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.

Jim Donovan requested the ACT 250 Comments discussion move up the agenda to 8 a.m. as a deliberate item rather than a report.

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

3. Action on Consent Agenda. There were minor amendments to the FY20 TIP; First, to advance funds for Project BP077, Amendment FY20-08 VT15/Underhill Flats Sidewalk in Underhill from FY19 to FY20, because the project was delayed. Second, to reduce funds on Project HP136, Amendment FY20-10 VT15 Paving, Underhill-Westford-Cambridge due to the determination the project can use a more suitable and less expensive treatment. MPO Action. JEFF CARR MADE MOTION, SECONDED BY DAN KERIN, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

4. Approve Minutes of January 15, 2020 Board Meeting. JEFF CARR MADE A MOTION, SECONDED BY JOHN ZICONNI, TO APPROVE THE MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY WITH ABSTENTIONS FROM JIM DONOVAN AND DAN KERIN.
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
Contract 2 construction estimate is $2.3 million. The final plans are set for April 2020, with advertising scheduled for June 2020 and active construction in Summer of 2021. Contract 2 project location includes the following 7 signals:

- McIntosh Ave
- Baldwin Ave
- Laurel Hill Drive
- Brewer Parkway
- Queen City Park Road
- Swift Street
- I-189 Off Ramp

Taylor explained the benefits of the project include replacing outdated equipment (some of the signals date back to the 1970’s).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

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

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

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

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

MOTION CARRIED WITH 17 OF 24 VOTES: AND 14 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.
7. **Proposed VTrans Capital Program Projects.** Christine Forde referred members to the Memo and the corresponding table listing the Chittenden County projects in the proposed Capital Program for FY21, included with the board packet. She said VTrans plans and develops the Transportation Capital Program listing projects and programs statewide that VTrans intends to spend money on over the next four state fiscal years. The table includes Chittenden County projects, which amount to approximately 19% of the budget. Over the past 10 years, Chittenden County has been an average of 15.2% of the statewide budget.

8. **Clean Water Service Provider RFP.** Charlie provided an update to board members on the process and discussions that have occurred to date. He explained he and Dan Albrecht have been leading these conversations, and the biggest objective is to know if any partners are interested in becoming a clean water service provider. The most recent meeting was with partners in Basin 5 (which is Direct to Lake-North and includes Lewis Creek, Shelburne, Charlotte, Winooski, South Burlington, Burlington, and Grand Isle county). To date, no other entity has expressed interest. Discussions included the importance to work together as partners as well as starting discussions on developing a draft proposal. Jeff Carr asked Charlie if there have been any showstoppers yet? Charlie explained, no, rules and guidance needs to be established, and so far, the guidance is workable. He also stated this Basin is heavily MS4, and the towns are very interested in maintaining and making sure this process works because continued funding is important. Dan Albrecht stated he attended another meeting earlier in the day regarding the Lamoille River, which NWRPC would take the lead on, but need support. There are additional meetings coming up for the Central Vermont area in March. Garrett Mott asked if there is an increased comfort level with what liabilities would look like? Charlie, said, as the discussions continue, they are becoming more comfortable. Everyone has a vested interest in working it out and making the partnership work. Dan Kerin asked if there will be a matrix, grading system? Charlie, explained yes, they will be looking at what will provide best overall phosphorus reduction. He said they moved the deadline to May 8, and the CCRPC Board will likely need to vote in April.

8a. [Change to the Agenda] **ACT 250 Comments as of 2/4/20.** Jim Donovan explained the changes are occurring on a regular basis and based on the frequency it is difficult to share every update. Jim asked if members are comfortable with Charlie making testimony? He explained we need to ensure the board is okay with Charlie making these types of decisions. Mike O’Brien asked members if anyone felt uncomfortable with Charlie making these decisions. Chris Roy reminded members there shouldn’t be anything of surprise, since the themes have all been discussed. Members were all in agreement, they do feel comfortable having Charlie representing ideas and the decisions being made. Jeff Carr requested more structure and suggested keeping town select board members abreast of these quick moving changes via e-mail. Member discussion ensued. Charlie agreed he could share information via e-mail. He also stated town meeting day is coming and there will not be any more testimony for another week or more.

9. **Chair/Executive Director Report**

   a) **Introduce Taylor Newton.** Charlie introduced Taylor Newton, our new Senior Planner. Charlie explained Taylor replaced Emily Nosse-Leirer and his work for Northwest RPC was very similar, making the transition to the CCRPC very smooth. Taylor addressed Board Members and said he is excited and very happy to be working for the CCRPC.

   b) **Legislative Update.** Other bills: Currently the most important bill is the Housing Bill (S.237). The administration has worked on this a lot, to address the missing middle of the housing market
and make it easier for the private sector to produce housing. There continues to be work as this bill moves forward. He also noted that he will review the Global Warming bill (H.688) to see if we need to comment on that bill as it moves to the Senate. There is also a bill in Senate Gov. Ops, seeking to have RPCs become more involved with Public Safety Plans increasing breadth and depth of the work we do.

c) FY21 UPWP Development
Charlie thanked everyone who is on the committee, many of them are CCRPC Board Members. They continue to refine and move closer to the $1.25 million dollar budget target. This work is scheduled to be finished up in March and will be ready for the Board to review the draft at the April meeting.

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

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

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

Respectfully submitted,

Amy Irvin Witham