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. Regina Mahony suggested to move item 5b down the agenda in order to hold space for anyone who comes to the public hearing for the Major TIP Amendments.

2. **Public Comment Period on Items NOT on the Agenda.** There were none.

3. **Action on Consent Agenda.** There were none.

4. **Approve Minutes of November 20, 2019 board meeting.** JEFF CARR MADE A MOTION, SECONDED BY SHARON MURRAY TO APPROVE THE NOVEMBER 20, 2019 MINUTES WITH EDITS. MOTION CARRIED WITH JOHN ZICCONI ABSTAINING.
   - Edit: Change page 2, lines 34-36. Strike the repeated sentence.

   Jeff Carr noted he is representing both Essex and Essex Junction.

5. **Major TIP Amendments**
   Regina reminded Board members that in November they received a presentation on the Exit 12 Park & Ride project, which is a part of the major Transportation Improvement Program (TIP) Amendment and involves two projects, the Williston Park and Ride and the Champlain Parkway. These changes are detailed in the Board Memo. Christine Forde provided an overview of the TIP amendments:
   - For the Williston Park and Ride project, advance $2,300,000 in federal funds from FY19 to FY20 and add $175,000 for preliminary engineering, $372,000 for right of way and
$1,675,000 for construction. The TIP changes are needed to accommodate the relocation of the access drive to the Park & Ride lot to consolidate the driveways with the Vermont State Police building that is to be constructed south of the Park and Ride location.

- For the Champlain Parkway Project, move $3,000,000 in federal funds from FY20 to FY23. The project has over $13,000,000 in federal funds in FY20 and the current spending profile indicates that the project will not need that much. $10,222,501 remains in FY20 and will be adequate to cover project expenses.

a. Public Hearing JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO OPEN THE PUBLIC HEARING AT 6:05 P.M. MOTION CARRIED UNANIMOUSLY.

6. FY20 UPWP & Budget Mid-Year Adjustment

Eleni Churchill referred members to the memo and Mid-year UPWP document that was distributed with the Board Packet. She reviewed the changes in the Draft UPWP, discussed the new projects and changes to deliverables and funding. Eleni pointed out one project was eliminated, Task # 2.3.9.2 Chittenden County Freight Plan and the following projects were added:

- Land Use & Planning projects:
  - 2.1.3.23 Charlotte Zoning Assistance
  - 2.1.3.24 Essex Infographic
  - 2.2.6 Energy Plan Implementation
  - 5.2.4.1 Local Emergency Response Plans

- Transportation Projects:
  - 2.3.4.34 Intermodal Facilities and Official Map (Williston)
  - 2.3.4.35 Elderly and Disabled Transit Service Review (phase II)
  - 2.3.13.3 Winooski Avenue Corridor study (Major changes were made)
  - 3.2.3.29 Jericho Bolger Hill Drainage Improvements
  - 3.2.3.30 Westford Town Green Stormwater Assessment
  - 3.2.3.31 Jericho Road conceptual Plans (Richmond)

Forest Cohen referred members to the budget document that was distributed. He explained the total revenue change from the adopted budget was $45,106. There was a modest reduction in staff time, $50,422 more in contracted funds, and $36,559 more expenses. Based on this, the overall result is positive, with a budget surplus of $8,548.

JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE TRANSPORTATION PORTION OF THE FY20 UPWP MID-YEAR ADJUSTMENT. (MPO BUSINESS) VOTE:

Bolton: Yes | Burlington: Yes (4) | Charlotte: Absent
Chelmsford: Yes (2) | Essex: Yes | Essex Jct: Yes
Hinesburg: Absent | Huntington: Absent | Jericho: Yes
Milton: Yes | Richmond: Yes | St. George: Absent
Shelburne: Yes | So. Burlington: Yes (2) | Underhill: Yes
Westford: Absent | Williston: Yes | Winooski: Yes
VTrans: Yes

MOTION CARRIED WITH 19 OF 24 VOTES; AND 13 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.
JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW TO APPROVE THE ENTIRE FY20 UPWP AND BUDGET MID-YEAR ADJUSTMENT. MOTION CARRIED UNANIMOUSLY.

7. **Town of Charlotte Determination of Energy Compliance**
Regina Mahony explained the amendments to the Charlotte Town Plan are only for a determination of energy compliance. The plan was adopted by the Planning Advisory Committee in November 2019. Both the Planning Advisory Committee and the CCRPC Staff recommends the Board grant an affirmative determination of energy compliance to the amended 2016 Jericho Town Plan.

CATHERINE MCMAINS, MADE A MOTION, SECONDED BY GARRET MOTT, THAT THE CCRPC BOARD APPROVE THE TOWN OF CHARLOTTE DETERMINATION OF ENERGY COMPLIANCE. MOTION CARRIED UNANIMOUSLY.

[ Returned to Agenda item 5 ]
5. **Major TIP Amendments**
a. **Public Hearing**
JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW TO CLOSE THE PUBLIC HEARING AT 6:29 P.M. MOTION CARRIED UNANIMOUSLY

b. **Approve Major TIP Amendments for the Williston Park & Ride and Champlain Parkway**
JEFF CARR MADE A MOTION, SECONDED BY CATHERINE MCMAINS TO APPROVE THE TIP AMENDMENTS AS PRESENTED. MPO VOTE:

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MOTION CARRIED WITH 19 OF 24 VOTES; AND 13 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

8. **Clean Water Service Provider RFP Comments**
Regina explained that this program was on the Board agenda as draft legislation last April. The State of Vermont, Department of Environmental Conservation (DEC) is now working to implement this legislation. This is intended to fund and manage non-regulatory water quality programs, because there is a concern that the state will not meet the TMDL phosphorus programs through the non-regulatory programs alone. Municipal funding for regulatory water quality projects will be held back if these reductions are not successfully met. Documents included with the agenda include a cover memo, a copy of DEC’s Draft Clean Water Service Provider (CWSP) RFP, a draft of CCRPC’s proposed comment letter on the draft RFP for review and action and an additional memo that outlines anticipated roles and responsibilities of Clean Water Service Providers. The memo also provides a map that highlights, geographically, the area (Basin 5, Northern Lake Champlain Direct Drainages) that may make the most sense for the CCRPC to potentially be involved.

Regina stated there are two important items up for discussion. First, the DEC Draft RFP for selection of Clean Water Service Providers (CWSP). The Board is being asked to review the Draft RFP and approve submission of the attached comment letter. The comment letter was drafted by staff and includes input
from the Clean Water Advisory Committee as well as the Executive Committee. Second, staff would like an opportunity to discuss the pros and cons of whether the CCRPC should apply to be designated as the CWSP. The final RFP is expected to be out by the end of January, and the anticipated deadline for submission of a proposal is likely in early April 2020. We will have another conversation at the February Board meeting and will likely need a final decision at the March Board Meeting on whether to move forward with submission of a proposal.

Regina stated Charlie Baker and Dan Albrecht have been working together to determine the best course of action by the CCRPC. Dan stated he and Charlie have participated in multiple meetings and discussions as part of DEC’s Act 76 Advisory Group. Even though there are currently many unknown factors that need to be considered, he feels it is a worthwhile endeavor to thoroughly explore and within the CCRPC wheelhouse. Members questioned how manageable this would be, including the fact that there are 15 total basins. Dan explained in the first couple of years the DEC is interested in getting the CWSP up and running for 6 basins; 5 that drain to Lake Champlain, plus Lake Memphremagog. He said this is a process that will take time. Dan referred members to the Memo that describes the planned roles and responsibilities of a CWSP. Members reviewed the memo with Dan and expressed great concern regarding the potential for penalties and liabilities and even if tasks such as verification and inspection are delegated to another party, the CCRPC could still be considered liable. Dan referred to #13 in the Draft comments, “the CCRPC has expressed applicants for CWSP appointments do so voluntarily and that even if an applicant is selected, they may not agree to that commitment until they have seen the final rules and guidance.” There was further discussion about the potential Basin that CCRPC may consider as a CWSP; potentially Basin 5, Northern Lake Champlain Direct Drainages. This area covers several of our MS4 towns, several towns in Grand Isle and Franklin County, and a small portion of Ferrisburgh in Addison county. There was mention of municipalities outside of this Basin, but within Chittenden County having to go to another CWSP (potentially another RPC) for funding for this work. Members agreed, despite the current unknowns and challenges, this is very important work.

JEFF CARR MADE A MOTION, SECONDED BY DON MEALS, TO ACCEPT THE STAFF RECOMMENDATION TO APPROVE THE DRAFT CWSP RFP COMMENT LETTER, WITH STAFF GRANTED THE DISCRETION TO ADD ADDITIONAL LANGUAGE IN REGARD TO RESPONSIBILITIES AND LIABILITIES. MOTION CARRIED UNANIMOUSLY.

JEFF CARR MADE A MOTION, SECONDED BY JOHN ZICCONI, FOR THE CCRPC STAFF TO IDENTIFY AND HIGHLIGHT AREAS OF CONCERN, IDENTIFY SENSIBLE SOLUTIONS AND CONTINUE TO PURSUE A POSSIBLE APPLICATION TO BECOME A CLEAN WATER SERVICE PROVIDER. MOTION CARRIED UNANIMOUSLY.

9. Chair/Executive Director Report.
   - **Planner Recruitment** Regina stated Taylor Newton accepted our offer and will begin work on February 18. Taylor currently works for the Northwest RPC and his transition to CCRPC should be seamless, as his position there covers much of what Emily was doing.
   - **FY21 UPWP Development** Regina said applications are due Friday, January 17 and the first meeting is scheduled to be held on Jan 23, with subsequent meetings in February and March. The information will be presented to the board in April and a Board decision will be asked for in May.
   - **Senate Economic Development, Housing & General Affairs Committee, Chittenden County Housing Meeting 1/9/20** Regina explained this committee has done a tour around the state to get a sense of housing issues. The last meeting was held in Chittenden County last week. It was well attended and many on the panel expressed support for another housing bond. Per Senator
Sirotkin, this message needs to be taken to the Treasurer. This Committee is very committed to doing something with housing.

- **Act 250 Recommendations (Act 250 and Housing Bills)** Regina stated that there is likely movement on a bill this year and CCRPC’s ad hoc Act 250 Committee will meet and present position statements to the Exec. Comm., PAC, and the Board in February. Chris Roy provided an update on the proposed legislation. Chris said VNRC and the Administration worked on a proposal and presented it to the House Natural Resources and Fish and Wildlife Committee. Overall, the proposal is more concrete and practical than what was discussed last year. The proposal includes Designated Downtowns and Neighborhood Development Area exemptions; jurisdiction at 1,500’ and within 2,000’ of interstate interchanges; reinstating the old road rule; and river corridor, habitat and forest fragmentation, and climate change criteria changes. The testimony they provided includes an alternative to the current review and appeals process that includes a 3 person board, with 2 additional members participating on hearings in their districts; while the 3 person board handles all legal issues. This addresses the time issues because you eliminate a level of review. Chris explained there is still a lot of detail, but at least an effort is being made to streamline the process, moving from broad concepts to specific amendments that can be reviewed in a practical way.

10. **Committee/Liaison Activities & Reports.** Minutes for various meeting were included in the packet (Executive Committee, TAC, PAC, Brownfields, and CWAC). Jeff stated Dennis Lutz was not present at the TAC meeting in January.

11. **Members’ Items, Other business.** There was no other business.

12. **Adjournment.** JOHN ZICCONI MADE A MOTION SECONDED BY GARRET MOTT TO ADJOURN THE MEETING AT 7:35 P.M.

Respectfully submitted,

Amy Irvin Witham