

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

6 DATE: Wednesday, April 4, 2018
7 TIME: 5:45 p.m.
8 PLACE: CCRPC Offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404
9 PRESENT: Chris Roy, Chair Michael O'Brien, Vice-Chair
10 Brian Bigelow, Secretary-Treasurer Barbara Elliott, At-Large
11 John Zicconi, At-Large Andy Montroll, Immediate Past Chair
12 Bryan Osborne, Colchester DPW
13 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Program Manager
14 Eleni Churchill, Transportation Program Manager
15 Forest Cohen, Senior Business Manager Bernadette Ferenc, Trans. Business Mgr.
16

17 The meeting was called to order at 5:45 p.m. by the chair, Chris Roy.
18

19 1. Changes to the Agenda; Members' Items. Since we have a guest, Bryan Osborne from Colchester,
20 we will take up item 4 now.
21

22 4. Review Draft FY19 UPWP and Budget. Charlie noted that as in the past couple of years we have color
23 coded the new projects in the draft: green for transportation projects; blue for other planning
24 projects; pink indicate projects that might be deleted as they could be completed before June 30th ;
25 yellow cells indicate staff review is needed. This year we did not get more requests than funding.
26 Other than making a recommendation to the board, members need to review the Colchester
27 Inspection & Inventory of its Existing Stormwater System project. It is an eligible project for PL funds
28 and Colchester is asking for \$160,000. The UPWP committee opted not to include it at this time. At
29 the TAC meeting yesterday, it came up and there was further discussion and they recommended
30 including the Colchester project in the draft UPWP. Colchester agreed to include a deliverable that
31 they will share the information with other towns after its completed. Mike O'Brien said at the
32 UPWP committee the angst was that it was more maintenance that planning. The UPWP committee
33 agreed to leave it off the draft until we got more information when we could add it in at mid-year.
34 The TAC is now recommending its inclusion. Barbara Elliott said the TAC discussed that the UPWP
35 committee should have had Bryan come in and speak to this project. She doesn't think the UPWP
36 committee had all the information, and she made the TAC motion to put this back into the draft
37 UPWP. Another concern had been that this was a significant amount of money. She did some
38 research today and said although this is a large project, if you look over the past few years some
39 communities have multiple projects vs. one that equal those dollars. She feels we should add this
40 now rather than wait for a mid-year review noting it is eligible for PL funds and the name change
41 helps clarify the project. BARBARA ELLIOTT MADE A MOTION, SECONDED BY JOHN ZICCONI, THAT
42 THE EXECUTIVE COMMITTEE CONCUR WITH THE T.A.C. AND MOVE THIS FORWARD TO THE BOARD
43 WITH THE ADDITION OF THE COLCHESTER INSPECTION AND INVENTORY OF EXISTING STORMWATER
44 SYSTEM PROJECT AS VOTED AT THE T.A.C.
45

46 Bryan Osborne said they would always be willing to share their findings with others on any project.
47 John Zicconi said a part that hasn't been mentioned was not that a town would receive this amount
48 of money. There was some thought that it is a maintenance project vs. planning. Those on the

- 1 UPWP committee who understand maintenance and public works suggested that other towns will
2 be wanting to do very similar types of expensive projects. That's when the committee decided to
3 take this to the TAC as that's where the public works experts are. He said the UPWP committee felt
4 if it was okay with the TAC, they'd be okay with it, especially since we have the money. Mike
5 O'Brien agreed and said the biggest point was the precedence setting issue. Is this maintenance vs.
6 planning, which is why they put it to the TAC. Discussion continued. Barbara Elliott said it was
7 clarified at the TAC that Phase 1 is an inventory project and Phase 2 would be maintenance, which
8 the town would pay for. If every other town comes in and says this same inventory offers the
9 biggest bang for the buck, we should consider including it if it is the town's priority. Bryan Osborne
10 said the underlying issue is not whether it's maintenance or not, but whether it's eligible for PL
11 funds. Chris Roy said one thing we have to talk about is that previously hard lines existed between
12 transportation and stormwater, or maintenance and planning – going forward we're finding these
13 projects are interconnected and the lines are getting fuzzier. We need to have a good internal
14 discussion about where we want the towns to focus their energies on in projects. Charlie said this
15 was in the language in the guidelines sent to the towns last fall. Barbara said the discussion should
16 include: do we have a funding cap on projects? Different matches? Specific types of projects we'll
17 fund. Andy Montroll feels the process worked in that the UPWP committee reviewed it and then it
18 was moved to the TAC and they agreed it should be included. John Zicconi said he is still concerned
19 with maintenance vs. planning and we're still struggling with it and it'll give us more time by the
20 next UPWP cycle for us to review it as to how we should deal with it in the future. All of these
21 questions still exist and when other towns look at this we can say we are in the process of analyzing
22 it. Mike O'Brien asked if Bryan could describe the project, but in terms of the future, we should
23 have a subcommittee take up this issue sooner rather than later and not wait until the next UPWP
24 cycle. Perhaps in the fall we could deal with this before the letters go out to the communities. Chris
25 Roy asked why we think Phase 1 is a planning issue vs. maintenance. Bryan Osborne said they see it
26 as the same as any inventory that CCRPC does for planning programs such as the recent assessment
27 for the inventory for the MRGP permits, pavement conditions, and culvert assessments. These
28 projects are looking at inventories and the conditions of their system. The difference is how this
29 condition assessment is being done. Colchester is not putting anything into the pipes or flushing
30 them out. All they're doing is taking a piece of camera equipment and putting it down a manhole to
31 take close-up pictures of the conditions of the pipes, which gives a better perspective than having an
32 engineer put his head down in the manhole. VOTE: MOTION CARRIED UNANIMOUSLY.
- 33 Draft FY19 Budget. Charlie noted that this is the first draft of the FY19 Budget. The Finance
34 Committee reviewed it last week. The bottom line is that we are projecting a \$181,000 deficit. As
35 usual we started off conservatively and we'll be working to get this number to a better place before
36 the public hearing. The real issue is the indirect rate. Doing the strict math, we used an indirect
37 rate of 60%. We sent VTrans our request a couple of weeks ago asking for an indirect rate of 68% to
38 help mitigate the swings from year to year. BARBARA ELLIOTT MADE A MOTION, SECONDED BY
39 BRIAN BIGELOW, TO SEND THIS DRAFT BUDGET TO THE BOARD. MOTION CARRIED UNANIMOUSLY.
- 40
- 41 2. Approval of Minutes of March 7, 2018 Executive Committee Meeting. ANDY MONTROLL MADE A
42 MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE MINUTES OF MARCH 7, 2018 AS WRITTEN.
43 MOTION CARRIED UNANIMOUSLY.
- 44
- 45 3. Act 250 & Sec. 248 Applications:
- 46 a. Spear Meadows, Inc., South Burlington #4C1173-2. Regina said this is a project on Spear Street
47 that has been on the books for a while. It has been approved by the town but is under appeal.
48 The applicant has decided to go forward with Act 250 anyway. Staff feels the project is

1 consistent with the regional plan, Criterion 9(L) and that there are no traffic issues. Members
2 reviewed the site plan for the location on Spear Street. BRIAN BIGELOW MADE A MOTION,
3 SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER TO THE D.E.C. MOTION CARRIED
4 UNANIMOUSLY.
5

6 5. Chair/Executive Director Report.

7 a. Charlie gave a staff update that the Shelburne Selectboard voted to hire Lee Krohn as the
8 interim town manager; and we're negotiating what that will look like. Whether he will take
9 a leave of absence for the summer and be hired by Shelburne or whether it will be a
10 contract for services with Shelburne. John Zicconi feels it may be a long hiring process.
11 Charlie said we've been trying to be helpful to our communities when they've lost staff such
12 as zoning assistance in Underhill and Charlotte. Charlie said there are a lot of legal issues to
13 work out.

14 b. The airport is continuing to work on its Noise Compatibility Plan. Since we've been on this
15 committee their staff has been trying to participate with our committees. We may have the
16 airport come in September when they complete the Noise Compatibility Plan and also give
17 us an update on the F-35's. At the same time we told them about the I-89 study that we're
18 undertaking that they should be involved with. Soon they'll begin their Master Plan update
19 and they need to involve other communities & CCRPC to be sure the plan is compatible with
20 regional and local plans.

21 c. Legislature.

22 i. Charlie reported that the long-range funding for water quality is still kicking around. The
23 Senate will be sending this to committee and the House will be taking this up.

24 ii. Charlie will be testifying on the Public Safety bill sharing our experience with the regional
25 dispatch. When asked the status of regional dispatch, Charlie said we are getting close to
26 the 30-day appeal period for the Town Meeting Day approvals. The new board will be
27 meeting on April 18th. There is a lot of work to be done to get this off the ground. It
28 appears that we will not need to provide administrative support as they will dole out
29 various aspects to different members (i.e. financing & budget to one; HR to another, etc.)

30 iii. John Zicconi mentioned H.644 which the bill for a study committee on the regionalization
31 of the airport. Sen. Mazza has taken an interest and is trying to have it included in the
32 Transportation Bill. It does speak to CCRPC involvement. Mike O'Brien noted that a
33 couple of towns are interested in that. We don't know where it'll go.
34

35 6. Draft Agenda Review – April 18th board meeting. It was noted that both Chris Roy and Charlie
36 will be out of town for this meeting. Mike O'Brien will chair the meeting. Members reviewed
37 the agenda – Charlie noting that items 6, 7 and 8 were suggestions. South Burlington confirmed
38 that the project manager is available to talk about the City Center project. Eleni noted that GMT
39 may be ready to talk about changes in service (new item). Regina said the Housing Data should
40 be available for 2017 and would be a very short presentation. The report includes number of
41 completed units with Certificates of Occupancy issued. We're also keeping track of demolitions.
42 Mike O'Brien would be interested to know how many housing units have been proposed and
43 permitted. He feels there are about 3,000 units always in the pipeline waiting to be built. Some
44 communities track this and in others it's difficult to get the information. Mike feels if we need
45 6,000 units over the next ten years and have 4,500 approved and permitted, it might be good to
46 know. Lengthy discussion ensued. Charlie feels when we talk about those large numbers,
47 people get scared and he hasn't found it beneficial to include it. John noted that if we have

1 3,000 on the books but only 400 get built that tells us something. Discussion continued about
2 having the right type of housing for the market.

3

4 7. Other Business. There was no other business.

5

6 8. Executive Session. JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO GO
7 INTO EXECUTIVE SESSION AT 6:50 P.M. WITH CHARLIE PRESENT TO DISCUSS PERSONNEL
8 MATTERS. MOTION CARRIED UNANIMOUSLY.

9

10 ANDY MONTROLL MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO COME OUT OF
11 EXECUTIVE SESSION AT 7:15 P.M. MOTION CARRIED UNANIMOUSLY

12

13 9. Adjournment. BARBARA ELLIOTT MADE A MOTION, SECONDED BY JOHN ZICCONI, TO ADJOURN
14 THE MEETING AT 7:16 P.M. MOTION CARRIED UNANIMOUSLY.

15

16 Respectfully submitted,

17

18 Bernadette Ferenc