

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

5 DATE: Wednesday, November 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: Absent  
10 Colchester: Jacki Murphy Essex: Jeff Carr  
11 Essex Junction: Jeff Carr (2<sup>nd</sup> Alt) Hinesburg: Mike Bissonette  
12 Huntington: Barbara Elliott Jericho: Catherine McMains  
13 Milton: Tony Micklus Richmond: Bard Hill  
14 St. George: Absent Shelburne: Absent  
15 South Burl: Chris Shaw Underhill: Absent  
16 Westford: Vacant Williston: Absent  
17 Winooski: Michael O'Brien VTrans: Amy Bell  
18 Socio/Econ/Housing: Absent Essex: Elaine Haney, (Alt.)  
19 Bus/Ind: Tim Baechle (*arrived at 6:48 p.m.*)  
20 GMT: Jon Moore  
21 Agriculture: Absent Cons/Env: Absent  
22 Others: Matthew Langham, VTrans Scott Moody, CCTV  
23 Scott Burbank, VHB (VTrans) Jackie Cassino, VTrans  
24 Staff: Charlie Baker, Executive Director Eleni Churchill, Trans. Program Mgr.  
25 Forest Cohen, Senior Business Mgr. Christine Forde, Senior Planner  
26 Marshall Distel, Planner Regina Mahony, Planning Program Mgr.  
27 Jason Charest, Senior Planner Amy Irvin Witham, Business Office Associate  
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29

30 1. Call to order; changes to the agenda. The meeting was called to order at 6:05 p.m. by the Chair,  
31 Michael O'Brien. Jeff Carr noted that he is representing both Essex and Essex Junction.  
32

33 2. Public Comment Period on Items NOT on the Agenda. There were no public comments.  
34

35 3. Approve Minutes of October 16, 2019 board meeting. JEFF CARR MADE A MOTION, SECONDED BY  
36 ANDY MONTROLL, TO APPROVE THE OCTOBER 16, 2019 MINUTES WITH EDITS, IF ANY. MOTION  
37 CARRIED UNANIMOUSLY.  
38

39 4. Action on Consent Agenda - MPO Business. The consent agenda included amendments to the FY20  
40 Transportation Improvement Program. The amendment is for the addition of a new project that adds  
41 supplemental signage to all I-89 exits in Chittenden County. The signage will identify the mile marker  
42 number. This is a \$22,000 addition for FY20. The TAC and CCRPC STAFF recommend the Board approve  
43 the TIP Amendment. JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW FOR ACTION ON  
44 CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.  
45

46 5. FY19 Audit; presentation by Fred Duplessis, Sullivan Powers. Charlie introduced Fred Duplessis, CPA,  
47 with Sullivan, Powers & Co. Certified Public Accountants. Copies of the Final Draft Audit Report were  
48 provided. Fred explained his team recently completed the audit of FY19 CCRPC financial statements.

1 Fred explained the audit conducted followed the generally accepted accounting principles in accordance  
2 with auditing standards applicable to financial audits contained in Government Auditing Standards,  
3 issued by the Comptroller General of the United States. Fred reviewed sections in order of the report.  
4 He stated a recommendation, that the CCRPC have electronic spreadsheets reviewed for accuracy by a  
5 second person, has been implemented. Fred also explained that the CCRPC is a member of Vermont  
6 Municipal Employees' Retirement System, commonly referred to as VMERS. VMERS offers a pension  
7 plan, which some CCRPC staff participate in. Generally accepted accounting principles (rules) dictate  
8 that the CCRPC's portion of the pension plan liability be listed on our balance sheet. This can result in a  
9 large expense on our financial statements that management has no control over. He also added VMERS  
10 is a relatively healthy program, currently at 82% funded and as little as 5 years ago was 98% funded.  
11 Member discussion ensued regarding the VMERS liability. Jeff Carr expressed concern over the VMERS  
12 and asked if there could be a separate footnote that explains the liability. Fred stated VMERS is broken  
13 out in the report on page 11, Exhibit II. With this, CCRPC shows an operating loss of only \$52,700, which  
14 is around \$48K better than was budgeted. Members discussed the overall financial stability of CCRPC.  
15 Fred stated the audit is quite favorable and there are no findings of control weaknesses. He also said  
16 CCRPC does a great job of having systems in place and keeping up with the federal requirements to  
17 manage federal funds. The CCRPC continues to qualify as a Low Risk Auditee, which is an important  
18 designation to federal funders.

19

20 Jeff Carr congratulated everyone on a job well done and expressed his thanks to Fred and his staff at  
21 Sullivan, Powers for their work as well as the CCRPC staff. JEFF CARR MADE A MOTION, SECONDED BY  
22 SHARON MURRAY, TO ACCEPT THE FY19 AUDIT AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

23

24 6. VTrans Presentation (Williston Park & Ride) and Warn a Public Hearing for Major TIP Amendments  
25 FY20-23 Transportation Improvement Program (TIP). Christine Forde reviewed the memo enclosed in  
26 the board packet which described the need for a public hearing in January for a major TIP amendment  
27 to advance the Williston Park & Ride Project. The memo specifies that for the Park & Ride project the  
28 TIP amendment advances \$2,300,000 in federal funds from FY19 to FY20. It adds \$175,000 for  
29 preliminary engineering, \$372,000 for ROW and \$1,675,000 for construction. The new total project cost  
30 is \$7,100,000; a 57% increase, which is considered as a Major Amendment according to the CCRPC TIP  
31 Amendment Policy. The amendment also includes a change to the Champlain Parkway project in  
32 Burlington by moving \$3,000,000 in federal funds from FY20 to FY23. The Champlain Parkway has over  
33 \$13,000,000 in federal funds in FY20 and the current spending profile for the project indicates that the  
34 project will not spend that much. The TAC and CCRPC STAFF recommend the Board warn and hold a  
35 Public Hearing in January on the TIP Amendment. The TAC and CCRPC STAFF recommend the Board  
36 warn and hold a Public Hearing in January on the TIP Amendment.

37

38 Charlie introduced Scott Burbank, a project manager at VHB, who is working on behalf of VTrans on the  
39 Williston Park and Ride project. Scott's presentation provided insight on the Williston Park and Ride  
40 project. One of the major changes was the relocation of the access drive. The access drive has been  
41 relocated to accommodate the grade of the roadway and a new Vermont State Police building. This  
42 relocation required many changes in several areas including the turn lanes, updated stormwater  
43 permits, a water/wastewater permit, an amended Act 250 and DRB permits. A separate link can be  
44 accessed for Scott's presentation with the minutes on the CCRPC website.

45

46 JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS, TO WARN A PUBLIC HEARING FOR  
47 JANUARY 15<sup>TH</sup> AT 6:00 P.M. MOTION CARRIED UNANIMOUSLY, WITH MICHAEL O'BRIEN ABSTAINING.  
48 MPO VOTE:

1						
2	Bolton:	Yes	Burlington:	Yes (4)	Charlotte:	Absent
3	Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
4	Hinesburg:	Yes	Huntington:	Yes	Jericho:	Yes
5	Milton:	Yes	Richmond:	Yes	St. George:	Absent
6	Shelburne:	Absent	So. Burlington:	Yes (2)	Underhill:	Absent
7	Westford:	VACANT	Williston:	Absent	Winooski:	Yes
8	VTrans:	Yes				
9	The MOTION CARRIED WITH 18 OF 24 VOTES; AND 12 OF 18 MUNICIPALITIES VOTING IN THE					
10	AFFIRMATIVE.					
11						

12 7. VTrans Draft Public Transit Policy Plan. Jackie Cassino, Planning Coordinator-VTrans, distributed a  
 13 copy of the Vermont Public Transit Policy Plan draft. She explained development of a PTPP is a statutory  
 14 requirement, every 5 years (Title 24, VSA, §5089). The first was published in 2000, and the most recent  
 15 version in 2012. This plan is an update to the 2012 PTPP and serves as a guide for VTrans and its  
 16 partners in making decisions on implementing and funding transit projects. The goal is to have the plan  
 17 open for public comment until December in order to have it ready for the upcoming legislative session  
 18 starting January 2020.

19  
 20 The plan outlines 5 Critical Themes and Challenges of transit in Vermont, including:  
 21 Aging Population, Economic Trends and Opportunities, Technology and Information, Public Awareness  
 22 and Land-use development and Housing location. The plan is looking to address an aging Vermont.  
 23 VTrans will work with the agency of Human Services to develop comprehensive planning for Elderly and  
 24 Disabled and establish personal mobility accounts. The expansion of transit access includes:  
 25 

- Growth in volunteer drivers
- Access to healthcare
- Local Connections
- Availability of transportation times and locations
- Transit funding pool

30 VTrans has long term land-use planning and investment goals, to maintain focus on two objectives in the  
 31 Long-Range Transportation Plan, first  
 32 

- Maintain and Strengthen the vitality of Vermont’s villages and downtowns
- Make transportation investments that promote active transportation and reduce social isolation

  
 34

35 Members discussed public transportation options and challenges. Jackie Cassino explained the  
 36 information can be found on the project webpage <https://vtrans.vermont.gov/planning/PTPP> .  
 37 Additionally, a separate link can be accessed for the PTPP with the minutes on the CCRPC website.  
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39 8. Town of Charlotte Determination of Energy Compliance. Regina Mahony explained the amendments  
 40 to the Charlotte Town Plan are only for a determination of energy compliance. The plan was adopted by  
 41 the Town of Charlotte Selectboard on November 5, 2019. CCRPC Staff recommends the Board grant an  
 42 affirmative determination of energy compliance to the amended 2019 Charlotte Town Plan. ANDY  
 43 MONTROLL MADE A MOTION, SECONDED BY SHARON MURRAY, TO GRANT THE DETERMINATION OF  
 44 ENERGY COMPLIANCE FOR THE CHARLOTTE TOWN PLAN. MOTION CARRIED UNANIMOUSLY.

45  
 46 9. Chair/Executive Director Report. Charlie said he wants to narrow down topics to bring to the  
 47 Legislative Breakfast December 10, 2019. He feels Act 250, a housing bill, community wastewater in

1 villages, the Transportation Climate Initiative, I89 Study and Community Justice Centers are all topics of  
2 interest, however, there may be too many for the time allotted and may need to be narrowed down.  
3 Jeff Carr asked if it would be possible to hand out information for legislators arming them with  
4 information as to the importance of continuing to invest in Chittenden County.

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6 10. Committee/Liaison Activities & Reports. Minutes for various meeting were included in the packet  
7 (Executive Committee, TAC, and CWAC).

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9 11. Members' Items, Other business. Regina announced a regionwide weatherization event "Button Up  
10 Vermont" to be held on Sunday, November 24 at 12:00pm at 21 Essex Way in Essex. The event will  
11 feature a home weatherization trailer, cider and donuts, face-painting, energy saving presentations, a  
12 climate change film "The Human Element", information tables and more.

13  
14 12. Adjourn. JEFF CARR MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE  
15 MEETING AT 7:48 P.M. MOTION CARRIED UNANIMOUSLY.

16  
17 Respectfully submitted,  
18 Amy Irvin Witham