DATE: Wednesday, October 16, 2019
TIME: 6:00 p.m.
PLACE: CCRPC offices; 110 W. Canal Street, Suite 202; Winooski, VT 05404

PRESENT:
- Bolton: Absent
- Burlington: Andy Montroll
- Charlotte: Absent
- Essex: Jeff Carr
- Hinesburg: Mike Bissonette
- Jericho: Catherine McMains
- Richmond: Bard Hill
- Shelburne: Absent
- Underhill: Brian Bigelow
- Williston: Chris Roy
- VTrans: Amy Bell
- Bus/Ind: Absent
- Cons/Env: Absent
- Others: Matthew Langham, VTrans
- Staff: Charlie Baker, Executive Director
- Regina Mahony, Planning Program Mgr.
- Christine Forde, Senior Planner
- Forest Cohen, Senior Business Mgr.
- Jeff Carr
- Jenna Pugliese-Alt.
- Jacki Murphy
- Dan Kerin
- Tony Micklus
- Michael O’Brien
- Amy Bell
- VTrans
- Sue Scribner, VTrans
- Michele Boomhower, VTrans
- Regina Mahony
- Planning Program Mgr.
- Amy Irvin Witham, Business Office Assoc.

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

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

3. Action on Consent Agenda.

There were three FY19 VTrans Bicycle and Pedestrian Program Awards:
- Dorset Street Shared Use Path, South Burlington; add $75K (Fed) FY20, $125K (Fed) FY21, $231,600 (Fed) FY22, and $230K (Fed) FY23.
- Main Street Revitalization Project improvements, Winooski; add $300K (Fed) FY20 and $100K (Fed) FY21.
- Towers Road Sidewalk improvements, Essex; add $91,600 (Fed) FY20.

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

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

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

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

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

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

Jeff Carr warned, if (Chittenden County) doesn’t get what it needs, in terms of projects moving forward and money to fund projects, it costs the state resources, since economies in other regions are not necessarily generating the tax and fee resources to fund projects. Jeff also said, if we do not adequately contribute to the areas that fiscally fuel other areas, we end up with fewer total resources to compete for. He feels we need to ensure proper consideration is given in the competition for VAOT project
resources to both populated and dense areas of the state, considering that the (Chittenden County) economy provides resources to benefit projects in all areas of Vermont. Jeff stated he is not talking about a blatant “homer strategy” for Chittenden County, he simply wants to ensure proper consideration to our projects, since our region has a strong functioning economy that provides additional resources and supports project activity throughout Vermont.

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

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

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

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

8. Chair/Executive Director Report.
   a. Community Justice Summit. Charlie noted there are 5 Community Justice Centers in Chittenden County, and Town Managers and the Vermont Dept of Corrections were looking for someone to host neutral facilitation. Charlie stated we will be hosting the summit on October 30, 2019 at the Expo in Essex Junction.
   b. Regional Dispatch Charlie noted that the Chittenden County Public Safety Authority is working with a consultant on the scope and scale of the operation; developing and gaining municipal approval of the budget, a determination of technology and communication
infrastructure needs. Information for the municipal budget cycle will be available around December 1, 2019.

c. **CATMA** Charlie stated CATMA is going through a strategic business planning exercise and expressed desire to strengthen its relationship with the CCRPC. They are potentially interested in utilizing some business office services and possibly co-locating with us. Charlie noted that he has also encouraged them to look at other options and organizations that might be a better long-term partner.

d. **Legislative Breakfast topics** Charlie asked members to contact him through e-mail or in person with any topics they wish for him to bring to the upcoming Legislative meeting. This will be a bigger discussion topic at our next meeting.

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

10. **Members’ Items, Other business.** There were none.

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

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

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

Respectfully submitted,

Amy Irvin Witham