Brian Osborne called the meeting to order at 9:00AM, calling for a round of introductions.

1. **Consent Agenda:** Brian Osborne asked if the signage may be confusing. Christine replied it’s a federal requirement. Chris Jolly noted this has been a long process and the regulations have been on the books for a long time, and this language may be a compromise; VTrans may have additional information about the language. Amy Bell responded that various language options were developed with FHWA supporting what is presented. ANDREA MORGANTE MADE A MOTION APPROVING THE CONSENT AGENDA FOR I-89 SUPPLEMENTAL SIGNAGE, EXITS 12 - 17 (PROJECT HP147, AMENDMENT FY20-07). THE MOTION WAS SECONDED BY RICHARD WATTS AND PASSED UNANIMOUSLY.

2. **Approval of Minutes**
   Bryan asked for any changes. Seth Bowden noted that he works for GBIC not VEIC. Bryan also asked if Dennis Lutz was present, which Dennis confirmed. AMY BELL MADE A MOTION TO APPROVE THE MINUTES OF OCTOBER 1, 2019 WITH AMENDMENTS, SECONDED BY RICHARD WATTS. THE MOTION PASSED UNANIMOUSLY. CCRPC staff will update and repost to the CCRPC website.

3. **Public Comments**
   None.

4. **VT Culverts**
   Pam Brangan, CCRPC staff, provided the latest information on VT Culverts with supporting handout and describe short videos available as tutorials in using VT Culverts, including an introductory video and other videos on exporting data. Andrea asked if the tool includes functions and data for aquatic organism passage (AOP). Pam notes that functionality for AOP is limited but there are data fields to capture
additional information related to AOP. Andrea encouraged a way to link culverts and AOP databases to consider their relationship. Pam notes that the VTrans large structures database has a feature to incorporate AOP information and use the data.

5. Updates to the Road Erosion Inventory data

Chris Dubin, CCRPC staff, described updates to REI data and provided a progress update in meeting the municipal roads general permit (MRGP) requirements. He displayed several online tools (https://mrgp-ccrpc.opendata.arcgis.com/) to help municipalities review roadway inventory and improvements progress to date, and how explore the data in more detail. Next steps include work with and updates to catch basins and Class 4 roadways, with submittal to the Vermont Department of Environmental Conservation as well as ongoing future updates. Note that if a Class 4 road is downgraded to a trail then it doesn’t need to go through the MRGP process. If it stays as Class 4 it’s potentially eligible for available funding, but this would need further investigation. Chris noted that Better Roads grants are due November 22 and CCRPC staff are available to help if needed. [NOTE: VTrans has since extended the deadline to December 13.]

6. VTrans Public Transit Policy Plan

Jackie Cassino/VTrans and Stephen Falbel/Steadman Hill Consulting provided an update on the PTPP which provides a 10-year view of transit and policy needs in the state. The PTPP is a statutory requirement and is updated every five years. New for this plan is incorporation of the human service transportation coordination plan into the PTPP rather than as a separate plan, as it’s been in the past. Stephen provided an overview of transit across the state, highlighted key data in Chittenden County, reviewed proposed goals and outlined recommendations. Richard asked if employee-paid parking could be overlaid as another indicator of propensity for transit. It’s unclear if there are relevant datasets available. It was pointed out that the paperwork and background check for volunteer drivers across programs and agencies are currently onerous, and there is a recommendation to streamline the process and investigate other states as examples. Charlie asked if there is a funding goal to expand the overall funding pool, and Stephen noted that a previous analysis found that about $40M is currently spent statewide, which would need to be 4-5 times higher to meet the transit trip demands expressed through the PTPP process. Charlie asked about integrating land use and housing into transit planning, which is a long-term concept presented in this project. The draft final report will be released by the end of November, with public comments due by the end of December. Andrea brought up the point of integration and changes to the public school bus system and public transit system. Joss asked if there are performance measures that could be provided by the PTPP and its future updates which Towns could use as part of their own reporting requirements, to which Stephen replied yes. This presentation and other project materials are available at: https://vtrans.vermont.gov/planning/PTPP. For more information contact Jackie Cassino at jackie.cassino@vermont.gov or 802-272-2368.

7. Williston Park and Ride and Major TIP Amendment

Tina Bohl/VTrans and Scott Burbank/VHB provided a project update and requested a major TIP amendment for the Williston Park & Ride, a project that started in 2005 with VTrans’s purchase of property near Exit 12 for a future park and ride facility. With the 2018 sale of a lot south of the proposed site for a future police barracks, the park and ride driveway entrance off Route 2A had to be moved south as per conditions in the project’s Letter of Intent. This move introduced involvement of other private landowners as part of the right-of-way (ROW) process for the new entrance. There is sidewalk included which will connect to future sidewalk and crosswalk through a different project. There is commitment from GMT to provide service to the new park and ride. The lot will include 142 parking spaces, with capacity needs developed through a federal formula some years ago. Opportunities for expansion are not likely as the current design is at the Town of Williston’s DRB maximum criteria of 35% lot coverage. There is limited potential for additional park and ride capacity at the proposed police barracks since they will be using 35% of max lot coverage as well. Andrea posed the question if planning can begin now for future additional park and ride capacity. Project construction could begin by the end of 2020 but could change based on the ROW process. Construction may take 2 years. Dennis asked if there is a need for a
traffic signal at the proposed driveway entrance. Scott noted that the previous traffic study is being
updated with current traffic volumes to address the question. There is a turn lane as part of the project
design, and about 17 EV chargers will be installed as part of light pole installation. It was asked if there
are plans to expand capacity at Richmond Park and Ride, and while nothing is currently planned that
could be explored in the future. It was also asked if there is an opportunity to install solar panels over the
parking, but that idea would likely get strong pushback from VTrans maintenance. It was asked if there is
somewhere in VTrans policy to address solar panel installation as part of projects. It was also noted that
municipalities do not regulate solar. It was pointed out that community members voice concern for park
and rides and there are fewer voices in support of them since users/supporters may live outside of the
community. ANDREA MORGANTE MADE A MOTION TO RECOMMEND THAT THE TAC
ADVISE THE BOARD TO WARN AND HOLD A PUBLIC HEARING ON THESE TIP
AMENDMENTS AND APPROVE THE AMENDMENTS, SECOND BY BRIAN BIGELOW,
APPROVED UNANIMOUSLY.

8. Status of Projects and Subcommittee Reports (Information Item):
Bryan Davis noted that the project list on the back of the agenda identifies current projects, and TAC
members can follow up with staff about these or other projects.

9. CCRPC October Board Meetings Report
Christine noted that the Board received a Circ Alternatives Status Report from VTrans, approved the
Huntington Town Plan, Planning Process and Energy Compliance, and approved FY21 municipal dues.

10. Chairman’s/Members’ Items:
Marshall noted FY21 UPWP materials to be sent in a couple of weeks with applications due in January.
Christine noted that FEMA will be assessing damage from the recent storm and sent information, please
be in touch as needed. Andrea suggests future agenda item- how towns can begin to address private roads
and impacts on stormwater, town ditches, what is strategy to develop communication and regulation for
existing private roads that don’t meet standards and impact municipal system.

DEAN BLOCH MADE A MOTION TO ADJOURN, SECOND BY ANDREA MORGANTE,
APPROVED UNANIMOUSLY.

The meeting adjourned at 10:55 AM.

Respectfully submitted, Bryan Davis