>
<tr>
<td>Burlington</td>
<td>UNION ST (NORTH)</td>
<td>3,769</td>
<td>0.400</td>
<td>U. Principal Arterial</td>
<td>Pearl St</td>
<td>N Winooski Av</td>
<td></td>
</tr>
<tr>
<td>Town</td>
<td>Highway</td>
<td>AADT</td>
<td>Mi.</td>
<td>Existing Class</td>
<td>Begin</td>
<td>End</td>
<td>Comments/Justification</td>
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<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Williston</td>
<td>OLD CREAMERY RD</td>
<td>3,300</td>
<td>1.800</td>
<td>R, Local</td>
<td>VT-2A</td>
<td>Oak Hill Rd</td>
<td>Functions as a connecting street to link two minor arterials, supports relatively high-mobility travel for a significant distance</td>
</tr>
<tr>
<td>Burlington</td>
<td>N PROSPECT ST</td>
<td>5,100</td>
<td>0.600</td>
<td>U, Local</td>
<td>Pearl St</td>
<td>Riverside Av</td>
<td>Creates a connection between an existing principal arterial (Rt 2/7) and an existing minor arterial (Pearl St)</td>
</tr>
<tr>
<td>Jericho</td>
<td>BARBER FARM RD</td>
<td>1,900</td>
<td>2.600</td>
<td>R, Minor Collector</td>
<td>VT-117</td>
<td>Browns Trace</td>
<td>Connects Jericho Center to Rt 117, AADT falls within the mid-range of values recommended for rural major collectors</td>
</tr>
<tr>
<td>Burlington</td>
<td>RIVERSIDE AV (W/US7)</td>
<td>6,800</td>
<td>0.200</td>
<td>U, Local</td>
<td>Intervale Av</td>
<td>N Winooski Av</td>
<td>These segments form the route that links Rt 2/7 with Rt 127, AADT above recommended urban major collector volumes</td>
</tr>
<tr>
<td>Burlington</td>
<td>OAK ST</td>
<td>6,800</td>
<td>0.200</td>
<td>U, Local</td>
<td>Manhattan Dr</td>
<td>Riverside Av</td>
<td>These segments form the route that links Rt 2/7 with Rt 127, AADT above recommended urban major collector volumes</td>
</tr>
<tr>
<td>Burlington</td>
<td>MANHATTAN DR</td>
<td>1,000-9,800</td>
<td>0.900</td>
<td>U, Local</td>
<td>N Champlain</td>
<td>Oak St</td>
<td>These segments form the route that links Rt 2/7 with Rt 127, AADT above recommended urban major collector volumes</td>
</tr>
<tr>
<td>Williston</td>
<td>BROWNELL RD</td>
<td>3,760</td>
<td>0.600</td>
<td>U, Local</td>
<td>VT-116</td>
<td>Williston TL</td>
<td>South Brownell: Rt 2 &amp; Rt 116 connection, major north/south route with an I-89 overpass, connects rural/suburban areas to Taft Corners in Williston. North Brownell: Improves system continuity by connecting a minor arterial with a principal arterial, links neighborhoods with commercial areas</td>
</tr>
<tr>
<td>St. George</td>
<td>BROWNELL RD</td>
<td>3,760</td>
<td>0.600</td>
<td>U, Local</td>
<td>VT-116</td>
<td>Williston TL</td>
<td>South Brownell: Rt 2 &amp; Rt 116 connection, major north/south route with an I-89 overpass, connects rural/suburban areas to Taft Corners in Williston. North Brownell: Improves system continuity by connecting a minor arterial with a principal arterial, links neighborhoods with commercial areas</td>
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<td>St. George</td>
<td>BROWNELL RD</td>
<td>3,760</td>
<td>0.600</td>
<td>U, Local</td>
<td>VT-116</td>
<td>Williston TL</td>
<td>South Brownell: Rt 2 &amp; Rt 116 connection, major north/south route with an I-89 overpass, connects rural/suburban areas to Taft Corners in Williston. North Brownell: Improves system continuity by connecting a minor arterial with a principal arterial, links neighborhoods with commercial areas</td>
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<td>St. George</td>
<td>BROWNELL RD</td>
<td>3,760</td>
<td>0.600</td>
<td>U, Local</td>
<td>VT-116</td>
<td>Williston TL</td>
<td>South Brownell: Rt 2 &amp; Rt 116 connection, major north/south route with an I-89 overpass, connects rural/suburban areas to Taft Corners in Williston. North Brownell: Improves system continuity by connecting a minor arterial with a principal arterial, links neighborhoods with commercial areas</td>
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<tr>
<td>St. George</td>
<td>BROWNELL RD</td>
<td>3,760</td>
<td>0.600</td>
<td>U, Local</td>
<td>VT-116</td>
<td>Williston TL</td>
<td>South Brownell: Rt 2 &amp; Rt 116 connection, major north/south route with an I-89 overpass, connects rural/suburban areas to Taft Corners in Williston. North Brownell: Improves system continuity by connecting a minor arterial with a principal arterial, links neighborhoods with commercial areas</td>
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<tr>
<td>St. George</td>
<td>BROWNELL RD</td>
<td>3,760</td>
<td>0.600</td>
<td>U, Local</td>
<td>VT-116</td>
<td>Williston TL</td>
<td>South Brownell: Rt 2 &amp; Rt 116 connection, major north/south route with an I-89 overpass, connects rural/suburban areas to Taft Corners in Williston. North Brownell: Improves system continuity by connecting a minor arterial with a principal arterial, links neighborhoods with commercial areas</td>
</tr>
</tbody>
</table>

### Chittenden County Proposed Major Collectors

<table>
<thead>
<tr>
<th>Town</th>
<th>Highway</th>
<th>AADT</th>
<th>Mi.</th>
<th>Existing Class</th>
<th>Begin</th>
<th>End</th>
<th>Comments/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hinesburg</td>
<td>C V U RD</td>
<td>3,900</td>
<td>0.600</td>
<td>R, Local</td>
<td>VT-116</td>
<td>Pond Rd</td>
<td>Provides access to a major regional high school, makes sense to continue major collector from Richmond Rd rather than abruptly stopping it</td>
</tr>
<tr>
<td>Charlotte</td>
<td>FERRY RD</td>
<td>1,700</td>
<td>2.890</td>
<td>R, Minor Collector</td>
<td>Cedar Beach</td>
<td>US-7</td>
<td>Collects traffic from numerous local roadways, covers a significant distance across Charlotte, direct connection with Rt 7, multi-model Champlain ferry connection</td>
</tr>
<tr>
<td>Charlotte</td>
<td>SPEAR ST</td>
<td>700-2,223</td>
<td>5.900</td>
<td>R, Minor Collector</td>
<td>Hinesburg Rd</td>
<td>Shelburne TL</td>
<td>Charlotte section: Multi-town route, supports relatively high-mobility travel, most north/south travelled route in/out of Charlotte besides Rt 7. Shelburne section: A replacement for the Thomas Rd major collector, 3 times the traffic volume, enhances system connectivity</td>
</tr>
<tr>
<td>Shelburne</td>
<td>SPEAR ST</td>
<td>1,700</td>
<td>0.700</td>
<td>R, Local</td>
<td>Thomas Rd</td>
<td>Irish Hill Rd</td>
<td>Charlotte section: Multi-town route, supports relatively high-mobility travel, most north/south travelled route in/out of Charlotte besides Rt 7. Shelburne section: A replacement for the Thomas Rd major collector, 3 times the traffic volume, enhances system connectivity</td>
</tr>
<tr>
<td>Shelburne</td>
<td>DORSET ST</td>
<td>490-3,500</td>
<td>2.600</td>
<td>R, Local</td>
<td>Irish Hill Rd</td>
<td>Barstow Rd</td>
<td>Functions as a connecting street to link two minor arterials, supports relatively high-mobility travel for a significant distance</td>
</tr>
</tbody>
</table>

**South Brownell:** AADT two times higher than recommended volume for urban major collectors, major route out of Essex through a commercial/industrial hub. Severance Rd: AADT exceeds recommended volume for urban major collectors, direct route from Essex to Colchester Designated Growth Center, extension of Rt 127 arterial.
<table>
<thead>
<tr>
<th>Town</th>
<th>Highway</th>
<th>AADT</th>
<th>Mi.</th>
<th>Existing Class</th>
<th>Begin</th>
<th>End</th>
<th>Comments/Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Jericho</td>
<td>SKUNK HOLLOW RD</td>
<td>2,415</td>
<td>2.500</td>
<td>R, Local</td>
<td>VT-117 Plains Rd</td>
<td>This route connects Rt 117 to Rt 15, runs through the village of Jericho, most direct route to I-89 from the village. Plains Rd connects Skunk Hollow with Rt 15, this segment will complete the connecting route between two principal arterials.</td>
<td></td>
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<tr>
<td>28 Essex</td>
<td>PINECREST DR</td>
<td>2,700-3700</td>
<td>1.000</td>
<td>U, Local</td>
<td>S Wilson Rd VT-2A</td>
<td>Connects Rt 2A with S Wilson, functions as a major collector because many disconnected streets funnel traffic onto the roadway.</td>
<td></td>
</tr>
<tr>
<td>29 Essex</td>
<td>ESSEX WY</td>
<td>2,800-7,763</td>
<td>1.000</td>
<td>U, Local</td>
<td>VT-289 VT-15</td>
<td>This is a wide multi-lane roadway connecting 289 to Rt 15, commercial center access, high AADT for a local roadway.</td>
<td></td>
</tr>
<tr>
<td>30 Winooski</td>
<td>W CENTER ST</td>
<td>1,572</td>
<td>0.170</td>
<td>U, Minor Arterial</td>
<td>Mallets Bay US-7</td>
<td>AADT volumes more closely match an urban major collector, collects Winooski residential neighborhood traffic rather than providing long-distance travel. These roadways function as a collectors that funnel traffic onto the Blakely Rd minor arterial.</td>
<td></td>
</tr>
<tr>
<td>31 Winooski</td>
<td>W ALLEN ST</td>
<td>2,600</td>
<td>0.130</td>
<td>U, Minor Arterial</td>
<td>Mallets Bay US-7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 Winooski</td>
<td>MALLETT'S BAY AV</td>
<td>3,100-4,100</td>
<td>0.680</td>
<td>U, Minor Arterial</td>
<td>Allen/Center Colchester TL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 Colchester</td>
<td>MALLETT'S BAY AV</td>
<td>3,100-4,100</td>
<td>3.300</td>
<td>U, Minor Arterial</td>
<td>Winooski TL Blakely Rd</td>
<td></td>
<td></td>
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<tr>
<td>34 Milton</td>
<td>BEAR TRAP RD</td>
<td>1,100</td>
<td>0.500</td>
<td>R, Local</td>
<td>Sanderson W Milton Rd</td>
<td>Bear Trap Rd: This is an extension of the existing Bear Trap collector so that it connects West Milton to Milton. West Milton Rd: Serves as one of two interstate overpasses in Milton, significant east/west route.</td>
<td></td>
</tr>
<tr>
<td>35 Charlotte</td>
<td>THOMPSONS POINT RD</td>
<td>1,100</td>
<td>2.400</td>
<td>R, Local</td>
<td>Pavement Greenbush Rd</td>
<td>Provides access from Greenbush Rd to the Point Bay Marina, only route in/out of Thompson's Point.</td>
<td></td>
</tr>
<tr>
<td>36 Charlotte</td>
<td>CHURCH HILL RD</td>
<td>1,900</td>
<td>1.100</td>
<td>R, Local</td>
<td>Hinesburg Rd Rt 7</td>
<td>Connects Rt 7 and Hinesburg Rd.</td>
<td></td>
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<tr>
<td>37 Charlotte</td>
<td>GREENBUSH RD</td>
<td>1,200</td>
<td>4.900</td>
<td>R, Local</td>
<td>Ferrisburgh TL Shelburne TL</td>
<td>Greenbush: Only road west of Rt 7 that runs the length of Charlotte, significant north/south route for western half of the town. Bostwick: Creates a connection from Greenbush to Rt 7.</td>
<td></td>
</tr>
<tr>
<td>Shelburne</td>
<td>BOSTWICK RD</td>
<td>1,200</td>
<td>2.200</td>
<td>U/R Local</td>
<td>Charlotte TL Rt 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 Charlotte</td>
<td>MT PHILO RD</td>
<td>1,200</td>
<td>3.800</td>
<td>R, Local</td>
<td>Spear St Shelburne TL</td>
<td>Charlotte section: Significant north/south route through the center of Charlotte, connection to Hinesburg Rd major collector. Shelburne section: Connects to Falls Rd major collector and provides access into Charlotte. Connects to Rt 7 signalized intersection in Shelburne.</td>
<td></td>
</tr>
<tr>
<td>Shelburne</td>
<td>MT PHILO RD</td>
<td>1,600</td>
<td>1.100</td>
<td>U, Local</td>
<td>Charlotte TL Marsett Rd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelburne</td>
<td>FALLS RD</td>
<td>5,000</td>
<td>0.700</td>
<td>U, Local</td>
<td>Marsett Rd Rt 7</td>
<td></td>
<td></td>
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<tr>
<td>39 Shelburne</td>
<td>THOMAS RD</td>
<td>390</td>
<td>1.100</td>
<td>R, Major Collector</td>
<td>Falls Rd Spear St</td>
<td>0.04 mi Urban (Swap with Spear).</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Street</td>
<td>Type</td>
<td>Direction</td>
<td>U/R, Collector</td>
<td>Notes</td>
<td></td>
<td></td>
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<tr>
<td>--------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Shelburne</td>
<td>HARBOR RD</td>
<td>1,300</td>
<td>R, Local</td>
<td>Bay Rd</td>
<td>Marina The only route in/out of Shelburne Point</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jericho</td>
<td>NASHVILLE RD</td>
<td>713-910</td>
<td>R, Local</td>
<td>Browns Trace</td>
<td>Bolton TL Jericho section: Connects West Bolton and the eastern half of Jericho to Browns Trace. Bolton section: The roadway is the only east/west route out of West Bolton, smaller backroads feed into the roadway.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jericho</td>
<td>LEE RIVER RD</td>
<td>1,000</td>
<td>R, Major Collector</td>
<td>Browns Trace</td>
<td>Rt 15 1.5 mi U,.04mi (R15 to Plains) Major Col.</td>
<td></td>
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</tr>
<tr>
<td>Essex Jct</td>
<td>S SUMMIT ST</td>
<td>3,863</td>
<td>U, Local</td>
<td>West St</td>
<td>Rt 15 Connects the West St major collector with the Rt 15 principal arterial, traffic funnels onto this street from cul-de-sacs and looping streets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essex Jct</td>
<td>RAILROAD AVE</td>
<td>No data</td>
<td>U, Local</td>
<td>Rt 15 Central St</td>
<td>Links to Amtrak Station</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essex Jct</td>
<td>CENTRAL ST</td>
<td>No data</td>
<td>U, Local</td>
<td>Rt 2A Railroad Av</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>LEDGE RD</td>
<td>1,600</td>
<td>U, Local</td>
<td>Shelburne Rd</td>
<td>S Prospect S Ledge Rd: Connects Rt 7 &amp; S Prospect St. It’s the most direct route from UVM’s athletic campus to the Rt 7 corridor. S Prospect St: Cul-de-sacs and looping streets funnel traffic onto this street, provides direct access to UVM from Main St</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>S PROSPECT ST</td>
<td>6,000</td>
<td>U, Local</td>
<td>Main St</td>
<td>Connects a Minor Arterial with a Principal Arterial, serves a large subdivision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milton</td>
<td>EAST RD</td>
<td>1,700</td>
<td>U/R, Local</td>
<td>Colchester TL</td>
<td>Westford Rd East Rd: Significant north/south route east of Rt 7 connecting parts of Colchester Village and eastern Milton. North Rd: Connects eastern Milton to Rt 104A in Georgia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milton</td>
<td>NORTH RD</td>
<td>1,200</td>
<td>U/R Local</td>
<td>Westford Rd</td>
<td>Georgia TL North Rd: Connects eastern Milton to Rt 104A in Georgia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colchester</td>
<td>JASPER MINE RD</td>
<td>1,400</td>
<td>R, Local</td>
<td>R t 2 Mayo Rd</td>
<td>Jasper Mine: Creates the most direct route from West Milton to I-89 and Rt 2. Mayo: Link to Rt 2/1-89 via Jasper Mine Rd. W Milton: Connection to Rt 2 from West Milton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colchester</td>
<td>MAYO RD</td>
<td>1,400</td>
<td>R, Local</td>
<td>Jasper Mine</td>
<td>Milton TL</td>
<td></td>
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<tr>
<td>Milton</td>
<td>W MILTON RD</td>
<td>950-1,400</td>
<td>R, Local</td>
<td>Colchester TL</td>
<td>Bear Trap Rd</td>
<td></td>
<td></td>
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<tr>
<td>Milton</td>
<td>BOMBARDIER RD</td>
<td>0.360</td>
<td>U, Local</td>
<td>US-7 Hobbs Rd</td>
<td>Connects neighborhood street traffic to US-7/McMullen Rd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milton</td>
<td>HOBBS RD</td>
<td>2,600</td>
<td>U, Local</td>
<td>Bombardier Rd</td>
<td>McMullen Rd Connects neighborhood street traffic from numerous disconnected streets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milton</td>
<td>MCMULLEN RD</td>
<td>1,100</td>
<td>U/R, Local</td>
<td>Railroad St</td>
<td>East Rd Connects East Charlotte with Dorset St in Shelburne &amp; So. Burlington, enhances system continuity by connecting a Minor Collector to the existing Hinesburg Rd Major Collector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelburne</td>
<td>DORSET ST</td>
<td>0.320</td>
<td>R, Local</td>
<td>Shelburne Hinesburg Rd</td>
<td>Charlotte TL Connects East Charlotte with Dorset St in Shelburne &amp; So. Burlington, enhances system continuity by connecting a Minor Collector to the existing Hinesburg Rd Major Collector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charlotte</td>
<td>DORSET ST</td>
<td>480</td>
<td>R, Local</td>
<td>Shelburne TL</td>
<td>Hinesburg Rd Connects East Charlotte with Dorset St in Shelburne &amp; So. Burlington, enhances system continuity by connecting a Minor Collector to the existing Hinesburg Rd Major Collector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>NORTH ST</td>
<td>2,900</td>
<td>U, Local</td>
<td>N Willard St</td>
<td>N Prospect St Connects the existing North Street Major Collector to the proposed North Prospect Major Collector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>BIRCHCLIFF PKWY</td>
<td>0.310</td>
<td>U, Local</td>
<td>Pine St</td>
<td>Shelburne Rd Connects a Minor Arterial with a Principal Arterial, serves a large subdivision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>LOCUST ST</td>
<td>0.330</td>
<td>U, Local</td>
<td>Pine St</td>
<td>Shelburne Rd Connects a Minor Arterial with a Principal Arterial, serves a popular recreation area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burlington</td>
<td>HOWARD ST</td>
<td>0.440</td>
<td>U, Local</td>
<td>Pine St</td>
<td>N Willard St Serves as a significant east/west route, connects multiple arterials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Location</td>
<td>Street</td>
<td>Distance</td>
<td>Type</td>
<td>Description</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Burlington</td>
<td>MAPLE ST</td>
<td>0.880</td>
<td>U, Local</td>
<td>Battery St S Prospect St Serves as a significant east/west route, connects multiple arterials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Burlington</td>
<td>COLLEGE ST</td>
<td>0.890</td>
<td>U, Local</td>
<td>Battery St S Prospect St Serves as a significant east/west route, connects multiple arterials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Burlington</td>
<td>APPLETREE POINT</td>
<td>0.700</td>
<td>U, Local</td>
<td>Nottingham Ln Staniford Rd Connects numerous neighborhood streets to the North Ave Minor Arterial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Burlington</td>
<td>ETHAN ALLEN PKWY</td>
<td>0.910</td>
<td>U, Local</td>
<td>North Ave Gazo Ave Serves as the only route to a large subdivision in the New North End</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Burlington</td>
<td>NORTH AVE</td>
<td>0.860</td>
<td>U, Local</td>
<td>Plattsburg Ave Derway Dr Connects the northernmost New North End subdivisions to the existing Minor Arterial</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additions recommended made by Vtrans

<table>
<thead>
<tr>
<th>No.</th>
<th>Location</th>
<th>Street</th>
<th>Distance</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Williston</td>
<td>REDMOND RD</td>
<td>0.180</td>
<td>U,Major Collector</td>
<td>Mountain View Rd Terminus at former unbuilt CIRC interchange With CIRC not being built, there is no need for a section of major collector to be retained on Redmond Road and this should be dropped from the federal aid system and revert to a local road</td>
</tr>
<tr>
<td>61</td>
<td>Westford</td>
<td>OLD STAGE RD</td>
<td>0.650</td>
<td>R, Major Collector</td>
<td>Essex - Westford TL Woods Hollow Road and Chapin Road Intersection Does it make sense to extend the Major Collector on Old Stage Road to the intersection of Woods Hollow Road and Chapin Road, where this is a logical change in the traffic patterns?</td>
</tr>
<tr>
<td>62</td>
<td>Richmond</td>
<td>COCHRAN RD</td>
<td>0.150</td>
<td>R, Local</td>
<td>Cochran Road - River Road Intersection US-2 Intersection Short section needs assignment to a Minor Collector for connectivity between Cochran Road and US-2 in Jonesville</td>
</tr>
</tbody>
</table>
January 20, 2017

VIA ELECTRONIC MAIL & FIRST-CLASS MAIL
Charles Baker, Executive Director
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404

Re:  Regional Dispatch – Governance Recommendation

Dear Charlie:

I am writing to follow up on our January 11, 2017 meeting regarding the above-referenced matter. You had asked for our opinion regarding the appropriate governance model for a regional entity that would more efficiently meet the public safety dispatch needs of Chittenden County communities.

By way of background, it is our understanding that Chittenden County municipal managers, in conjunction with the Chittenden County Regional Planning Commission (“CCRPC”), have recently discussed methods to improve the provision of governmental services on a region-wide basis. In addition, for a substantial period of time, efforts have been made at the State and regional level to study the feasibility of regional public safely dispatching. In May 2016, Act 89, expanded the authority of regional planning commissions to enter into service agreements with municipalities and to exercise certain municipal powers in accordance therewith. In September 2016, the CCRPC notified Chittenden County municipalities that it had undertaken a study to determine whether dispatching services might be better provided using a “regionalized approach.” We further understand that this regionalized approach to providing dispatch services will likely involve the lease or purchase of real estate and the hiring and management of staff, many of who are presently municipal employees.

In furtherance of the CCRPC’s study, you have developed a draft memorandum, dated January 2, 2017, entitled “REGIONAL DISPATCH – Governance Evaluation” (the “Governance Evaluation”). The Governance Evaluation provides certain historical information and outlines various governance
model options for a regional dispatch entity. We have reviewed and considered each of these possible options and Steve Stitzel and I met with you, Lee Krohn and Aaron Frank on January 11, 2017 for the purpose of obtaining additional information and further exploring the range of possibilities.

As noted in your Governance Evaluation, there are a number of potential governance models for a regional dispatch entity, including models that involve formation of nonprofit organizations or inter-municipal agreements. For the reasons discussed below, however, it is our opinion and recommendation that the formation of a union municipal district dispatch organization, with support provided through service agreements with CCRPC, would best meet the needs of a regional dispatch entity. This is consistent with the conclusions that you reached in Sections D.5 and E of your Governance Evaluation.

The process to create a union municipal district is well established under Vermont law, 24 V.S.A. Ch. 121, and – in the absence of a specific statute authorizing the creation of a “special purpose municipality,” such as a consolidated water or sewer waste district – has been used successfully to address issues of regional concern in Chittenden County. Once created, such entities are generally familiar to Chittenden County municipal legislative bodies, state and federal regulatory and funding agencies, and the legislative and judicial branches of State government. For example, the Winooski Valley Park District (“WVPD”) was formed as a union municipal district to hold and manage certain historic, conservation and recreational lands in Chittenden County. The scope and nature of WVPD’s authority as a union municipal district, including its right to own and control real estate, has been examined and upheld by the Vermont Supreme Court. See Hunters, Anglers and Trappers Association of Vermont v. Winooski Valley Park District, 2006 VT 82.

Upon approval by the requisite number of municipalities, a union municipal district has all of the powers of a Vermont municipality, except as limited by the agreement creating the district, including the power to sue and be sued, to hold and convey real and personal property, to hire and fix the compensation of employees, to contract for services, to borrow money and issue evidence of indebtedness, and to exercise “any other powers that are exercised or capable of exercise by any of its participating municipalities, and necessary or desirable for dealing with problems of mutual concern.” See 24 V.S.A. §§ 4865 and 4866.
As discussed during our January 11, 2017 meeting and noted above, the formation of a new regional dispatch organization as a union municipal district would provide that organization with power to hire, compensate and, if necessary, dismiss employees, including an executive director. It would also provide the organization’s governing body with a valuable tool to attract and retain employees – the ability to elect to join the Vermont Municipal Employees Retirement System (“VMERS”), under 24 V.S.A. Chapter 125, for all or some employees. 24 V.S.A. § 5053(c). Given the expressed desire of the regional dispatch entity to potentially purchase or construct a building to house its facilities, the ability of a union municipal district to own property in its own name and to incur indebtedness, including through the exercise of bonding authority under 24 V.S.A. § 4866(9) and Chapter 53 of Title 24, and to access funds though the Municipal Bond Bank pursuant to Chapter 119 of Title 24, cannot be gainsaid. The formation of a regional dispatch entity as a union municipal district also provides the entity with the ability to (1) access state and federal grant fund and favorable loan terms that are not available to non-municipal entities and (2) establish a reserve fund under 24 V.S.A. § 2804. Such a reserve fund may be established to pay for designated future costs, including capital expenses.

Another benefit of the municipal form of government is ordinance authority. During our January 11 meeting, we discussed the potential for a regional dispatch organization to adopt and enforce ordinances, including ordinances pertaining to false reports or false alarms. As a municipality, a union municipal district has the authority to adopt, amend, repeal and enforce ordinances pursuant to Chapter 59 of Title 24. This authority would provide a union municipal district with the ability to designate an ordinance as criminal or civil, and to utilize the enforcement mechanisms provided by law applicable to such an ordinance. Depending on the nature and extent of the violation, ordinances adopted by a union municipal district would typically be enforced before the Judicial Bureau or in the Criminal Division of the Superior Court (or, in certain instances, in the Environmental Division of the Superior Court). 24 V.S.A. § 1974 & § 1974a.

As you know, Act 89 now provides the CCRPC with broad authority to “coordinate, implement, and administer service agreements among municipalities” and to “exercise any power, privilege, or authority ... capable of exercise by a municipality as necessary or desirable for dealing with problems of local concern”, subject to the terms, conditions and limitations of the service agreement. 24 V.S.A. § 4345b(c) & (d). This expanded statutory authority should provide an adequate
legal basis for the CCRPC to enter into one or more intermunicipal service agreements with participating municipalities, allowing it to engage in those “start-up” activities contemplated in the Governance Evaluation (i.e., “hire a dispatch executive, temporarily house [the dispatch entity and employees] at the RPC, and support them in arranging for actions in advance of the union municipal [district] vote”).

As a prerequisite to entering into such agreements, however, the CCRPC must “draft bylaws specifying the process for entering into, method of withdrawal from, and method of terminating service agreements with municipalities.” 24 V.S.A. §4345b(a)(1)(A). Such bylaws must be duly noticed and sent to the chair of the legislative body of each municipality within the region in advance of one or more public hearings on the draft bylaws. Id. at §§4345b(a)(1)(B), (a)(2).

We have reviewed the draft bylaws, dated January 4, 2017, which you provided to us and have evaluated the same for compliance with the requirements of §4345b(a)(1)(A), above. Subject to our comments and proposed edits contained therein (see Draft – 1/4/2017, revised 1/20/2017, attached), we believe that the draft bylaws meet the requirements of the statute. We recommend that the CCRPC adopt these edits and then prepare a notice of hearing and request for comments for distribution to involved municipalities. The CCRPC may then proceed as provided in § 4345b to hold its required hearings and make any other necessary changes prior to adoption.

We hope that this letter is response to your request. Please let us know if you have any questions.

Sincerely,

Joseph S. McLean

Steven F. Stitzel

SFS/JSM/gc

Enclosure
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
BYLAWS  
DRAFT – 1/4/2017, revised 1/20/2017

ARTICLE I. NAME, VISION AND MISSION

The name of this regional planning organization is the Chittenden County Regional Planning Commission. These by-laws shall regulate and govern the affairs of the Chittenden County Regional Planning Commission.

The Chittenden County Regional Planning Commission's organizational vision is to be a pre-eminent, integrated regional organization that plans for healthy, vibrant communities, economic development, and efficient transportation of people and goods while improving the region’s livability.

The mission of the Chittenden County Regional Planning Commission is to act as the principal forum for planning, policy and community development in the region. We will do this by providing planning and technical assistance that meets the needs of our member municipalities and the public, while remaining consistent with our federal and state requirements. Our work will result in the development and implementation of plans that support sustainable development and improve the region’s quality of life and environment.

ARTICLE II. ENABLING LEGISLATION

The Chittenden County Regional Planning Commission is an organization that combines the previously separate Chittenden County Regional Planning Commission (CCRCP) and Chittenden County Metropolitan Planning Organization (CCMPO). The CCRPC and CCMPO were combined with the adoption of these bylaws and subsequent actions to form one combined organization by action of the CCRPC and CCMPO Boards of Directors on May 18, 2011.

The legal basis and powers for Chittenden County Regional Planning Commission serving as the region’s regional planning commission stem from and are as stipulated in 24 V.S.A. § 4301 et seq., as amended, 24 V.S.A. § 4345 et seq., and such other laws as may be enacted by the General Assembly of the State of Vermont. The CCRPC was chartered by the municipalities of Chittenden County on May 2, 1966 with amendments to the original charter dated May 26, 1997 and September 28, 1998 and is funded in part through the State of Vermont property transfer tax as outlined in 24 V.S.A. § 4306(a). To the extent a conflict exists with a provision in Vermont statutes governing regional planning commissions, the Vermont statutes will control.

The CCMPO conducts Metropolitan Transportation Planning pursuant to 23 U.S.C. 134 and was designated by the Governor of Vermont on June 10, 1983 pursuant to Federal Highway Act of 1962, as amended (23 U.S.C. 101 et. seq.); the Urban Mass Transportation Act of 1964, as amended (49 U.S.C. 1601 et. seq.); and by agreements dated April 20, 1983 and January 28, 1998 to serve as the metropolitan planning organization (MPO). In an agreement dated January 28, 1998 the CCMPO added membership to include the nine rural communities formerly
members of the Chittenden County Rural Planning Organization.

These bylaws hereby replace the charter and bylaws of the CCRPC and bylaws of the CCMPO.

**ARTICLE III. DUTIES, RESPONSIBILITIES AND DUES**

In keeping with its purpose, the Chittenden County Regional Planning Commission will have the following duties and responsibilities:

A. In order to carry out the responsibilities of the regional planning commission, the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 24 V.S.A. Chapter 117, Section 4301 et seq., as amended, and such other laws as may be enacted by the General Assembly of the State of Vermont.

B. In order to carry out the responsibilities of the metropolitan planning organization (MPO), the Chittenden County Regional Planning Commission should carry out the duties as stipulated in 23 CFR § 450.300 et seq., as amended, and such other laws and rules as may be enacted by the Congress of the United States, the United States Department of Transportation or the General Assembly of the State of Vermont.

C. Member communities provide local match funds for Chittenden County Regional Planning Commission programs funded in the annual work program under State and Federal law. Communities shall be assessed their reasonable fair share based on their community’s proportional equalized education grand list of the Chittenden County Regional Planning Commission region. The most current data available for this grand list shall always be utilized in this distribution.

D. The duties and responsibilities of members and alternates will be articulated in job descriptions developed by the Chittenden County Regional Planning Commission.

E. The Chittenden County Regional Planning Commission may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority, as defined within a service agreement under section XI of this bylaw, capable of exercise by a municipality as necessary or desirable for dealing with problems of local or regional concern.

D.F. Such other duties and responsibilities as are required by federal, state and local law or regulations, or otherwise authorized by law and endorsed by majority vote of its members.
ARTICLE IV. APPOINTMENT OF REPRESENTATIVES, TERM OF OFFICE

A. Board Membership in Chittenden County Regional Planning Commission is as follows:

<table>
<thead>
<tr>
<th>Board Membership</th>
<th>Chittenden County Regional Planning Commission</th>
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<tbody>
<tr>
<td>Bolton</td>
<td>Buel's Gore</td>
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<tr>
<td>Burlington</td>
<td>Charlotte</td>
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<td>Colchester</td>
<td>Essex</td>
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<td>Essex Junction</td>
<td>Hinesburg</td>
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<td>Huntington</td>
<td>Jericho</td>
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<tr>
<td>Milton</td>
<td>Richmond</td>
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<td>St. George</td>
<td>Shelburne</td>
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<tr>
<td>South Burlington</td>
<td>Underhill</td>
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<tr>
<td>Westford</td>
<td>Williston</td>
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<tr>
<td>Winooski</td>
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<tr>
<td>Vermont Agency of Transportation (VAOT)</td>
<td>US Federal Highway Administration (FHWA)</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Industrial/Business</td>
</tr>
<tr>
<td>Socio-Economic-Housing</td>
<td>Conservation/Environmental</td>
</tr>
<tr>
<td>Burlington International Airport (BIA)</td>
<td>Federal Transit Administration (FTA)</td>
</tr>
<tr>
<td>Chittenden County Transportation Authority (CCTA)</td>
<td>Railroad Industry</td>
</tr>
</tbody>
</table>

B. Each member municipality's locally elected legislative body shall appoint a representative (Municipal Representative) to the Chittenden County Regional Planning Commission and that representative's alternate, with the alternate having voting privileges in the absence of the representative. It is desirable that the Municipal Representative be a current or past member of the locally elected legislative body. Municipal Representatives and alternates shall serve at the pleasure of their respective locally elected legislative bodies and may be removed during their term. The term of the Municipal Representative and alternate will be for two years beginning July 1st. Communities whose beginning letter falls between A through K shall appoint a representative for even numbered fiscal years; and, communities whose beginning letter falls from L through Z shall appoint a representative for odd numbered fiscal years. Appointments by locally elected legislative bodies to fill a vacancy shall be for the unexpired term.

C. Regional Board members represent the following sectors: Agriculture, Socio-Economic-Housing, Industrial/Business, and Conservation/Environmental. Staff shall solicit nominees from stakeholder organizations. Regional Board members shall be appointed by the Chittenden County Regional Planning Commission for a term of two years for even numbered fiscal years at the June meeting. Regional Board members shall serve at the pleasure of the Chittenden County Regional Planning Commission and may be removed during their term.

D. The Vermont Secretary of Transportation or his/her designated alternate will represent the State of Vermont Agency of Transportation.
E. The following Transportation Board Members will appoint their respective representatives and alternates: FHWA, FTA, CCTA, and the BIA. The Railroad Industry shall be represented by a representative each from Vermont Rail Systems and New England Central Railroad who will alternate years as the primary and alternate representative. Representatives of these organizations serve at the pleasure of their appointing bodies.

Article V. QUORUM & VOTING

A. MPO business is defined comprehensively to include all activities undertaken by the Chittenden County Regional Planning Commission to carry out its responsibilities and authority as a metropolitan planning organization.

B. MPO voting. When conducting MPO business, the voting power of the Chittenden County Regional Planning Commission shall consist of a total of 24 votes apportioned as follows:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Votes</th>
<th>Municipality</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolton</td>
<td>1</td>
<td>Burlington</td>
<td>4</td>
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<tr>
<td>Charlotte</td>
<td>1</td>
<td>Colchester</td>
<td>2</td>
</tr>
<tr>
<td>Essex</td>
<td>1</td>
<td>Essex Junction</td>
<td>1</td>
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<tr>
<td>Hinesburg</td>
<td>1</td>
<td>Huntington</td>
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<td>Jericho</td>
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<td>Milton</td>
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<tr>
<td>Richmond</td>
<td>1</td>
<td>St. George</td>
<td>1</td>
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<tr>
<td>Shelburne</td>
<td>1</td>
<td>South Burlington</td>
<td>2</td>
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<td>Williston</td>
<td>1</td>
<td>Winooski</td>
<td>1</td>
</tr>
<tr>
<td>VT Agency of Transportation</td>
<td>1</td>
<td></td>
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</tr>
</tbody>
</table>

Municipalities that are incorporated shall each have at least one vote. A majority of the voting power (i.e. 13 of 24 votes) shall constitute a quorum for the transaction of MPO business at meetings. A majority of the voting power (i.e. 13 of 24 votes) and a majority of the municipalities (10 of 18) is required to adopt or amend MPO business.

Notwithstanding the need to make adjustments as a result of official corrections to the decennial census urbanized area boundary, the Chittenden County Regional Planning Commission shall review, and amend as it deems appropriate, its voting mechanisms and voting distribution for the purposes of MPO business within one year of the publication of each decennial census urbanized area boundary.

C. All other business. For the purposes of voting on all other business, including elections, FHWA, VAOT, CCTA, Railroad Industry, FTA and BIA are non-voting Board members. A majority of the total of Municipal and Regional Board members shall constitute a quorum for
the transaction of all other business at meetings of the Chittenden County Regional Planning
Commission unless otherwise noted. Each Board member has one vote. Only Municipal
Board members shall vote on approving municipal plans and planning processes per 24
V.S.A. § 4350.

ARTICLE VI. EXECUTIVE DIRECTOR

A. Executive Director shall:

1) Be responsible to the Chittenden County Regional Planning Commission.

2) Conduct a regional planning program, within the framework of 24 V.S.A., Chapter 117,
and other state statutes relevant to regional planning.

3) Carry out all aspects of the regional transportation planning program in coordination with
the Assistant/MPO Director.

4) Manage contracts with consultants for the purpose of implementing the duly adopted
Unified Planning Work Program (UPWP).

5) Recommend changes to the bylaws, etc. to reflect the passage of new federal or state
legislation.

6) Be responsible for the office.

7) Hire and manage staff including consultation with the Executive Committee when hiring
the Assistant/MPO Director.

8) Be in charge of all general correspondence of the Chittenden County Regional Planning
Commission.

9) Assist the Secretary/Treasurer, and in this capacity shall be responsible for:
   a) keeping minutes of regular and special meetings of the Chittenden County Regional
      Planning Commission;
   b) notifying Board members of their election to office or appointment to committees;
   c) receiving all money due the Chittenden County Regional Planning Commission.

10) Prepare an annual budget and UPWP, including estimated revenues and expenditures, for
the fiscal year to be reviewed by the Executive Committee of the Chittenden County
Regional Planning Commission prior to submission for approval by the full Board.

11) Disburse the funds in accordance with the budget and as authorized by the
Secretary/Treasurer.

12) Keep accounts which shall at all times be open to inspection by the Board members.

13) Undertake such other duties as the Chittenden County Regional Planning Commission
shall assign.

14) Prepare an annual written report after the completion of each fiscal year.

15) Prepare a calendar for the ensuing year, which shall be presented to the Chittenden
County Regional Planning Commission.

16) Prepare quarterly financial reports in a format approved by the Executive Committee and
the Chittenden County Regional Planning Commission.

17) Prepare a recommendation to the CCRPC regarding any potential municipal
service agreements and, if entered into, to report on their status, the services provided,
and funding arrangements, as appropriate.

B. Job descriptions and responsibilities for additional staff shall be on file.
ARTICLE VII. OFFICERS & EXECUTIVE COMMITTEE

A. Election of Officers and Executive Committee
   The Chittenden County Regional Planning Commission shall annually elect three officers, a Chair, Vice-Chair, and Secretary/Treasurer. In addition, the Chittenden County Regional Planning Commission shall annually elect two municipal Board members to the Executive Committee. One municipal Board member of the Executive Committee shall represent a community of 5000+ population; the other, a community of less than 5000 population, based on information from the latest census or population estimate completed by the US Census Bureau.

   The Board Development Committee shall render its report of nominations to fill ensuing vacancies prior to the June meeting. The Board Development Committee may nominate one or more candidates for each office. Candidates may also be nominated from the floor.

   The officers of the Chittenden County Regional Planning Commission shall be elected by a two-thirds majority of the Board members present and voting pursuant to 24 V.S.A. § 4343(b). The results of the voting shall be announced at the June meeting of each year. In the event a majority for any office is not reached, the top two vote getters will have a run-off election and the Chittenden County Regional Planning Commission will continue to vote until a majority is reached.

B. Qualifications and Duties of Officers
   1) As a qualification for office, the Chair shall have served at least one year as a representative on the Chittenden County Regional Planning Commission. The Chair shall have the power to call special meetings, establish agendas, preside over Chittenden County Regional Planning Commission meetings and, with concurrence of the Chittenden County Regional Planning Commission, establish and appoint committees and their members. The Chittenden County Regional Planning Commission will have at least those committees delineated in Article XI of these by-laws. The Chair shall execute agreements, contracts, and checks in accordance with administrative policies and procedures approved by the Executive Committee.

   2) The Vice-Chair shall act as the Chair in the absence of the Chair, and in his/her absence have the same powers as the Chair.

   3) The Secretary/Treasurer shall act as the Chair in the absence of the Chair and Vice-Chair, and in his/her absence have the same powers as the Chair. The Secretary/Treasurer shall be responsible for such secretarial and financial duties as are customary to the office.

   4) In the absence of the Chair, Vice-Chair, and Secretary/Treasurer another member of the Executive Committee will act as the Chair with the consent of the CCRPC Board.

C. Membership and Elections for Vacancies of the Executive Committee
   The members of the Executive Committee shall consist of six members: the Chair, Vice-
Chair, Secretary/Treasurer, immediate past Chair and the two municipal members described in Section A above, elected at the June meeting. In the event of a vacancy existing between annual elections, the Chittenden County Regional Planning Commission shall elect a member to the Executive Committee to serve until the next June meeting.

D. Terms of Office
The terms of office of Executive Committee members shall begin immediately after the June meeting of each year at which they are declared elected and shall end immediately after the next June meeting unless re-elected; but officers shall hold office until their successors have been elected and installed. The Chair, Vice-Chair and Secretary/Treasurer shall serve no longer than four consecutive years in any one office. Municipal members of the Executive Committee may not serve more than four consecutive years in that position.

E. Purpose, Power and Duties of the Executive Committee
The purpose of the Executive Committee shall be to facilitate the administration of the Chittenden County Regional Planning Commission, ensure that policy and planning recommendations are brought before the Board, and ensure that the decisions of the Chittenden County Regional Planning Commission are implemented.

The Executive Committee shall be subject to the orders of the Chittenden County Regional Planning Commission voting membership, and none of its acts shall conflict with action taken by the Chittenden County Regional Planning Commission. The duties of the Executive Committee will include, but not be limited to, the following:

1) to monitor and assure the implementation of Chittenden County Regional Planning Commission Board of Director decisions;
2) to oversee the development of the agenda for Chittenden County Regional Planning Commission meetings;
3) to oversee the affairs of the Chittenden County Regional Planning Commission between its regular meetings but to act for the Chittenden County Regional Planning Commission only when immediate action is required and the Chittenden County Regional Planning Commission Board of Directors would not be able to take the necessary action;
4) to annually recommend to the full Chittenden County Regional Planning Commission at the June meeting Regional Board members to be elected to represent the categories prescribed in Article IV. A.
5) to oversee the activities of the Finance Committee (FC), Board Development Committee (BDC), Unified Planning Work Program Committee (UPWPC), Transportation Advisory Committee (TAC), Planning Advisory Committee (PAC), and Long Range Planning Committee (LRPC), and Clean Water Advisory Committee (CWAC) and to review Committee recommendations prior to submission to the Board of Directors;
6) to oversee organizational and personnel policies;
7) to recommend for employment an Executive Director subject to confirmation by the Chittenden County Regional Planning Commission;
8) to support, and annually review the Executive Director;
9) to assist the Executive Director in the hiring of the Assistant/MPO Director;
10) to determine, recommend and transmit to the Chittenden County Regional Planning Commission for approval all recommendations concerning public policy and plan recommendations forthcoming from the Chittenden County Regional Planning Commission's program, which would affect the Chittenden County region and its constituent cities and towns;

11) take action on Act 250/Section 248 applications per the CCRPC adopted Guidelines and Standards for Reviewing Act 250 and Section 248 Applications;

12) to make recommendations to the Chittenden County Regional Planning Commission concerning entering into, withdrawal from and/or terminating municipal service agreements;

13) to develop and update the Chittenden County Regional Planning Commission strategic plan and report findings to the Board of Directors;

14) to establish sub-committees on an as needed basis; and

15) to submit a written report of its activities and/or minutes of its meetings prior to each Chittenden County Regional Planning Commission meeting.

F. Executive Committee Meetings

Meetings will be held, at a minimum, in advance of the regular meeting of the Chittenden County Regional Planning Commission. Special meetings can be called at the request of the Chair or the Executive Director. A quorum to conduct business shall consist of four members. Members may participate via telephone or video conference if unable to attend in person.

Article VIII. MEETINGS

The rules of procedures of the Chittenden County Regional Planning Commission shall be Robert's Rules of Order the latest edition. These procedures will be followed except where superseded by these by-laws.

Board members will be sent their meeting notification, agendas, and appropriate documents at least one week prior to the actual meeting date, except in the case of special meetings. The Chittenden County Regional Planning Commission is a public body and shall comply with the Vermont Open Meeting Law (1 V.S.A. § 310 et seq.) and Access to Public Records Laws (1 V.S.A. §§ 315-320 et seq.). Special meetings may be called by the Chair or by a combined group of 50 percent or more of the voting Board members. The Chittenden County Regional Planning Commission Board may employ a “Consent Agenda” process when appropriate for expediting minor administrative actions related to the efficient operation of the Chittenden County Regional Planning Commission and the management of Chittenden County Regional Planning Commission programs and documents (e.g., qualifying TIP amendments). Any administrative change to Chittenden County Regional Planning Commission documents, policies, or procedures, other than items defined in Article X of these by-laws, may be identified and included in the Consent Agenda element of the full agenda for a regularly-scheduled Board meeting.

At the beginning of each Board meeting, under the “Changes to the Agenda” item, the Chair will entertain requests from any Board member to move individual Consent Agenda items to the
Deliberative Agenda for discussion and action. The Board will then act on the Consent Agenda.
If a Consent Agenda item is moved to the Deliberative Agenda for discussion and action, Board
members will have the opportunity to request additional information on the item from staff,
municipalities, and/or agencies, as appropriate. The Board may then (1) move and vote to
approve the item moved from the Consent Agenda to the Deliberative Agenda, at which time the
subject administrative change becomes effective, or (2) move and vote to send the change to the
appropriate body (e.g., Executive Committee, TAC, or staff) for further review and
recommendation.

Article IX. FISCAL YEAR & MEETING DATES

The Chittenden County Regional Planning Commission’s fiscal year shall be July 1st through
June 30th.

The Annual Meeting shall be set by the Executive Committee and affirmed by the Chittenden
County Regional Planning Commission Board.

The June Meeting of the Chittenden County Regional Planning Commission shall each year
include the election of the organization’s Officers and the Executive Committee.

The Chittenden County Regional Planning Commission Board shall annually establish the day,
time, and location of the Chittenden County Regional Planning Commission regular meetings.
Meetings of the Chittenden County Regional Planning Commission shall be conducted at least
quarterly.

Article X. ADOPTIONS OR AMENDMENTS.

A. Bylaws

Upon recommendation of the Executive Committee or upon request by resolution through
written ballot by a majority of the Board members any proposed amendment to the by-laws shall
first be sent to the Board members and the Board member municipalities’ locally elected
legislative bodies in preliminary form for consideration and comment for a period of not less
than thirty days. Not later than thirty days after this period, the Executive Committee shall
submit to the Chittenden County Regional Planning Commission, (1) a report summarizing the
comments received and recommendations of the Executive Committee; and (2) if authorized by
the Chittenden County Regional Planning Commission, the proposed amendment in final form as
a written ballot. If submission of the amendment as a ballot is not authorized by the Chittenden
County Regional Planning Commission, but within ninety days after issuance of the report such
submission is requested by a petition signed by at least twenty-five percent of the Board
members, the Executive Committee shall, within thirty days following receipt of said petition,
submit to the Chittenden County Regional Planning Commission a written ballot of the proposed
amendment as originally submitted. Adoption of any amendments shall require the affirmative
vote of two-thirds majority of the Board members.
B. MPO Business
Before the Chittenden County Regional Planning Commission may adopt or make other than
minor amendments or administrative changes to MPO business, notice to Board member
municipalities' locally elected legislative bodies and to the general public shall be given
consistent with the Public Participation Plan.

Minor amendments to the UPWP, such as reallocating dollars between approved tasks, can be
done with Chittenden County Regional Planning Commission Board approval, without a public
hearing.

No municipality or organization shall challenge the validity of the Transportation Improvement
Program (TIP), UPWP, or Metropolitan Transportation Plan (MTP) as adopted according to this
article, for procedural defects, after thirty (30) days following the day on which it was adopted.

C. Regional Plan
The Chittenden County Regional Planning Commission shall hold public hearings and seek
comments on a proposed Regional Plan or amendments consistent with 24 V.S.A. § 4348. The
Chittenden County Regional Planning Commission shall hold public hearings and review
municipal plans and planning processes consistent with 24 V.S.A. §4350. The Metropolitan
Transportation Plan (MTP) is integrated into and part of the Regional Plan.

D. Metropolitan Transportation Plan
The MTP shall be considered and voted upon first as MPO Business. Then the full membership
of CCRPC shall consider and vote upon the full Regional Plan.

E. Unified Planning Work Plan
The portion of the UPWP that is transportation funded shall be considered and voted upon as
MPO Business. Then the full membership of CCRPC shall consider and vote upon the full
UPWP.

Article XI. MUNICIPAL SERVICE AGREEMENTS
Participation by a municipality in a municipal service agreement shall be voluntary and only
valid upon appropriate board action, as set forth in 1 V.S.A. § 172 and other applicable
provisions of law, including the Open Meeting Law, by the legislative body of the municipality.
To become effective, a municipal service agreement shall be ratified executed by a duly
authorized agent of by the regional planning commission and of each of the legislative bodies of
the municipalities who are proposed a-parties to the service agreement. The agreement may
include other parties as may be relevant to a particular service. Any modification to a service
agreement shall not become effective unless unanimously approved by all parties to the service
agreement, including the legislative bodies of all involved municipalities. Such modifications
shall be in writing, with a copy provided to all parties to the agreement.

A municipal service agreement shall describe the services to be provided and the amount of
funds payable by, and/or formula for allocating costs to, each municipality that is a party to the
service agreement. Service of personnel, use of equipment and office space, and other necessary
services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement.

When deemed appropriate by the participating municipalities and the CCRPC, a service agreement will typically may include, but not require, a governance committee made up of representatives of the participating municipalities and CCRPC. If a governance committee is formed, the service agreement will shall include appropriate details regarding the responsibilities, voting rights and financial obligations of each member.

All service agreements shall contain a termination date unless some other method of termination is expressly otherwise provided in the agreement. Service agreements shall also contain a provision describing how parties may withdraw from the agreement prior to the termination date. The method of withdrawing from and/or terminating a service agreement shall generally be the same as the process for entering such agreement – i.e., by majority vote of the members of the legislative body, subject to other applicable provisions of law. If, however, the service agreement includes the need for involves multi-year financial obligations or other contractual obligations have been incurred in reliance on the service agreement, this will be considered in both termination and withdrawal provisions the withdrawing party shall withdraw only upon satisfaction of those obligations or mutual written agreement regarding the process to satisfy the same.

i. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days' notice unless otherwise provided in the agreement.

ii. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months' notice prior to the beginning of a fiscal year unless otherwise provided in the agreement.

Nothing within this section shall limit CCRPC’s ability to enter into contracts or agreements to provide services with other governmental organizations or non-profit entities, including those serving multiple municipalities.

| Article XII. COMMITTEES |

There shall be committees of the Chittenden County Regional Planning Commission as described herein. All Chittenden County Regional Planning Commission Board members are encouraged/expected to participate in a minimum of at least one standing committee. The Chair may appoint ad hoc committees for a specific purpose with the approval of the Chittenden County Regional Planning Commission. Committees should include subject matter experts as needed to provide advice to the Chittenden County Regional Planning Commission Board.

A. Finance Committee (FC)

The Finance Committee shall oversee the Chittenden County Regional Planning Commission finances and matters related to organizational finances as specifically described in items 1-8 of this section.
The Chair of the Finance Committee shall be the Chittenden County Regional Planning Commission Secretary/Treasurer. There shall be 2 additional members including the Chittenden County Regional Planning Commission Vice-Chair and one member of the Board of Directors.

The Finance Committee shall meet on a quarterly basis or as needed to conduct the following activities:
1) oversee Chittenden County Regional Planning Commission finances;
2) oversee the Chittenden County Regional Planning Commission annual budget development and report findings to the Executive Committee in cooperation with the Unified Planning Work Plan Committee;
3) oversee the Chittenden County Regional Planning Commission annual audit and report findings to the Executive Committee;
4) oversee the staff benefit structure on an annual basis and report recommendations and/or findings to the Board;
5) oversee the staff compensation budget recommendations on an annual basis and report recommendations and/or findings to the Board;
6) oversee the development of a compensation study on a five year basis and report recommendations/findings to the Board;
7) conduct other duties as assigned by the Board and/or Executive Committee; and
8) establish sub-committees on an as needed basis.

B. Board Development Committee (BDC)

The Board Development Committee shall oversee the Chittenden County Regional Planning Commission nominating process, updates to the Chittenden County Regional Planning Commission bylaws, Board member development, communications, and engagement as specifically described in items 1-10 of this section.

The Chair of the Board Development Committee shall be the Chittenden County Regional Planning Commission Immediate Past Chair (should there not be an available Immediate Past Chair the Executive Committee shall appoint a Chair). There shall be up to 4 additional members of the Board of Directors.

The Board Development Committee shall meet on a semi-annual basis or as needed to conduct the following activities:
1) prepare a slate of officers;
2) review and recommend updates of the Chittenden County Regional Planning Commission bylaws on an as needed basis and report findings to the Executive Committee;
3) conduct new Board member recruitment in coordination with municipal locally elected legislative bodies;
4) oversee Board member training and development;
5) conduct periodic Board performance evaluations;
6) oversee and conduct Chittenden County Regional Planning Commission outreach and
communications (or delegate to an ad hoc Community Engagement Committee);
7) oversee and conduct Chittenden County Regional Planning Commission marketing
and branding (or delegate to an ad hoc Community Engagement Committee);
8) review and recommend updates of the Chittenden County Regional Planning
Commission Public Participation Plan on an as needed basis (or delegate to an ad hoc
Community Engagement Committee) and report findings to the Executive
Committee;
9) conduct other duties as assigned by the Board and/or Executive Committee; and
10) establish sub-committees on an as needed basis.

C. Unified Planning Work Plan Committee (UPWPC)

The Unified Planning Work Plan Committee shall oversee the Chittenden County Regional
Planning Commission annual work plan development process as specifically described in
items 1-5 of this section.

The Chair of the Unified Planning Work Plan Committee shall be a Board member selected
by the Chair of the CCRPC. There shall be up to 12 members as follows:

- 3-5 Board members
- 2 Transportation Advisory Committee members
- 2 Planning Advisory Committee members
- Vermont Agency of Transportation
- Federal Highway Administration (ex-officio, non-voting)
- Chittenden County Transportation Authority (ex-officio, non-voting)

The Unified Planning Work Plan Committee shall meet on a semi-annual basis or as needed
to conduct the following activities:
1) develop a draft annual Unified Planning Work Program (UPWP) and report findings
to the Executive Committee in cooperation with the Finance Committee;
2) review and recommend updates to the UPWP development process policies on an as
needed basis and report findings to the Executive Committee;
3) develop performance measures to monitor the implementation of the UPWP, update
the performance measures on an as needed basis, monitor the implementation of the
UPWP using the established performance measures and report findings to the
Executive Committee;
4) conduct other duties as assigned by the Board and/or Executive Committee; and
5) establish sub-committees on an as needed basis.

D. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee shall oversee the Chittenden County Regional
Planning Commission transportation activities and policy development funded primarily
through the Federal Highway Administration Metropolitan Planning Organization (MPO)
program as specifically described in items 1-9 of this section.

The Chair of the Transportation Advisory Committee shall be a TAC member elected by the
TAC or appointed by the Chair of CCRPC. There shall be up to 31 members and
representatives of organizations as follows:

• 1 Board member
• Representatives of the 18 municipalities eligible to vote on MPO business as
described in Article V. A.
• Vermont Agency of Transportation
• Federal Highway Administration
• Chittenden County Transportation Authority
• Burlington International Airport
• Campus Area Transportation Management Association
• Special Services Transportation Agency
• Person representative of the Business Community
• Person representative of the Disabled Community
• Person representative of the Elderly Community
• Person representative of the Environmental Community
• Person representative of the Bicycle and/or Pedestrian Community
• Person representative of the Rail Industry

The terms of TAC members will be for two years beginning July 1st, communities whose
beginning letter falls between A and K shall appoint a representative to serve beginning in
even numbered fiscal years and communities whose beginning letter falls from L through Z
shall appoint a representative to serve beginning in odd numbered fiscal years.
Appointments of all other members will be on an annual basis by the Board Chair.
Appointments to fill a vacancy shall be for the unexpired term.

The Transportation Advisory Committee shall meet on a monthly basis or as needed to
conduct the following activities:

1) review Metropolitan Transportation Plan (MTP) updates, revisions, and amendments
   as developed by the Long Range Planning Committee;
2) review and recommend to the Board the Transportation Improvement Program (TIP)
   and TIP amendments, Sidewalk and Transportation Enhancement Grant program
   recommendations and priorities and other program ranking recommendations as
   needed;
3) review and recommend technical planning/engineering studies for inclusion in the
   UPWP;
4) review completed MPO funded planning and scoping studies;
5) oversee the selection of consultants to be retained for MPO funded projects and
   programs;
6) undertake MPO related technical and policy activities similar to the Planning
   Advisory Committee;
7) coordinate transportation land use activities with the Planning Advisory Committee;
8) conduct other duties as assigned by the Board and/or Executive Committee including
   recommendations to the Board as needed; and,
9) establish sub-committees on an as needed basis.

E. Planning Advisory Committee (PAC)
The Planning Advisory Committee shall oversee the Chittenden County Regional Planning Commission regional planning activities and policy development as specifically described in items 1-13 of this section.

The Chair of the Planning Advisory Committee shall be a PAC member elected by the PAC or appointed by the Chair of CCRPC. There shall be up to 31 members and representatives of organizations as follows:

- 1 Board member
- Representatives of the 18 incorporated municipalities and Buel’s Gore
- 3-5 members of public/interest groups that may include, but are not limited to, the Vermont Department of Health and Champlain Housing Trust
- Vermont Agency of Transportation and other interested state agencies (ACCD, ANR, AOA)
- Federal Highway Administration (ex-officio, non-voting)
- Chittenden County Transportation Authority (ex-officio, non-voting)

The terms of PAC members will be for two years beginning July 1st, communities whose beginning letter falls between A and K shall appoint a representative to serve beginning in odd numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in even numbered fiscal years. Appointment of all other members will be on an annual basis by the Board Chair. Appointments to fill a vacancy shall be for the unexpired term.

The Planning Advisory Committee shall meet on a quarterly basis or as needed to conduct the following activities:

1) review municipal plans (with the inclusion of ad hoc Committee members from the involved and adjacent communities);
2) review and make recommendations to the Board regarding Guidelines and Standards for Reviewing Act 250 and Section 248 Applications and identify development projects that may require Act 250 or Section 248 review so that the Board’s role in the process may be proactive instead of reactive;
3) review and recommend regional planning technical/planning/engineering studies for inclusion in the UPWP;
4) provide interface between the Board, work groups and functions related to cross cutting planning issues and the Regional Plan;
5) develop regional planning policy recommendations for Board consideration and/or action;
6) provide input to MTP, UPWP, and TIP development, and other transportation planning processes, on issues or projects of a regional nature;
7) oversee the selection of regional planning and MTP land use related consultants to be retained for projects and programs;
8) evaluate and prioritize regional planning technical assistance;
9) review and make recommendations to the Board regarding Regional Plans of adjacent regions;
10) undertake regional planning related technical and policy activities similar to the Transportation Advisory Committee;
11) coordinate transportation land use activities with the Transportation Advisory Committee;
12) conduct other duties as assigned by the Board and/or Executive Committee; and
13) establish sub-committees on an as-needed basis.

F. Long Range Planning Committee (LRPC)

The Long Range Planning Committee shall oversee the Chittenden County Regional Planning Commission development of the Metropolitan Transportation Plan (MTP), the Regional Plan (RP), and other associated long range planning activities as specifically described in items 1-8 of this section.

The Chair of the Long Range Planning Committee shall be a Board member selected by the Chair of the CCRPC. There shall be up to 14 members and representatives of organizations as follows:
- 3-6 Board members
- 1 or 2 TAC members
- 1 or 2 PAC members
- 1 to 3 members of public/interest groups
- 1 representative of the Vermont Agency of Transportation

The Long Range Planning Committee shall meet on a semi-annual basis or as needed to conduct the following activities:
1) develop the Metropolitan Transportation Plan at least every five years and present to the Board for adoption;
2) develop the Regional Plan at least every eight years and present to the Board for adoption;
3) develop policy recommendations related to the MTP and RP for Board consideration and/or action;
4) provide guidance to the MTP, RP, UPWP, and TIP development and other land use transportation planning processes on issues and/or projects of a long range planning nature;
5) coordinate activities with the TAC and PAC to assure consistency in plans and policy recommendations to the Board;
6) prepare an annual report of indicators to benchmark the region’s progress towards meeting regional and transportation planning goals;
7) conduct other duties as assigned by the Board and/or Executive Committee; and
8) establish sub-committees on an as needed basis.

G. Clean Water Advisory Committee (CWAC)

The Clean Water Advisory Committee (CWAC) shall oversee the Chittenden County Regional Planning Commission activities and policy development regarding but not limited to, the Vermont Lake Champlain Total Maximum Daily Load (TMDL) Plan and its related plans and programs.
The Chair of the CWAC shall be a CWAC member elected by the CWAC or appointed by the Chair of CCRPC. There shall be up to 24 members and representatives of organizations as follows:

- 1 CCRPC Board member or Alternate (who may also represent their municipality)
- Representatives of the County’s 19 municipalities
- University of Vermont
- Vermont Agency of Natural Resources (ANR)
- Vermont Agency of Transportation
- Burlington International Airport

The terms of CWAC municipal members will be for two years beginning July 1st, municipalities whose beginning letter falls between A and K shall appoint a representative to serve beginning in even numbered fiscal years and communities whose beginning letter falls from L through Z shall appoint a representative to serve beginning in odd numbered fiscal years. Organizational members shall appoint a member for a 2-year term with an alternate if desired. Appointments to fill a vacancy shall be for the unexpired term.

The CWAC shall meet as needed to conduct the following activities:

1. oversee programming related to the CCRPC’s efforts in assisting the Vermont Agency of Natural Resources ANR with basin planning and surface water management including but not limited to:
   a. CCRPC’s assistance to Vermont-ANR in the development of tactical basin plans;
   b. technical assistance and data collection activities, including information from watershed organizations, to inform municipal officials and the State in making water quality investment decisions;
   c. coordinating municipal planning and adoption or implementation of municipal development regulations to better meet State water quality policies and investment priorities;
   d. assistance to Vermont-ANR in implementing a project evaluation process to prioritize water quality improvement projects within the region to assure cost effective use of State and federal funds.

2. undertake water quality related technical assistance and policy activities and coordinate activities with the Transportation Advisory Committee including but not limited to activities related to implementation of Municipal Roads Stormwater General Permits;

3. There shall be a Municipal Separate Storm Sewer System (MS-4) subcommittee of the CWAC comprised of the twelve (12) municipalities and organizations in Chittenden County currently subject to a Municipal Separate Storm Sewer System (MS-4) or Transportation Separate Storm Sewer System (TS-4) permit:
   a. This subcommittee shall operate under agreements contained in a mutually-agreed upon Memorandum of Understanding regarding implementation of, but not limited, to Minimum Control Measures #1 and #2 or as may be amended or consolidated.
b. This subcommittee has sole authority regarding implementation of the Memorandum noted above.

4. The CWAC or other individual subcommittees of the CWAC may also, as appropriate, meet as needed to conduct the following activities:
   a. review and recommend to the Board water quality program recommendations and priorities;
   b. review and recommend water quality studies for inclusion in the UPWP;
   c. review completed CCRPC studies regarding water quality issues;
   d. oversee the selection of consultants to be retained for water quality related projects and programs;
   e. conduct other duties as assigned by the Board and/or Executive Committee including recommendations to the Board as needed; and,
   f. establish sub-committees on an as-needed basis.

Article XIII. RESOLVING CONFLICTING INTERESTS

A. Preamble
A public official must exercise his or her authority solely for the benefit of the public and, in fact, stand in a fiduciary relationship to the public. He or she is held by the law to a most rigid standard with respect to any activity which places his or her individual interest in a position where collision with public responsibility becomes possible. The law requires that not only must public officials actually separate private interests from public responsibility, but must also give every appearance of this separation.

A real conflict of interest exists when a private interest exists leading to a personal benefit or gain. An apparent conflict of interest exists when there is a perception that a conflict of interest exists leading to a personal benefit or gain.

Such a conflict would arise when (1) a Board member, (2) any member of his or her immediate family, (3) his or her partner, or (4) an organization which employs or is about to employ any of (1) through (3) above, have a financial or other interest in the firm selected for the award.

Board members of both the Chittenden County Regional Planning Commission and the Chittenden County Regional Planning Commission's sub-grantees will neither solicit nor accept gratuities, favors, or items of value (excluding calendars, pens, and other nominal items) from contractors, potential contractors, or parties to sub-agreements.

When a significant real or apparent conflict of interest arises the concerned parties shall discuss the matter with the Executive Committee. Board members should raise the issue of a potential conflict of interest of another Board member or staff person whenever they feel one exists and the person in question does not declare a real or apparent conflict of interest. All real conflicts of interest require compliance with Section B below. The Executive Committee will determine all apparent conflicts of interest. If there is an actual conflict of interest the Committee shall decide on a case-by-case basis whether an individual can participate in discussions, but the individual
shall not vote. Alternatively, if there is an apparent conflict of interest the Committee will decide
whether and how an individual may participate and if the individual may vote.

B. Board Member Actions
In the event a real conflict of interest, as herein defined, does or would result, the Board member
shall act as follows:
1) Disclosure. In the event a proposed contract, material or labor is to be furnished to the
Chittenden County Regional Planning Commission, the Board member shall state on the
record the nature of his or her conflict of interest. He or she shall not communicate,
either formally or informally, with any other Board member with respect to the awarding
of such contract and shall not vote on the question of its issuance.
2) Disclosure of Fiduciary Relationship. In the event the Board member has fiduciary
relationship with any individual, partnership, firm or corporation seeking to contract with
the Chittenden County Regional Planning Commission, or to provide materials or labor
thereto, or has a fiduciary interest in a project or a project before Act 250 or other
regulatory board where the Chittenden County Regional Planning Commission is a party,
the Board member shall, regardless of contract amount, state on the record the nature of
his or her interest, refrain from all formal or informal discussion with any other Board
members with respect to such contract or project, and shall not vote on the question of its
issuance or approval or disapproval.
3) Form. Upon joining the Chittenden County Regional Planning Commission or at the
beginning of the fiscal year, Board members will sign a form indicating that they have
read and understand this Section.

ARTICLE XIX. APPROPRIATIONS TO THE CHITTENDEN COUNTY
REGIONAL PLANNING COMMISSION

The Chittenden County Regional Planning Commission may receive and expend monies from
any source.

CCRPC Charter
ADOPTED by the Commission May 2, 1966.
AMENDED by the Commission May 26, 1997
AMENDED by the Commission September 28, 1998
Superseded by the Commission, May 18, 2011, effective July 1, 2011

CCRPC Bylaws
Amended by CCRPC September 23, 1991
Amended by CCRPC May 27, 1997
Amended by CCRPC February 27, 2006
Superseded by the Commission, May 18, 2011, effective July 1, 2011
Amended by CCRPC May 21, 2014
Amended by CCRPC , 2016

CCMPO Bylaws
Adopted by the Chittenden County Metropolitan Planning Organization July 15, 1983.
21, 2004, June 20, 2007 and superseded on by the bylaws of the CCRPC dated May 18, 2011,
effective July 1, 2011.
REGULAR MEETING & PUBLIC HEARING AGENDA
Wednesday, March 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 February 15, 2017 Meeting * (Action; 2 min.)
5. Public Hearing and Adoption of Bylaw Amendments * (Action; 10 min.)
6. Warn FY18 UPWP for Public Hearing in May (MPO Business) (Action; 10 min.)
7. Chittenden County Active Transportation Plan (MPO Business) (Action; 20 min.)
8. Demographic Forecasts (Action; 15 min.)
9. Comments on Initial Draft of the Municipal Roads General Permit (Action; 10 min.)
10. Proposed Functional Class Changes (MPO Business) (Action; 15 min.)
11. Public Participation Plan Amendment & Warn Public Hearing (MPO Business) (Action; 15 min.)
12. Town Highway Bridge Pre-Candidate Prioritization (MPO Business) (Action; 10 min.)
13. Chair/Executive Director’s Updates (Information; 5 min.)
   • Regional Dispatch Update
   • Water Quality Implementation Role
   • Executive Director’s Report (to be sent separately)
14. Committee/Liaison Activities & Reports * (Information; 2 min.)
   • Executive Committee (draft minutes March 8, 2017)*
     i. Act 250/Sec 248 letters *
   • Transportation Advisory Committee (draft minutes February 7, 2017)*
   • Clean Water Advisory Committee (draft minutes February 7, 2017)*
   • MS4 Subcommittee of CWAC (draft minutes February 7, 2017)*
   • Long Range Planning Committee (draft minutes, February 9, 2017)*
   • UPWP Committee Meeting #2 (Draft notes, February 23, 2017)*
15. Member’s Items
16. Adjournment

*Attachment

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.
The March 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-65

Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:
- Brownfields Advisory Committee - Monday, March 13, 2017; 3:00 p.m.
- Energy Sub-Committee - Tuesday, March 21, 2017; 5:00 p.m.
- Transportation Advisory Committee – Tuesday, April 4, 2017; 9:00 a.m.
- Clean Water Advisory Committee – Tuesday, April 4, 2017; 11:00 a.m.
- MS4 Subcommittee –Tuesday, April 4, 2017; 12:30 p.m.
- Finance Committee – Wednesday, April 5, 2017; 5:15 p.m.
- Executive Committee - Wednesday, April 5, 2017; 5:45 p.m.
- Long Range Planning Committee – Thursday, April 12, 2017; 8:30-10 a.m.
- CCRPC Board Meeting - Wednesday, April 19, 2017; 6:00 p.m.

Tentative future Board agenda items:

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<tr>
<th>Date</th>
<th>Agenda Items</th>
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<td>Regional Services Agreement for Stormwater approval</td>
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<td>Functional Class Changes approval (tentative)</td>
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<td>MTP Update and Transportation Project review</td>
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<td>May 17th</td>
<td>UPWP &amp; Budget Public Hearing and approval</td>
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<td>PPP Amendments Public Hearing</td>
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<td>June 21st</td>
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