CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
FINAL

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

PRESENT:

Bolton: Absent
Burlington: Andy Montroll
Charlotte: Jim Donovan
Essex: Jeff Carr
Hinesburg: Michael Bissonette
Jericho: Catherine McMains
Richmond: Absent
Shelburne: Absent
Underhill: Absent
Williston: Chris Roy
Cons/Env.: Don Meals
Bus/Ind: Absent
Agriculture: Absent

Others: Matthew Langham, VTrans
Staff: Charles Baker, Executive Director

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

1. Call to order; Roll Call Attendance; Changes to the agenda. The meeting was called to order at 6:05p.m. by the Chair, Michael O’Brien.

   a. COVID-19 RESPONSE
   Charlie explained the current measures being taken by our organization in response to COVID-19. We, alongside our towns, are working together to drastically minimize in-person meetings. We have posted a link to our website “COVID-19 Daily Municipal Updates” providing the latest information and details of our municipal governments’ responses to COVID-19.

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 February 19, 2020 board meeting.** JEFF CARR MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO APPROVE THE FEBRUARY 19, 2020 CCRPC BOARD MEETING MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.
   - Edits: Update acronyms to the full word; Pages 2 and 3
   - Edit: Clarify discussion was on Act 250; Page 4, item 8a

5. **US7 Signal upgrades, Shelburne – South Burlington, Major TIP Amendment**
   Mike reminded Board members that at the February Board meeting they were given a comprehensive VTrans presentation on the US7 Signal upgrades.
   a. **Public Hearing.** DAN KERIN MADE A MOTION, SECONDED BY CHRIS SHAW, TO OPEN THE PUBLIC HEARING AT 6:13 P.M. MOTION CARRIED UNANIMOUSLY.
      Christine Forde referred members to the memo included with the packet and explained the reason for the change; VTrans and CCRPC were awarded an Accelerated Innovation Deployment (AID) Grant to update 16 traffic signals on RT7, Shelburne Road. The project was added to the TIP in FY18 with funding amounts to be determined following the completion of scoping. The project will be funded with AID grant funds and federal formula funds. The current TIP does not have funds programmed for this project, so the change is defined as a major TIP amendment. The TAC/Staff recommendation is to approve the proposed major TIP Amendment for US7 Signal upgrades, spanning Shelburne to South Burlington. Jeff Carr asked if there are fiscal restraint dollars left? Christine Forde explained she has a table that details the information, and yes, this will take up the fiscal restraint. However, Christine added, we are working on the new TIP as of July, and there will be an updated constraint limit. Christine stated she will provide the table to all board members.

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

Approve Major TIP Amendments for the US7 SIGNAL UPGRADES
JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN TO APPROVE THE TIP AMENDMENT AS PRESENTED. MPO VOTE:

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

6. **FY22 VTrans Capital Program Prioritization**
Christine referred members to the following documents included with the agenda, Memo - 2022 Transportation Project Prioritization and Town Highway Bridge Pre-Candidate Prioritization, CCRPC Prioritized Project Lists -2022, CCRPC Scoring Sheet and the Supplemental Project Information sheet. Christine proceeded with a video screen presentation for members. She explained each year the Vt. Legislature requires that projects in the Transportation Capital Program be prioritized. VTrans
developed a numerical grading system to assign a priority ranking to all paving, roadway, safety and traffic operations, state bridge, interstate bridge, and town highway bridge projects. CCRPC developed a methodology for regional priority scores, based on planning factors MPO’s are required to consider in their planning process. The methodology scores projects in each of the following categories: Economic Vitality, Safety and Security, Accessibility, Mobility and Connectivity, Environment, Energy and Quality of Life, Preservation of Existing System, and Efficient System Management. All transportation projects funded by VTrans, with state or federal funds, must be included in the Transportation Capital Program. This program is developed by VTrans and approved by the Vt Legislature. Chittenden County projects funded with Federal transportation funds must also be included in the Transportation Improvement Program (TIP). However, inclusion in the TIP does not replace the Capital Program; Chittenden County projects funded with federal transportation funds must be included in the Capital Program and the TIP. CCRPC Staff recommends the Board approve the 2022 Regional Project Scores and Town Highway Bridge Pre-Candidate Regional Project Scores, with changes, if any.

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

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

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

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

Jeff said if everyone is kept up to date through informal meetings, workshops, and e-mail, it seems fine. Members agreed.

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

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

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

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

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

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

11. Future Agenda Topics
    Charlie explained, due to the current concerns with COVID-19, topic and items of discussion are shifting. We will revisit potential future items again, at a later meeting. Jeff said he is hopeful, even if we cannot have a traditional annual meeting in June, that staff give serious consideration to postpone the event to a later date, rather than cancelling. Charlie explained, currently, we have not cancelled. We are waiting to see what is happening in June.
Barbara Elliott stated would like to share a positive item; she thanked staff for putting together the remote, virtual meeting and reminded everyone that less vehicle miles were traveled. Members discussed the positive aspects and the challenges with virtual meetings. Members suggested looking into another platform. Several members recommended the ‘GoToMeeting’ platform for ease of use and being more user-friendly to all platforms. Members agreed, if there is a better meeting platform, it should be considered. Charlie said there will not be a full board meeting in April, but we will plan on holding another remote, virtual meeting in May and remote meetings will be discussed by the Executive Committee.

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

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

Respectfully submitted,

Amy Irvin Witham