

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, November 28, 2018
TIME: 6:00 p.m.
PLACE: CCRPC Offices, 110 W. Canal Street, Suite 202, Winooski, VT 05404
PRESENT: Bolton: Absent Buel's Gore: Absent
Burlington: Andy Montroll Charlotte: Absent
Colchester: Jacki Murphy, Alt. Essex: Jeff Carr
Essex Jct: Jeff Carr, Alt. Hinesburg: Andrea Morgante
Huntington: Absent Jericho: Wayne Howe, Alt.
Milton: Absent Richmond: Bard Hill
St. George: Absent Shelburne: John Zicconi
So. Burlington: Meaghan Emery, Alt. Underhill: Brian Bigelow
Westford: Dave Tilton Williston: Chris Roy
Winooski: Mike O'Brien VTrans: Amy Bell
Bus/Industry: Absent Cons/Env: Absent
Agriculture: Tom Easton Socio/Econ/Housing: Justin Dextrateur
OTHERS: Matthew Langham, VTrans Rob Fish, Burlington Alternate
Mike Bissonette, Hinesburg Alt. Fred Duplessis, Sullivan Powers & Co.
Bob Dale, GreenRide Bikeshare
STAFF: Charlie Baker, Executive Director Eleni Churchill, Trans. Program Manager
Forest Cohen, Sr. Business Manager Bryan Davis, Sr. Transportation Planner
Marshall Distel, Transportation Planner Bernadette Ferenc, Trans. Business Mgr.
Christine Forde, Sr. Trans. Planner

The meeting was preceded by the third MPO training session.

1. Call to order; changes to the agenda. The meeting was called to order at 6:00 p.m. by the chair, Chris Roy. There were no changes to the agenda. Jeff Carr noted that he is also representing Essex Junction tonight as their alternate.

2. Public Comment Period on Items NOT on the agenda. There were no public comments.

3. Action on Consent Agenda – MPO business. The consent agenda included adding two VTrans FY19 Municipal Highway and Stormwater Mitigation Program awards to the FY19-2022 TIP. JEFF CARR MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE CONSENT AGENDA ITEMS. MOTION CARRIED UNANIMOUSLY.

4. Approve Minutes of October 17, 2018 Meeting. ANDY MONTROLL MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE MINUTES WITH CORRECTIONS, IF ANY. MOTION CARRIED TO APPROVE THE MINUTES AS WRITTEN. ABSTENTIONS FROM DAVE TILTON, JOHN ZICCONI AND JACKI MURPHY.

5. Accept FY18 CCRPC Audit. Charlie introduced Fred Duplessis, managing partner at Sullivan Powers and Company who prepared our FY18 audit. Mr. Duplessis gave an overview of the audit which was done in accordance with, government auditing standards and compliance with each major federal program. This audit will be transmitted electronically to the federal government and put on the federal

1 clearinghouse website. He noted there was nothing new and nothing he sees coming that will affect us.
2 He recommended reviewing the Management Discussion and Analysis (MD&A) that begins on page 4
3 and is a good summary of what happened during the year. The key is the last page which is what the
4 state and feds look at first. There were no findings or material weaknesses. In their review of Federal
5 Awards, especially the Highway Planning and Construction Funding, there are no material weaknesses or
6 significant deficiencies. CCRPC continues to be a low risk auditee, which means we have had a clean
7 audit for at least three years. It shows the state and feds that we have good systems in place. Jeff Carr
8 questioned the Pension Liability Note on page 5 and noted that the state's bond standing was
9 downgraded - will it affect the assumptions in the pension liability? Fred said it won't have an impact on
10 the assumptions. VMERS (Vermont Municipal Employee's Retirement System) is one of the better
11 funded pension programs. It was down to 83.5% last year and he noted that there will be fluctuations
12 over the years and that has an impact on the bond bank. He did note that the teachers and state
13 employees' pension funds have not been funded appropriately. Discussions are ongoing about retirees'
14 health benefits. VMERS does not have retiree health benefits. Chris Roy said it's always an important
15 process and he thanked Bernie and Forest for their hard work on getting a clean audit again. Jeff Carr
16 echoed that and complimented our vendor who responded to our request to change audit managers to
17 prepare our audit so that things are above-board. JEFF CARR MADE A MOTION, SECONDED BY ANDY
18 MONTROLL, TO ACCEPT THE FY18 AUDIT AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
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20 6. Greenride Bikeshare Update. Bryan Davis introduced Bob Dale, General Manager of Greenride
21 Bikeshare. They brought one of the bikes to demonstrate. Bryan gave a brief slide presentation
22 describing bikesharing which is a fleet of bicycles provided at a network of stations throughout an area.
23 Right now we have stations in Burlington, South Burlington and Winooski. He gave a history of
24 bikesharing which began in 1965, with advances in 1994, 2005, 2013 and to date. They took the smart
25 dock from 2005 and put the information in a box on the back of the bike. The box gives us a lot of data –
26 how far people are traveling, etc. Bikesharing is included in several area plans and our planning partners
27 include CATMA (Chittenden Area Transportation Management Association); UVM, and Champlain
28 College. Bryan gave a brief history of our region's efforts to pull this together. In 2011 partners met
29 with PBSC in Montreal and UVM, Champlain College and City of Burlington established "Bike Libraries."
30 In October 2016, an RFP was issued to develop a plan of action, and in April 2018 Greenride Bikeshare
31 launched. Operations partners include The Gotcha Group (based in Charleston, SC); Old Spokes Home
32 (maintenance and rebalancing); and CATMA which holds the contract with Gotcha. Bryan then reviewed
33 the mission and current sponsors – especially Title Sponsors Ben & Jerry's and Seventh Generation.
34 Other sponsors include: UVM Medical Center; UVM Clean Energy Fund; Champlain College; Blue
35 Cross/Blue Shield; GO Vermont; AARP; Healthy Living and the Cities of Burlington, South Burlington and
36 Winooski.
37

38 Bob Dale reviewed the bike itself, which is made in Charleston, NC. The hubs use regular U racks
39 painted bright green and includes a free-standing sign or window sticker. The sign includes local map,
40 system information and system/hub sponsor logos. Phase 1 includes 105 bikes in 17 hubs in key
41 locations in Burlington, South Burlington and Winooski primarily serving residents, commuters and
42 employees. Bob then reviewed the proposed full system buildout; the cost structure, and how it works.
43 Is it working? To date we have 687 active members; 864,712 calories burned; average time 18 minutes;
44 8,678 trips; reduced CO2 emissions reduced – 19,062.99 lbs.; average distance – 1.78 miles; total miles –
45 21,618; and dollars saved - \$12,538 . He then reviewed summer hub usage (June-August) and then fall
46 hub usage (Sept-Nov) when students returned. He also reviewed concerns about helmets, hills, weather
47 and rebalancing.
48

1 Bryan then reviewed the next steps. CCRPC included funds in our FY19 UPWP to review what is
2 happening. He will work with Toole Design Group on this review. We have received a grant from the
3 State of Vermont for system expansion. Bob Dale will work on expanding “Greenride for All”; and
4 they’ve applied for another grant to pilot “Prescribe a Bike Program” and will work on expanding
5 members/ridership. Wayne Howe asked for more information on funding and how it will fund itself in
6 five years. Bryan said we hope that membership will keep us going. He also noted that we’re looking at
7 electric assist bikes that will help with the hills in Burlington and increase members and ridership.
8

9 7. Introduction to I-89 2050 Study to begin in FY19. Eleni gave a brief update – this will be a 2-3 year
10 study and we are in the process of securing a consultant. Our 2050 Metropolitan Transportation Plan
11 (MTP) investments include proposed projects: a) a third lane on I-89 between Exits 14 and 15; b) Exit 12
12 B placeholder (14, 14N or other); and c) future I-89 scoping study between exits 12-16. In talking with
13 VTrans, we agreed that we need to do much more on the corridor level and not just a specific
14 interchange, so we will be studying the entire I-89 corridor in Chittenden County to be sure we make the
15 right investments. Eleni then reviewed the Roadway Capacity map that shows congestion area on I-89
16 between Exits 14 & 15 and that after adding a 3rd lane congestion just moves further north on the
17 interstate. The I-89 2050 Study goals include:

- 18 – Assess current conditions of I-89 corridor in Chittenden County including capacity of interstate and
19 existing interchanges; safety and resiliency; asset condition; land use; and, environmental and
20 cultural resources.
- 21 - Assess future needs, develop and evaluate alternatives including: Multi-modal, capital and
22 operational improvements; transportation and land use; climate change (air quality, energy
23 consumption, etc.); Asset management/maintenance needs.
- 24 - Develop an implementation plan for I-89 and interchange investments – short, medium and long-
25 term.

26
27 CCRPC will manage the project. The Technical committee will include: VTrans, FHWA, CCRPC and
28 municipal staff. The Advisory Committee will include: Municipalities, VTrans, CLF (Conservation Law
29 Foundation) & VNRC (Vermont Natural Resource Council), ANR (Agency of Natural Resources) and
30 ACCD (Agency of Commerce and Community Development), Green Mountain Transit, Local Motion,
31 GBIC, Lake Champlain Regional Chamber of Commerce, BTV (airport), Northwest RPC, and Central
32 Vermont RPC. Focus groups will be held with: Vermont State Police, DMV (Department of Motor
33 Vehicles), State Senators and Representatives, rail (Vermont Rail System & New England Central);
34 UVM/Colleges, UVM Medical Center. And, there will extensive engagement with the public.
35

36 We had a two-step procurement process. Step 1 – letter of intent/statement of qualifications which
37 was advertised widely in September 2018. A selection committee reviewed the letters in October
38 and four consulting firms/ teams were selected to respond to a Request for Proposals – VHB, Stantec,
39 WSP and CHA. Step 2: The proposals are due Dec. 7th, the selection committee will review between
40 December and January, and we hope to have a contract awarded in February 2019. Charlie noted
41 this is the largest project in our work program and will be for the next two years as well, so it may
42 reduce the amount of funding available for municipal projects. VTrans has committed to be a partner
43 in this study which allowed us to expand the scope to be more holistic. Charlie said we also need to
44 look into whether another interchange is needed and where it might be. Amy Bell said it is most
45 important to realize how long this will take and that we’re not talking about improvements in the
46 near-term. It will be very long-term before we can do anything. Chris Roy asked what interface does
47 this study have with other studies on the interstate – Exits 14, 12 and 16? Charlie said we’re starting
48 with the assumption that the projects in the pipeline will not be affected. Chris Roy noted that there

1 is a bike lane project under the bridge at Exit 12, as well as a park and ride lot on the southwest side
2 of Exit 12.

3
4 8. Executive Director's Update.

- 5 a. Business Office Associate. Charlie noted that our Finance Assistant resigned in October and
6 with Bernie's pending retirement we've advertised for a full-time position. We hope to have
7 someone on board by your January meeting.
- 8 b. Housing Convening. Regina Mahony noted that we've been doing periodic workshops with
9 members of municipal housing committee members. At the end of October, they talked
10 about housing trust funds. We had about 26 people from 8 communities attend. The next
11 convening will be at the end of January to discuss inclusionary zoning.
- 12 c. UPWP Process Update. Charlie noted that applications were sent to municipalities for FY20
13 UPWP projects. Our staff is meeting with various communities and talking about applications
14 to see what requests might be coming our way, as well as assisting them in developing their
15 applications.
- 16 d. Legislative Breakfast Topics. The Legislative Breakfast will take place on Tuesday, December
17 11th from 7:30-9:00 a.m. at Trader Duke's hotel in South Burlington. Charlie reviewed the
18 topics we are likely to discuss: ECOS Plan, Smart Growth, Housing, Vermont economy and
19 how it's affected by Chittenden County – taxes, employment, etc. Jeff Carr feels it's too
20 much data. Charlie said last year we had a separate handout that included the data. It was
21 suggested to keep it to 3-5 facts in the presentation. We also need to let the legislators know
22 that we're here to help them, help us. Andrea Morgante suggested we give some
23 information on the recent Transportation Survey results. We'll probably include water
24 quality funding and Act 250 and permitting changes. It was suggested to alert the legislators
25 as to funding of RPCs to cover extra work we are being asked to do; as well as discuss
26 increasing the share of the Property Transfer Tax slated for RPCs and Vermont Housing
27 Conservation Board. The funding share has not been consistent with the statutory formula
28 and the percentage has been declining over the years. Mike O'Brien suggested separating
29 transportation and non-transportation – like RPC, MPO and combined RPC/MPO. Charlie will
30 pare the presentation down to 15 minutes to leave adequate time for discussion.

31
32 9. Committee/Liaison Activities and Reports. Minutes of various committees are included in the
33 packet.

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35 10. Members' Items/Other business. There was no other business.

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37 11. Adjourn. JEFF CARR MADE A MOTION, SECONDED BY AMY BELL, TO ADJOURN AT 7:35 P.M.
38 MOTION CARRIED UNANIMOUSLY.

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40 Respectfully submitted,
41 Bernadette Ferenc