

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

5 DATE: Wednesday, March 18, 2020  
6 TIME: 6:00 p.m.  
7 PLACE: CCRPC and REMOTE ATTENDANCE VIA TEAMS VIDEO  
8

9 PRESENT: Bolton: **Absent** Buel's Gore: Garret Mott  
10 Burlington: Andy Montroll Burlington: Jenna Pugliese (Alt)  
11 Charlotte: Jim Donovan Colchester: Jacki Murphy  
12 Essex: Jeff Carr Essex Junction: Dan Kerin  
13 Hinesburg: Michael Bissonette Huntington: Barbara Elliott  
14 Jericho: Catherine McMains Milton: Tony Micklus  
15 Richmond: **Absent** St. George: **Absent**  
16 Shelburne: **Absent** So. Burlington: Chris Shaw  
17 Underhill: **Absent** Westford: Allison Hope  
18 Williston: Chris Roy Winooski: Michael O'Brien  
19 Cons/Env.: Don Meals VTrans: Amy Bell  
20 Bus/Ind: **Absent** GMT : **Absent**  
21 Agriculture: **Absent** Socio/Econ/Housing: **Absent**  
22  
23 Others: Matthew Langham, VTrans Aidan White, CCTV  
24  
25 Staff: Charles Baker, Executive Director Regina Mahony, Planning Prgm Mgr.  
26 Eleni Churchill, Trans. Prgm Mgr. Christine Forde, Senior Planner  
27 Jason Charest, Senior Planner Marshall Distel, Senior Planner  
28 Taylor Newton, Senior Planner Dan Albrecht, Senior Planner  
29 Amy Irvin Witham, Business Office Associate Emma Vaughn, Communications Mgr.  
30 Bryan Davis, Senior Planner  
31

32 ***In compliance with State of Vermont open meeting law, Charlie Baker and Regina Mahony were***  
33 ***physically present in the CCRPC Board Room for the Remote Teams Video stream.***  
34

- 35 1. Call to order; Roll Call Attendance; Changes to the agenda. The meeting was called to order at  
36 6:05p.m. by the Chair, Michael O'Brien.  
37  
38 a. COVID-19 RESPONSE  
39 Charlie explained the current measures being taken by our organization in response to COVID-  
40 19. We, alongside our towns, are working together to drastically minimize in-person meetings.  
41 We have posted a link to our website "COVID-19 Daily Municipal Updates" providing the latest  
42 information and details of our municipal governments' responses to COVID-19.  
43  
44 2. Public Comment Period on Items NOT on the Agenda. There were none.  
45  
46 3. Action on Consent Agenda. There were none.  
47

1 4. Approve Minutes of February 19, 2020 board meeting. JEFF CARR MADE A MOTION, SECONDED BY  
 2 BARBARA ELLIOTT TO APPROVE THE FEBRUARY 19, 2020 CCRPC BOARD MEETING MINUTES WITH  
 3 EDITS. MOTION CARRIED UNANIMOUSLY.

- 4 • Edits: Update acronyms to the full word; Pages 2 and 3
- 5 • Edit: Clarify discussion was on Act 250; Page 4, item 8a

7 5. US7 Signal upgrades, Shelburne – South Burlington, Major TIP Amendment

8 Mike reminded Board members that at the February Board meeting they were given a  
 9 comprehensive VTrans presentation on the US7 Signal upgrades.

11 a. Public Hearing. DAN KERIN MADE A MOTION, SECONDED BY CHRIS SHAW, TO OPEN THE PUBLIC  
 12 HEARING AT 6:13 P.M. MOTION CARRIED UNANIMOUSLY.

14 Christine Forde referred members to the memo included with the packet and explained the reason  
 15 for the change; VTrans and CCRPC were awarded an Accelerated Innovation Deployment (AID) Grant  
 16 to update 16 traffic signals on RT7, Shelburne Road. The project was added to the TIP in FY18 with  
 17 funding amounts to be determined following the completion of scoping. The project will be funded  
 18 with AID grant funds and federal formula funds. The current TIP does not have funds programmed  
 19 for this project, so the change is defined as a major TIP amendment. The TAC/Staff  
 20 recommendation is to approve the proposed major TIP Amendment for US7 Signal upgrades,  
 21 spanning Shelburne to South Burlington. Jeff Carr asked if there are fiscal restraint dollars left?  
 22 Christine Forde explained she has a table that details the information, and yes, this will take up the  
 23 fiscal restraint. However, Christine added, we are working on the new TIP as of July, and there will  
 24 be an updated constraint limit. Christine stated she will provide the table to all board members.

26 Public Hearing. JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN TO CLOSE THE PUBLIC  
 27 HEARING AT 6:17 P.M. MOTION CARRIED UNANIMOUSLY.

29 Approve Major TIP Amendments for the US7 SIGNAL UPGRADES

30 JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN TO APPROVE THE TIP AMENDMENT AS  
 31 PRESENTED. MPO VOTE:

32 Bolton:	<b>Absent</b>	Burlington:	Yes (4)	Charlotte:	Yes
33 Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
34 Hinesburg:	<b>Absent</b>	Huntington:	Yes	Jericho:	Yes
35 Milton:	Yes	Richmond:	<b>Absent</b>	St. George:	<b>Absent</b>
36 Shelburne:	<b>Absent</b>	So. Burlington:	Yes (2)	Underhill:	<b>Absent</b>
37 Westford:	Yes	Williston:	Yes	Winooski:	Yes
38 VTrans:	Yes				

40 MOTION CARRIED WITH 18 OF 24 VOTES: AND 12 OF 18 MUNICIPALITIES VOTING IN THE  
 41 AFFIRMATIVE.

43 6. FY22 VTrans Capital Program Prioritization

44 Christine referred members to the following documents included with the agenda, Memo - 2022  
 45 Transportation Project Prioritization and Town Highway Bridge Pre-Candidate Prioritization, CCRPC  
 46 Prioritized Project Lists -2022, CCRPC Scoring Sheet and the Supplemental Project Information sheet.  
 47 Christine proceeded with a video screen presentation for members. She explained each year the Vt.  
 48 Legislature requires that projects in the Transportation Capital Program be prioritized. VTrans

1 developed a numerical grading system to assign a priority ranking to all paving, roadway, safety and  
 2 traffic operations, state bridge, interstate bridge, and town highway bridge projects. CCRPC  
 3 developed a methodology for regional priority scores, based on planning factors MPO's are required  
 4 to consider in their planning process. The methodology scores projects in each of the following  
 5 categories: Economic Vitality, Safety and Security, Accessibility, Mobility and Connectivity,  
 6 Environment, Energy and Quality of Life, Preservation of Existing System, and Efficient System  
 7 Management. All transportation projects funded by VTrans, with state or federal funds, must be  
 8 included in the Transportation Capital Program. This program is developed by VTrans and approved  
 9 by the Vt Legislature. Chittenden County projects funded with Federal transportation funds must  
 10 also be included in the Transportation Improvement Program (TIP). However, inclusion in the TIP  
 11 does not replace the Capital Program; Chittenden County projects funded with federal  
 12 transportation funds must be included in the Capital Program and the TIP. CCRPC Staff recommends  
 13 the Board approve the 2022 Regional Project Scores and Town Highway Bridge Pre-Candidate  
 14 Regional Project Scores, with changes, if any.

15  
 16 Jeff Carr stated that the project scoring is a very complicated process and he thanked staff for the  
 17 challenging work being done.

18  
 19 JEFF CARR MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO APPROVE THE 2022  
 20 REGIONAL PROJECT SCORES AND TOWN HIGHWAY BRIDGE PRE-CANDIDATE REGIONAL  
 21 PROJECCT SCORES, WITH CHANGES IF ANY, AND FORWARD TO VTRANS. MPO VOTE:

22 Bolton:	<b>Absent</b>	Burlington:	Yes (4)	Charlotte:	Yes
23 Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
24 Hinesburg:	<b>Absent</b>	Huntington:	Yes	Jericho:	Yes
25 Milton:	Yes	Richmond:	<b>Absent</b>	St. George:	<b>Absent</b>
26 Shelburne:	<b>Absent</b>	So. Burlington:	Yes (2)	Underhill:	<b>Absent</b>
27 Westford:	Yes	Williston:	Yes	Winooski:	Yes
28 VTrans:	Yes				

29  
 30 MOTION CARRIED WITH 18 OF 24 VOTES: AND 12 OF 18 MUNICIPALITIES VOTING IN THE  
 31 AFFIRMATIVE.

32  
 33 7. Clean Water Service Provider Draft Proposal Update Charlie said conversations with partners is  
 34 continuing. There are concerns regarding how the relationship with the Department of  
 35 Environmental Conservation (DEC) is going to work. The partners within the Basin 5, Northern Lake  
 36 Champlain Direct to Lake, are supportive of CCRPC becoming the Clean Water Service Provider for  
 37 the area. However, currently, Charlie is not sure that the DEC expectations are clearly partnership  
 38 oriented. Mike asked if the deadline for the application to become a servicer had been pushed out?  
 39 Charlie explained, no, the deadline is still early May. Charlie said he thought this would be an action  
 40 item for the April Board Meeting, however, due to current state of affairs with COVID-19, we may  
 41 ask the Board to defer votes to the Executive Committee. Garret Mott stated that he agreed, it is  
 42 concerning if this is coming across as more regulatory. Member discussion ensued. Charlie asked if  
 43 the board members felt this issue could be pushed to the Executive Committee. Garret Mott  
 44 suggested, with the Virtual Meetings, that an open meeting could be scheduled when the Board  
 45 meeting would normally be held to discuss. Mike reminded members if this is an item that needs a  
 46 vote, we need a quorum. Jeff said he is comfortable with Garret's suggestion to hold an open  
 47 meeting to discuss and get a sense of board members feelings on the subject. Garret said he would  
 48 also like the board members to be kept informed. Charlie agreed, open communication through e-

1 mail and remote meetings are fine. Dan Albrecht said he is working on the draft proposal now, and  
2 it will be ready to be looked at and discussed at the April Executive Committee and CWAC meetings.  
3 Jeff said if everyone is kept up to date through informal meetings, workshops, and e-mail, it seems  
4 fine. Members agreed.

5  
6 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, THAT THE CCRPC BOARD GIVE  
7 AUTHORITY TO THE CCRPC EXECUTIVE COMMITTEE TO VOTE ON THE CLEAN WATER SERVICE  
8 PROVIDER, TO KEEP BOARD MEMBERS UP TO DATE THROUGH WORKSHOP VIDEO CONFERENCE  
9 MEETINGS WHERE PARTICIPANTS CAN IDENTIFY AND HIGHLIGHT ANY AREAS OF CONCERN,  
10 IDENTIFY SENSIBLE SOLUTIONS, AND CONTINUE TO PURSUE THE POSSIBLE APPLICATION TO  
11 BECOME A CLEAN WATER SERVICE PROVIDER. MOTION CARRIED UNANIMOUSLY.

- 12  
13 8. Legislative Update and Input – H.926, Act 250\*, S.237 Housing Bill, H688 Global Warming Solutions  
14 Act, TCI Charlie said all substantive bills are being deferred to respond to COVID-19. Votes will be on  
15 the money bills and any discretionary funding will be reserved to deal with costs associated with  
16 COVID-19. There has been discussion about addressing public meeting requirements. Currently,  
17 there must be at least one person present in the meeting space to allow anyone from the public  
18 who wants to attend. However, this may be suspended during the State of Emergency due to  
19 COVID-19. Garret Mott asked if this is still a State Law. Charlie explained, yes, it is a requirement,  
20 and the reason he and Regina were currently in the CCRPC Board Room.

21  
22 9. Chair/Executive Director Report.

- 23 • FY21 UPWP Development Charlie said the FY21-UPWP is still under development. The last  
24 draft will be sent out at the end of this week. Next Thursday is the last meeting for the UPWP  
25 committee, virtual meetings will be set up for everyone. It is important to have the budget and  
26 work program completed and approved for next year.  
27  
28 • Delegate Authority to the Executive Committee to warn Public Hearing on FY21 UPWP & Budget  
29 for May 20<sup>th</sup>, Board meeting at 6:00pm.

30  
31 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, THAT THE CCRPC BOARD GIVE  
32 AUTHORITY TO THE CCRPC EXECUTIVE COMMITTEE TO WARN A PUBLIC HEARING ON FY21 UPWP &  
33 BUDGET FOR THE MAY 20, BOARD MEETING. MOTION CARRIED UNANIMOUSLY.

- 34  
35 • ECOS Annual Report. Charlie noted that the annual report is available, there is a link posted on  
36 the CCRPC website and in the Board Agenda packet. Charlie encouraged members to review and  
37 follow up with any questions they may have on the report.

- 38  
39 10. Committee/Liaison Activities & Reports. Minutes for various meeting were included in the packet  
40 (Executive Committee, TAC, PAC, Brownfields, and CWAC).

41  
42 11. Future Agenda Topics

43 Charlie explained, due to the current concerns with COVID-19, topic and items of discussion are  
44 shifting. We will revisit potential future items again, at a later meeting. Jeff said he is hopeful, even  
45 if we cannot have a traditional annual meeting in June, that staff give serious consideration to  
46 postpone the event to a later date, rather than cancelling. Charlie explained, currently, we have not  
47 cancelled. We are waiting to see what is happening in June.

48

1 Barbara Elliott stated would like to share a positive item; she thanked staff for putting together the  
2 remote, virtual meeting and reminded everyone that less vehicle miles were traveled. Members  
3 discussed the positive aspects and the challenges with virtual meetings. Members suggested looking  
4 into another platform. Several members recommended the 'GoToMeeting' platform for ease of use  
5 and being more user-friendly to all platforms. Members agreed, if there is a better meeting  
6 platform, it should be considered. Charlie said there will not be a full board meeting in April, but we  
7 will plan on holding another remote, virtual meeting in May and remote meetings will be discussed  
8 by the Executive Committee.

9

10 12. Members' Items, Other business. There was no other business.

11

12 13. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE  
13 MEETING AT 6:59 P.M.

14

15 Respectfully submitted,

16 Amy Irvin Witham

DRAFT