

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 REGULAR MEETING MINUTES
3 DRAFT
4

5 DATE: Wednesday, March 20, 2019
6 TIME: 6:00 p.m.
7 PLACE: CCRPC Offices; 110 W. Canal Street; Suite 202; Winooski, VT 05404
8 PRESENT: Bolton: Sharon Murray Buel's Gore: Absent
9 Burlington: Andy Montroll Charlotte: Jim Donovan
10 Colchester: Absent Essex: Irene Wrenner, Alt.
11 Essex Jct: Dan Kerin Hinesburg: Andrea Morgante
12 Huntington: Barbara Elliott Jericho: Catherine McMains
13 Milton: Absent Richmond: Absent
14 St. George: Absent Shelburne: Absent
15 So. Burlington: Absent Underhill: Brian Bigelow
16 Westford: Dave Tilton Williston: Chris Roy
17 Winooski: Mike O'Brien VTrans: Amy Bell
18 Agriculture: Tom Eaton Business/Ind. Tim Baechle
19 Cons./Env.: Don Meals Socio/Econ/Housing: Justin Dextradeur
20 Others: Matthew Langham, VTrans. Abby Bleything, Winooski Alternate
21 Jon Moore, GMT Rachel Kennedy, GMT
22 Rob Fish, Burlington Alternate
23 Staff: Charlie Baker, Executive Director Eleni Churchill, Trans Program Mgr.
24 Bryan Davis, Sr. Transportation Planner Marshall Distel, Transportation Planner
25 Bernadette Ferenc, Trans. Business Mgr. Christine Forde, Sr. Trans Planner
26 Amy Irvin Witham, Business Office Assoc. Peter Keating, Sr. Trans. Planner
27 Regina Mahony, Planning Program Mgr. Emily Nosse-Leirer, Senior Planner
28

- 29 1. Call to order; changes to the agenda. The meeting was called to order at 6:05 p.m. by the Chair, Chris
30 Roy. There we no changes to the agenda.
31
32 2. Public Comment Period on items not on the agenda. There were none.
33
34 3. Action on Consent Agenda (MPO Business). There were two amendments to the FY19-22
35 Transportation Improvement Program (TIP). The first to add 8 grant funded projects (Municipal
36 Highway and Stormwater Mitigation awards, Transportation Alternative awards and Bike & Ped
37 awards); and three Circ. Alternative projects. The second amendment updated TIP construction
38 funding amounts for Champlain Parkway to meet the new construction schedule; move construction
39 funds for Shelburne Street Roundabout from FY21 to FY22; and, move construction funds for Exit 17
40 in Colchester from FY22 to FY23. JIM DONOVAN MADE A MOTION, SECONDED BY DAN KERIN, TO
41 APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. (Only municipal
42 representatives and VTrans voted on this MPO action item.)
43
44 4. Approve Minutes of February 20, 2019 Meeting. ANDY MONTROLL MADE A MOTION, SECONDED BY
45 SHARON MURRAY, TO APPROVE THE MINUTES AS PRESENTED. MOTION CARRIED, WITH
46 ABSTENTIONS FROM CHRIS ROY, IRENE WRENNER AND DON MEALS.
47

1 5. GMT (Green Mountain Transit) proposed transit system changes. Jon Moore, Director of
2 Maintenance and Planning at GMT, gave a presentation on the NextGen planning study they are
3 finishing. They hired Nelson-Nygaard to review all the current routes and make recommendations
4 for service improvements. The ultimate goal is to increase ridership and improve service. In the
5 service improvement plan, Phase one, they plan to use GMT resources more effectively. Phase One
6 is cost neutral. They propose changes for nearly every route to: improve service for large majority
7 of existing riders; attract new riders; and better balance services with demand. They are in the public
8 comment period of the plan approval process and hope to adopt the plan at their board meeting in
9 April 2019. New scheduling summary includes:

- 10 • 20-minute headways from 6 am to 6 pm on the 4 major routes – Williston, Essex Junction,
11 Shelburne Road and North Avenue; and, eliminate peak hour 15-minute service.
- 12 • 30-minute headways from 6 am to 6 pm on most other routes.
- 13 • Late night service Monday through Saturday until 11 pm or later on major routes and
14 Riverside/Winooski and new Waterfront/Airport route.
- 15 • Dedicated Sunday service on Williston, Essex Jct., Pine Street, North Avenue, Waterfront/Airport
16 and City Loop.
- 17 • Adjusted Commuter times.
- 18 • Improved On-Time performance.

19 On routing they will have increased interlining to reduce transfers; have direct service from
20 Downtown and the hospital to the airport with the new Waterfront/Airport route. Interlining
21 combines two routes into one, which reduces the number of passenger transfers required; makes
22 wayfinding more simplistic and allows color-coded route naming system:

- 23 • Red Line – Williston and North Avenue routes
- 24 • Blue Line – Essex Junction and Shelburne routes
- 25 • Green Line – Pine Street and Riverside/Winooski routes
- 26 • Purple Line – College Street & UMall/Airport routes
- 27 • Orange Line – Essex Center and Essex/Williston routes
- 28 • Silver Line – City Loop

29 Mr. Moore showed examples of the new schedule and color-coded service diagrams. He then
30 reviewed the Assessment impacts and proposed fare increase. According to their charter, a change
31 (increase or decrease) of ten or more weekly driver pay hours in a municipality would result in
32 assessment impacts. The NextGen service changes maximize driver scheduling (and cost) efficiencies.
33 The driver pay hours are projected to decrease by 48 weekly hours but the revenue hours will
34 increase by 110 weekly hours. The GMT board is considering freezing the FY20 assessments at the
35 current levels and “re-balancing” as necessary for FY21. Right now the College Street shuttle is a free
36 service paid for by the City of Burlington (\$125,000). With the extension of the route to the airport
37 they’ll need to determine the fare structure for the route. They haven’t had a fare increase since
38 2005 and are proposing a fare increase from \$1.25 to \$1.50 and decreasing the monthly unlimited
39 pass from \$50 to \$40.

40
41 Mr. Moore then reviewed the new technology passengers will be able to use for bus locations and
42 even purchasing all ticket types via their smart phones. They will continue to take cash for those
43 without smart phones. The next steps include completing the public hearings late March to mid-April
44 with GMT Board approval on April 16th and service and fare change implementation on June 17th. Jon
45 answered questions for board members.
46

1 6. Capital Program Prioritization – (MPO Business). Christine Forde noted that each year the Vermont
2 legislature requires the projects in the Transportation Capital Program be prioritized by VTrans and
3 the RPCs and they directed VTrans to develop a numerical grading system to assign a priority ranking
4 to all paving, roadway, safety, and traffic operations, state bridge, interstate bridge and town
5 highway bridge projects. Each project is rated by methodologies developed for each program
6 category. VTrans uses one set of criteria and each region uses a set of criteria developed for their
7 region, which Christine described. We send our scoring to VTrans and they add our scores to theirs
8 to develop the priorities. She noted that the Capital Program and the TIP/STIP are similar but
9 different. The Capital Program is the actual budget for a given year. The TIP/STIP are planning
10 documents. When Andrea asked if we consider stormwater, Christine said stormwater is considered
11 in the resiliency factor. The scoring sheets are sent to the TAC members to review the projects in
12 their municipality and then the TAC revises/recommends the prioritization. Tim Baechle asked about
13 bike/ped projects from the Circ alternatives list. Christine said bike/ped projects are grants and are
14 prioritized through those grant programs. Matthew Langham said Phase 1 Circ Alternative projects
15 moved forward without prioritization. Charlie noted that this is our input into the FY21 Capital
16 Program, which will be sent to the legislature in January 2020. Christine noted that we also do a
17 scoring of town highway bridge candidate projects so we can see if a project potentially can move to
18 the program list. When asked how to get on that list, Amy Bell said all town highway bridges are on
19 this list. There are 1700 town highway bridges statewide and they are ranked every two years. Brief
20 discussion ensued. Matthew Langham clarified that this list includes all structures over 20' span –
21 including box culverts.

22
23 Christine then distributed a chart showing Chittenden County projects in the FY20 Capital Program
24 that begins July 1, 2019. The projects highlighted in yellow are newly added. Amy noted that this list
25 is what is in the Governor's budget, and the legislature will determine the final outcome.

26
27 DAN KERIN MADE A MOTION, SECONDED BY JIM DONOVAN, TO APPROVE THE 2021 REGIONAL
28 PROJECT SCORES AND TOWN HIGHWAY BRIDGE PRE-CANDIDATE REGIONAL PROJECT SCORES AND
29 FORWARD IT TO VTRANS. MOTION CARRIED UNANIMOUSLY. (Only municipal representatives and
30 VTrans voted on this item.)

31
32 7. Shelburne Town Plan Approval, Confirmation of Planning Process and Determination of Energy
33 Compliance. The Town of Shelburne has requested that the Chittenden County Regional Planning
34 Commission (1) approve the 2019 Shelburne Comprehensive Plan, (2) confirm its planning process
35 and (3) grant a determination of energy compliance to the 2019 Shelburne Comprehensive Plan. The
36 Plan was adopted by the Selectboard of the Town of Shelburne on February 12, 2019.
37 As described in the proposed resolution, the PAC has held the required hearing, reviewed the Plan in
38 light of these requests, and recommends Board approval at this time. Please note that municipal
39 planning process confirmation, plan approval and determination of energy compliance decisions shall
40 be made by majority vote of the commissioners representing municipalities, in accordance with the
41 bylaws of the CCRPC and Title 24 V.S.A. § 4350(f). SHARON MURRAY MADE A MOTION, SECONDED BY
42 JIM DONOVAN, TO APPROVE THE 2019 SHELBURNE COMPREHENSIVE PLAN, CONFIRM SHELBURNE'S
43 PLANNING PROCESS, AND GRANT AN AFFIRMATIVE DETERMINATION OF ENERGY COMPLIANCE TO
44 THE 2019 SHELBURNE COMPREHENSIVE PLAN. MOTION CARRIED UNANIMOUSLY. (Only municipal
45 representatives voted on this item.)

46
47 8. Act 250 Recommendations. Regina noted that last month members approved eight
48 recommendations regarding the proposed Act 250 legislation. At this time, we have two additional

1 positions we'd like to discuss. The large Act 250 Commission bill (Committee bill 19-0040, Draft 5.2,
2 1/23/19) includes a position requiring that, in order to be used in Act 250, local and regional plans
3 must be approved as consistent with statutory planning goals. VPA feels that since regional plans
4 are used in the Act 250 regulatory process under Criterion 10, the Environmental Board should not
5 be reviewing and approving regional plans. The second recommendation deals with appeals for
6 regional plan approvals. Suggested language is:

7
8 #9 "CCRPC supports the position of the Vermont Planners Association regarding regional plan
9 approvals which is to modify the bill language so that regional plans are reviewed and approved
10 by a Development Cabinet; or some similar instrument of the State that is expanded for this
11 function to include representatives with planning expertise – e.g. directors of two adjacent
12 regional planning commissions, a representative from the VT Planners Association, and a
13 representative from the VT Association of Planning and Development Agencies." Earlier, after a
14 brief discussion, Executive Committee members agreed to amend the second line to read
15 "...plans are reviewed for compliance with statutory planning goals ~~and approved~~ by a
16 Development Cabinet..." Regina noted that the Development Cabinet, though not active, is in
17 statute (3 V.S.A. §2293) for the purpose of collaboration and consultation among State agencies
18 and departments. After board discussion it was agreed to change "compliance" to
19 "consistency."

20
21 #10. "Clarify and add to existing statute (Title 24, Chapter 117, Section 4476) to make the
22 existing Environmental Court hear appeals for regional plan approvals and for regional approval
23 and/or confirmation of local plans and the local planning process."

24
25 After a lengthy discussion, JIM DONOVAN MADE A MOTION, SECONDED BY IRENE WRENNER, TO
26 APPROVE THE ADDITION OF THOSE TWO RECOMMENDATIONS, AS AMENDED. MOTION CARRIED
27 UNANIMOUSLY. SHARON MURRAY ABSTAINED.

28
29 9. Chair/Executive Director's Update:

- 30 a. FY20 UPWP Update. Charlie noted that the UPWP committee will hold its last meeting
31 tomorrow evening. We have a pretty good draft right now. We will present the draft UPWP to
32 the Executive Committee and the Board at your April meetings.
- 33 b. Legislative update. Charlie noted that the House Natural Resources Committee has not yet
34 turned the Act 250 document into a bill. We are working on this language to be prepared. He
35 feels there will be a bill formally introduced in the spring to be taken up again in January.
- 36 c. He is following another bill S.96 that deals with water quality that has the potential to do two
37 things: raise revenue for water quality and change how those funds are distributed. It proposes
38 to distribute water quality funds to a clean water service provider in each watershed basin
39 which would default to the RPCs. There are a couple of issues in there. It would require us to
40 be responsible for the operation and maintenance for any project getting funding. It also would
41 open up the clean water service provider to enforcement action. Charlie noted that the initial
42 idea was to help get funding distributed. All of the RPCs are concerned about these other
43 requirements. There will have to be more conversation on this. He feels the Senate will vote it
44 out to the House. The second part of the bill is to raise revenue to fund it. They'll have the
45 House work on that.

- 46
47 10. Committee/Liaison Activities and Reports. The chair noted that minutes of various committee
48 meetings were included in the board packet.

1
2
3
4
5
6
7
8

11. Members' Items; Other Business. There was no other business.

12. Adjourn. IRENE WRENNER MADE A MOTION, SECONDED BY JIM DONOVAN, TO ADJOURN THE MEETING AT 7:32 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Bernadette Ferenc

DRAFT