

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

5 DATE: Wednesday, October 16, 2019

6 TIME: 6:00 p.m.

7 PLACE: CCRPC offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404

8 PRESENT: Bolton: Absent Buel's Gore: Absent  
9 Burlington: Andy Montroll Burlington: Jenna Pugliese-Alt.  
10 Charlotte: Absent Colchester: Jacki Murphy  
11 Essex: Jeff Carr Essex Junction: Dan Kerin  
12 Hinesburg: Mike Bissonette Huntington: Barbara Elliott  
13 Jericho: Catherine McMains Milton: Tony Micklus  
14 Richmond: Bard Hill St. George: Absent  
15 Shelburne: Absent South Burl: Chris Shaw  
16 Underhill: Brian Bigelow Westford: Vacant  
17 Williston: Chris Roy Winooski: Michael O'Brien  
18 VTrans: Amy Bell Socio/Econ/Housing: Absent  
19 Bus/Ind: Absent Agriculture: Tom Eaton  
20 Cons/Env: Absent GMT: Absent  
21 Others: Matthew Langham, VTrans Scott Moody, CCTV  
22 Jesse Devlin, VTrans Sue Scribner, VTrans  
23 Joseph Segale, VTrans Michele Boomhower, VTrans  
24 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Mgr.  
25 Christine Forde, Senior Planner Eleni Churchill, Trans Planning Mgr.  
26 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Assoc.  
27

28 1. Call to order; changes to the agenda. The meeting was called to order at 6:01 p.m. by the Chair,  
29 Michael O'Brien. There were no changes to the agenda.  
30

31 2. Public Comment Period on Items NOT on the Agenda. There were no comments.  
32

33 3. Action on Consent Agenda.

34 There were three FY19 VTrans Bicycle and Pedestrian Program Awards:

- 35 • Dorset Street Shared Use Path, South Burlington; add \$75K (Fed) FY20, \$125K (Fed) FY21,  
36 \$231,600 (Fed) FY22, and \$230K (Fed) FY23.
- 37 • Main Street Revitalization Project improvements, Winooski; add \$300K (Fed) FY20 and \$100K  
38 (Fed) FY21.
- 39 • Towers Road Sidewalk improvements, Essex; add \$91,600 (Fed) FY20.

40 JEFF CARR MADE A MOTION, SECONDED BY CHRIS ROY TO APPROVE THE CONSENT AGENDA. MOTION  
41 CARRIED UNANIMOUSLY.  
42

43 4. Approve Minutes of September 18, 2019 board meeting. JEFF CARR MADE A MOTION, SECONDED BY  
44 ANDY MONTROLL, TO APPROVE THE MINUTES OF SEPTEMBER 18, 2019 WITH EDITS. There were no  
45 edits. MOTION CARRIED UNANIMOUSLY.  
46

47 5. Huntington Town Plan Approval, Confirmation of Planning Process, and Determination of Energy  
48 Compliance. Regina Mahony provided an overview of the Huntington planning process. Regina stated

1 the Town of Huntington has requested CCRPC, 1) approve the *2019 Huntington Town Plan*, 2) confirm its  
2 planning process, and 3) grant a determination of energy compliance to the *2019 Huntington Town*  
3 *Plan*. Both the Planning Advisory Committee and CCRPC staff recommends approval, confirmation of  
4 the planning process, and granting an affirmative determination of energy compliance. CATHERINE  
5 MCMAINS MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE 2019 HUNTINGTON TOWN  
6 PLAN, CONFIRM THE HUNTINGTON PLANNING PROCESS, AND GRANT AFFIRMATIVE DETERMINATION  
7 OF ENERGY COMPLIANCE FOR THE 2019 HUNTINGTON TOWN PLAN. MOTION CARRIED UNANIMOUSLY.  
8 Barbara Elliott thanked CCRPC for the support.

9  
10 6. Circ Alternatives Status Report. Michele Boomhower, Director of Policy, Planning and Intermodal  
11 Development at VTrans, introduced herself along with the following VTrans staff; Jesse Devlin, Program  
12 Manager for Highway Safety and Design, Sue Scribner, Municipal Assistance Bureau Director, and Joe  
13 Segale, Policy, Planning and Research Director. Jesse Devlin provided a table, Circ Alternatives  
14 Anticipated Implementation Plan FY20-FY30 [The table is available as a separate link associated with  
15 these minutes on the CCRPC website.] The *Circ Alternatives Anticipated Implementation Plan FY20-FY30*  
16 groups the projects into three phases and provides a status update, estimated schedule, and completion  
17 overview of each project. Jesse explained how the projects were derived out of the Circumferential  
18 Alternatives process and intended to improve mobility in areas of the Chittenden County region that  
19 would not be receiving the Circumferential Highway project when it was pulled from the TIP and Capital  
20 Program. Michele, Jesse, and Sue summarized each project within the three phases on the spreadsheet  
21 to provide insight and perspective. Members discussed the slow pace, uncompleted projects, the  
22 lengthy timeframe for projects and stalling projects. They questioned why some projects were on an  
23 extended hold when others were able to move through to completion.

24  
25 Chris Roy introduced himself and stated, as a representative for the Town of Williston, former  
26 Selectboard member, and former member of the Circ Alternatives Task Force, he is very interested to  
27 know if there is a way to re-label lower priority Phase 3 projects to a higher priority project? In  
28 particular, Chris is interested in the schedule for the I-89, Exit 12 Interchange area. He expressed great  
29 concern over the safety component in this area and asked what can be done to make this a priority.  
30 There is a visible need for a safe pedestrian walkway. Additionally, the completion of a park and ride  
31 across from Hurricane Lane will create an increase in pedestrians needing to walk under the bridge. He  
32 would like to know how Williston can ensure this project is moved into a critical stage. Chris  
33 acknowledged VTrans staff for making the effort to share information with RPC's and expressed great  
34 appreciation for transparency. Jesse Devlin addressed Chris and said he understood the concerns and  
35 explained that project (like many) has an issue with right of way and utilities relocation. He also  
36 explained many projects are eligible for Bike/Ped grant programs.

37  
38 Michele stated, to add perspective, this is not an isolated issue, it is what is happening with projects on a  
39 state-wide basis. VTrans had a bubble of projects lined up in the queue moving forward, but at a very  
40 slow pace, some over 20 years in the making. Michele stated things are looking better as there is a  
41 Federal Transportation Reauthorization draft bill on the horizon, that has the potential to bring  
42 approximately 40 million dollars to the State of Vermont.

43  
44 Jeff Carr warned, if (Chittenden County) doesn't get what it needs, in terms of projects moving forward  
45 and money to fund projects, it costs the state resources, since economies in other regions are not  
46 necessarily generating the tax and fee resources to fund projects. Jeff also said, if we do not adequately  
47 contribute to the areas that fiscally fuel other areas, we end up with fewer total resources to compete  
48 for. He feels we need to ensure proper consideration is given in the competition for VAOT project

1 resources to both populated and dense areas of the state, considering that the (Chittenden County)  
2 economy provides resources to benefit projects in all areas of Vermont. Jeff stated he is not talking  
3 about a blatant “homer strategy” for Chittenden County, he simply wants to ensure proper  
4 consideration to our projects, since our region has a strong functioning economy that provides  
5 additional resources and supports project activity throughout Vermont.  
6

7 Michele said VTrans is looking for ways to be creative in order to complete more work. Sue Scribner  
8 spoke of several Phase 3 projects, explaining candidate projects are identified in the Capital Program for  
9 the legislature but do not yet have funding. VTrans recognizes the need for completion, but there are  
10 no resources currently allocated, nor are there any in the foreseeable future. Michele addressed the  
11 collaborative work with GMT, specifically commuter services. Charlie asked is there an ongoing  
12 commitment to the Milton commuter route. Michele explained yes, if services are happening  
13 successfully, they will continue to be funded. Routes will not be cancelled without making sure  
14 accommodations and adjustments are made to provide a fair chance for success.  
15

16 Member discussion ensued regarding project prioritization and funding. Michele stated Joe Segale’s  
17 VPSP2 Project Prioritization presentation would provide information on the process. Joe Segale  
18 introduced himself and began his presentation. He explained VTrans spent 6-12 months meeting with  
19 stakeholders to understand what is important. They developed a scoring method based on Criteria  
20 Scores in the following categories: Safety, Asset Condition, Mobility/Connectivity, Community, Economic  
21 Access, Environment, Resiliency and Health Access. [The VPSP2 presentation is available as a separate  
22 link associated with these minutes on the CCRPC website.]  
23

24 Members discussed the scoring and acknowledged transportation needs are not all the same. Michele  
25 explained VTrans is working to understand the differences between regions and prioritization. Charlie  
26 extended thanks to the VTrans staff for the effort to be transparent and believes it will help the overall  
27 process. He expressed appreciation for the presentations and explanation of how projects are selected  
28 and scored, and the fact VTrans is open to taking new ideas to accommodate requests and  
29 considerations.  
30

31 7. FY21 Municipal Dues Charlie referenced the FY21 Municipal Dues Memo included in the packet and  
32 explained that the corresponding Table 1 presents FY21 dues at a 0% increase. Charlie explained that we  
33 increased the dues by 2.3% for FY20. The dues do not need to be increased for FY21. Members  
34 discussed if the 0% increase in dues would prompt higher, unreasonable increases in the future and if it  
35 was more responsible to make small, incremental increases each year. Charlie stated he will be mindful  
36 not to request increases without proper justification or adequate warning. JEFF CARR MADE A  
37 MOTION, SECONDED BY ANDY MONTROLL TO KEEP THE DUES LEVEL FOR FY21 AS RECOMMENDED BY  
38 THE EXECUTIVE COMMITTEE AND STAFF. MOTION CARRIED UNANIMOUSLY.  
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#### 41 8. Chair/Executive Director Report.

- 42 a. Community Justice Summit. Charlie noted there are 5 Community Justice Centers in  
43 Chittenden County, and Town Managers and the Vermont Dept of Corrections were looking  
44 for someone to host neutral facilitation. Charlie stated we will be hosting the summit on  
45 October 30, 2019 at the Expo in Essex Junction.
- 46 b. Regional Dispatch Charlie noted that the Chittenden County Public Safety Authority is  
47 working with a consultant on the scope and scale of the operation; developing and gaining  
48 municipal approval of the budget, a determination of technology and communication

- 1 infrastructure needs. Information for the municipal budget cycle will be available around  
2 December 1, 2019.
- 3 c. CATMA Charlie stated CATMA is going through a strategic business planning exercise and  
4 expressed desire to strengthen its relationship with the CCRPC. They are potentially  
5 interested in utilizing some business office services and possibly co-locating with us. Charlie  
6 noted that he has also encouraged them to look at other options and organizations that  
7 might be a better long-term partner.
- 8 d. Legislative Breakfast topics Charlie asked members to contact him through e-mail or in  
9 person with any topics they wish for him to bring to the upcoming Legislative meeting. This  
10 will be a bigger discussion topic at our next meeting.

11  
12 9. Committee/Liaison Activities & Reports. Minutes for various meeting were included in the packet  
13 (Transportation Advisory Committee, Planning Advisory Committee, Clean Water Advisory Committee,  
14 and Executive Committee).

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16 10. Members' Items, Other business. There were none.

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18 11. Executive Session. JEFF CARR MADE A MOTION, SECONDED BY JACKI MURPHY, TO GO INTO  
19 EXECUTIVE SESSION AT 7:50 P.M. TO DISCUSS PENDING OR PROBABLE CIVIL LITIGATION TO WHICH  
20 CCRPC MAY BE A PARTY, WITH THE EXECUTIVE DIRECTOR (Charlie Baker) AND THE TRANSPORTATION  
21 PLANNING MANAGER (Eleni Churchill). Due to a conflict of interest, Chris Roy excused himself and left  
22 the meeting at 7:51 P.M. THE MOTION TO GO INTO EXECUTIVE SESSION CARRIED UNANIMOUSLY.

23  
24 JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO EXIT EXECUTIVE SESSION AT 8:00 P.M.  
25 There was no action.

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27 12. Adjourn. JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO ADJOURN THE MEETING AT  
28 8:00 P.M. MOTION CARRIED UNANIMOUSLY.

29  
30 Respectfully submitted,  
31 Amy Irvin Witham