

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 REGULAR MEETING MINUTES
3 DRAFT
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5 DATE: Wednesday, February 19, 2020

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: Garret Mott (6:35pm)
9 Burlington: Absent Charlotte: Jim Donovan
10 Colchester: Jacki Murphy Essex: Jeff Carr
11 Essex: Elaine Haney, Alt (6:18pm) Essex Junction: Dan Kerin
12 Hinesburg: Mike Bissonette Huntington: Barbara Elliott
13 Jericho: Catherine McMains Milton: Absent
14 Richmond: Bard Hill (6:09pm) St. George: Absent
15 Shelburne: John Zicconi So. Burlington: Chris Shaw
16 Underhill: Brian Bigelow Westford: Absent
17 Williston: Chris Roy Winooski: Michael O'Brien
18 Cons/Env.: Absent VTrans: Amy Bell
19 Bus/Ind: Tim Baechle GMT : Absent
20 Agriculture: Absent Socio/Econ/Housing: Absent

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22 Others: Matthew Langham, VTrans Scott Moody, CCTV
23 Taylor Sisson, VTrans Kelsi Record, VTrans
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25 Staff: Charles Baker, Executive Director
26 Regina Mahony, Planning Prgm Mgr. Eleni Churchill, Trans. Prgm Mgr.
27 Forest Cohen, Senior Business Mgr. Christine Forde, Senior Trans. Planner
28 Dan Albrecht, Senior Planner Marshall Distel, Transportation Planner
29 Amy Irvin Witham, Business Office Associate Jason Charest, Sr. Trans. Plng Engineer
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31 1. Call to order; changes to the agenda. The meeting was called to order at 6:01 P.M. by the Chair,
32 Michael O'Brien.

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34 Jim Donovan requested the ACT 250 Comments discussion move up the agenda to 8.a. as a
35 deliberative item rather than a report.
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37 2. Public Comment Period on Items NOT on the Agenda. There were none.
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39 3. Action on Consent Agenda. There were minor amendments to the FY20 TIP; First, to advance funds
40 for Project BP077, Amendment FY20-08 VT15/Underhill Flats Sidewalk in Underhill from FY19 to
41 FY20, because the project was delayed. Second, to reduce funds on Project HP136, Amendment
42 FY20-10 VT15 Paving, Underhill-Westford-Cambridge due to the determination the project can use a
43 more suitable and less expensive treatment. MPO Action. JEFF CARR MADE MOTION, SECONDED BY
44 DAN KERIN, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.
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46 4. Approve Minutes of January 15, 2020 Board Meeting. JEFF CARR MADE A MOTION, SECONDED BY
47 JOHN ZICONNI, TO APPROVE THE MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY WITH
48 ABSTENTIONS FROM JIM DONOVAN AND DAN KERIN.

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- Edit: Change page 3, line 5. update to the Charlotte Town Plan
- Edit: Westford from “vacant” to “absent” under the MPO vote counts.
- Edit: Charlotte to “absent” and correct the MPO vote count, as Charlotte did not attend the January Board Meeting.

5. Major TIP Amendments - Presentation and Public Hearing US7 Signal Upgrades, Shelburne-South Burlington (MPO Business)

Christine Forde referred members to the memo included in the agenda packet and provided an overview of the TIP Amendment for US7 Signal Upgrades, Shelburne-South Burlington. She explained, the project has the addition of \$996,000 in AID grant funds, not subject to CCRPC’s fiscal constraint limits, and approximately \$3 million in federal formula funds, available within CCRPCC’s fiscal constraint limits. The reason for the change; VTrans and CCRPC were awarded an AID grant to upgrade 16 traffic signals on Shelburne Road, between Webster Road and Swift Street. The project was added to the TIP in FY18 with funding amounts to be determined following the completion of scoping. The current TIP does not have funds programed for this project, so the change is defined as a major TIP amendment and requires a public hearing.

Christine introduced Taylor Sisson, VTrans Project Manager and Kelsi Record, VTrans Design Engineer. Taylor and Kelsi provided members with a presentation on the project. Taylor explained the project AID Grant funding was awarded in January of 2019, with a 20% state match. The projects were defined in October 2019 and separated into two parts, Contract 1 and Contract 2. The Project location is the US Route 7 Corridor and includes a total of 17 signals. Signal Infrastructure included:

- Establish Communications
- Bluetooth Equipment (travel time)
- Advance Detection Equipment
- Cameras
- Updated Signal Cabinets and Controllers

The areas were separated into two parts. Contract 1 construction estimate is \$1.90 million; the lowest bid came in at \$1.94 million. Construction is set to begin in June of 2020 with a completion date of October 2020. Contract 1 project location includes the following 10 signals:

- Webster Road
- Longmeadow Drive
- Bay Road
- Lakeview Drive
- Martindale Road
- Pinehaven Shores
- Allen Road
- Harbor View Road
- Green Mountain Drive
- IDX Drive

1 Contract 2 construction estimate is \$2.3 million. The final plans are set for April 2020, with
 2 advertising scheduled for June 2020 and active construction in Summer of 2021. Contract 2 project
 3 location includes the following 7 signals:

- 4 • McIntosh Ave
- 5 • Baldwin Ave
- 6 • Laurel Hill Drive
- 7 • Brewer Parkway
- 8 • Queen City Park Road
- 9 • Swift Street
- 10 • I-189 Off Ramp

11 Taylor explained the benefits of the project include replacing outdated equipment (some of the
 12 signals date back to the 1970's). The upgrades also provide the ability to monitor traffic and adjust
 13 signal timing remotely, automated alerts in the event of system failure, automated reporting of
 14 traffic signal performance measures, improved signal coordination and to reduce delay for left turns.
 15 Members commented on the benefits and asked about traffic flow. Taylor stated the new
 16 infrastructure will help with traffic flow since the new signals have vehicle detection with 97%
 17 accuracy rates. John Zicconi stated this isn't just about traffic flow, hopefully the new technology
 18 will also aid in the reduction of vehicles idling and lessen emissions. John asked if the new signals
 19 have ability to detect oncoming queues of traffic? Taylor explained the timing and settings are still
 20 manual, cannot necessarily detect large queues of vehicle traffic, however, the new system is
 21 designed for favoring the mainline traffic patterns on RT 7. Jim Donovan asked about bicycle
 22 detection, if there are improvements for cyclists. Taylor stated the project is designed for improved
 23 flow of traffic, which should also aid in better flow for cyclists. A copy of the VTrans presentation
 24 can be found on the CCRPC website with the meeting minutes.

25 AT 6:38 P.M. JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO RECOMMEND THE BOARD
 26 WARN AND HOLD THE PUBLIC HEARING AT THE MARCH 18, 2020 BOARD MEETING. MOTION
 27 CARRIED UNANIMOUSLY.

29 6. Safety Performance Targets for the Metropolitan Planning Area. Eleni Churchill referred members to
 30 the Safety Performance Targets Memo and Charts document distributed with the Board Packet. She
 31 explained that the charts include both statewide and Chittenden County crash data and were
 32 developed to supplement the Statewide Safety Performance Targets Memo. She explained that the
 33 recommendation of the Executive Committee, the TAC and CCRPC staff is to accept the VTrans
 34 statewide safety targets as reported in the 2019 HSIP Report. Eleni stated there is no adverse
 35 consequence or reason to do anything else.

36 JEFF CARR MADE A MOTION, SECONDED BY JIM DONOVAN, TO ACCEPT THE VTRANS STATEWIDE
 37 SAFETY TARGETS AS REPORTED IN THE 2019 HSIP REPORT FOR THE METROPOLITAN PLANNING
 38 AREA. MPO BUSINESS VOTE:

39 Bolton:	Yes	Burlington:	Absent	Charlotte:	Yes
40 Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
41 Hinesburg:	Yes	Huntington:	Yes	Jericho:	Yes
42 Milton:	Absent	Richmond:	Yes	St. George:	Absent
43 Shelburne:	Yes	So. Burlington:	Yes (2)	Underhill:	Yes
44 Westford:	Absent	Williston:	Yes	Winooski:	Yes
45 VTrans:	Yes				

46 MOTION CARRIED WITH 17 OF 24 VOTES: AND 14 OF 18 MUNICIPALITIES VOTING IN THE
 47 AFFIRMATIVE.

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- 10 7. Proposed VTrans Capital Program Projects. Christine Forde referred members to the Memo and the
11 corresponding table listing the Chittenden County projects in the proposed Capital Program for
12 FY21, included with the board packet. She said VTrans plans and develops the Transportation
13 Capital Program listing projects and programs statewide that VTrans intends to spend money on
14 over the next four state fiscal years. The table includes Chittenden County projects, which amount
15 to approximately 19% of the budget. Over the past 10 years, Chittenden County has been an
16 average of 15.2% of the statewide budget.
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- 30 8. Clean Water Service Provider RFP. Charlie provided an update to board members on the process
31 and discussions that have occurred to date. He explained he and Dan Albrecht have been leading
32 these conversations, and the biggest objective is to know if any partners are interested in becoming
33 a clean water service provider. The most recent meeting was with partners in Basin 5 (which is
34 Direct to Lake-North and includes Lewis Creek, Shelburne, Charlotte, Winooski, South Burlington,
35 Burlington, and Grand Isle county). To date, no other entity has expressed interest. Discussions
36 included the importance to work together as partners as well as starting discussions on developing a
37 draft proposal. Jeff Carr asked Charlie if there have been any showstoppers yet? Charlie explained,
38 no, rules and guidance needs to be established, and so far, the guidance is workable. He also stated
39 this Basin is heavily MS4, and the towns are very interested in maintaining and making sure this
40 process works because continued funding is important. Dan Albrecht stated he attended another
41 meeting earlier in the day regarding the Lamoille River, which NWRPC would take the lead on, but
42 need support. There are additional meetings coming up for the Central Vermont area in March.
43 Garrett Mott asked if there is an increased comfort level with what liabilities would look like?
44 Charlie, said, as the discussions continue, they are becoming more comfortable. Everyone has a
45 vested interest in working it out and making the partnership work. Dan Kerin asked if there will be a
46 matrix, grading system? Charlie, explained yes, they will be looking at what will provide best overall
47 phosphorus reduction. He said they moved the deadline to May 8, and the CCRPC Board will likely
48 need to vote in April.
- 30 8a. [Change to the Agenda] ACT 250 Comments as of 2/4/20. Jim Donovan explained the changes are
31 occurring on a regular basis and based on the frequency it is difficult to share every update. Jim
32 asked if members are comfortable with Charlie making testimony? He explained we need to ensure
33 the board is okay with Charlie making these types of decisions. Mike O'Brien asked members if
34 anyone felt uncomfortable with Charlie making these decisions. Chris Roy reminded members there
35 shouldn't be anything of surprise, since the themes have all been discussed. Members were all in
36 agreement, they do feel comfortable having Charlie representing ideas and the decisions being
37 made. Jeff Carr requested more structure and suggested keeping town select board members
38 abreast of these quick moving changes via e-mail. Member discussion ensued. Charlie agreed he
39 could share information via e-mail. He also stated town meeting day is coming and there will not be
40 any more testimony for another week or more.
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42 9. Chair/Executive Director Report
- 43 a) Introduce Taylor Newton. Charlie introduced Taylor Newton, our new Senior Planner. Charlie
44 explained Taylor replaced Emily Nosse-Leirer and his work for Northwest RPC was very similar,
45 making the transition to the CCRPC very smooth. Taylor addressed Board Members and said he
46 is excited and very happy to be working for the CCRPC.
- 47 b) Legislative Update. Other bills: Currently the most important bill is the Housing Bill (S.237). The
48 administration has worked on this a lot, to address the missing middle of the housing market

1 and make it easier for the private sector to produce housing. There continues to be work as this
2 bill moves forward. He also noted that he will review the Global Warming bill (H.688) to see if
3 we need to comment on that bill as it moves to the Senate. There is also a bill in Senate Gov.
4 Ops, seeking to have RPCs become more involved with Public Safety Plans increasing breadth
5 and depth of the work we do.

6 c) FY21 UPWP Development

7 Charlie thanked everyone who is on the committee, many of them are CCRPC Board Members.
8 They continue to refine and move closer to the \$1.25 million dollar budget target. This work is
9 scheduled to be finished up in March and will be ready for the Board to review the draft at the
10 April meeting.

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12 10. Committee/Liaison Activities & Reports. Minutes for various meeting were included in the packet
13 (Executive Committee, TAC, PAC, Brownfields, ad hoc Act 250 Committee, and CWAC).

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15 11. Members' Items, Other business. There was no other business.

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17 12. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY CHRIS ROY, TO ADJOURN THE MEETING
18 AT 7:17 P.M.

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20 Respectfully submitted,
21 Amy Irvin Witham