

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

5 DATE: Wednesday, May 20, 2020  
6 TIME: 6:00 PM  
7 PLACE: REMOTE ATTENDANCE VIA GO-TO-MEETING VIDEO  
8

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

- 32 1. Call to order; Roll Call Attendance; Changes to the agenda.  
33 The meeting was called to order at 6:02 PM. by the Chair, Michael O'Brien. There was one change;  
34 Item 9, Charlie said he would like to provide an update on the I-89 Study.  
35  
36 2. Public Comment Period on Items NOT on the Agenda. There were none.  
37  
38 3. Action on Consent Agenda (MPO Business). The consent agenda includes a minor TIP Amendment,  
39 SFY2020 Transportation Alternatives Grants. JIM DONOVAN MADE A MOTION, SECONDED BY ANDY  
40 MONTROLL, TO APPROVE THE CONSENT AGENDA. THE MOTION CARRIED WITH ONE ABSTENTION  
41 BY GARRET MOTT.  
42  
43 4. Approve Minutes of March 18, 2020 board meeting. BARBARA ELLIOTT MADE A MOTION,  
44 SECONDED BY GARRET MOTT TO APPROVE THE MARCH 18, 2020 CCRPC BOARD MEETING MINUTES  
45 WITH EDITS. MOTION CARRIED UNANIMOUSLY.  
46 • Edits: Correct the spelling of Jeff Carr's and Garret Mott's names.  
47  
48

5. FY21 UPWP & Budget

a. Public Hearing. JIM DONOVAN MADE A MOTION, SECONDED BY BARBARA ELLIOTT TO OPEN THE PUBLIC HEARING AT 6:05 PM. MOTION CARRIED UNANIMOUSLY.

Charlie referred members to the FY21 Unified Planning Work Program and Budget memo, which describes the UPWP process. He explained the result had a slightly larger budget, with approximately \$1.4 million in new consultant tasks. Almost all projects were accommodated, and a couple of projects will be revisited at mid-year. Charlie thanked the committee for the work that was done. He moved on to discuss the budget and explained it is based on what we know today; and FY21 could be very different due to COVID-19 fiscal impacts. There will likely be a budget change once the State of Vermont budget is determined. Currently, the State’s FY21 budget is being developed for the first quarter. The State will approve a budget for the rest of FY21 in August or September. Members discussed possible fiscal impacts. Charlie said he is not sure what the impacts to our budget will be, but we will continue to monitor the situation.

Public Hearing. GARRET MOTT MADE A MOTION, SECONDED BY JIM DONOVAN TO CLOSE THE PUBLIC HEARING AT 6:11 PM. MOTION CARRIED UNANIMOUSLY.

Charlie and Regina explained there will be a few very minor adjustments, including a new contract in the amount of \$6000.00.

Approve FY21 UPWP & BUDGET

JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT TO APPROVE THE FY21 UPWP AND BUDGET AS PRESENTED. VOTE:

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

MOTION CARRIED WITH 21 OF 24 VOTES AND 15 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

Mike thanked the staff and the UPWP committee members for the work they did over the last few months and then asked Chris Roy to present on the slate of officers for FY21.

6. Report of Board Development Committee re: slate of officers for FY21

Chris Roy stated the Board Development Committee recently met to develop a slate of officers for FY21. He explained he is resigning from his role as Immediate Past Chair and is pleased to report Andy Montroll has agreed to step into the role. Chris said Barbara Elliott’s term has reached the four year limit as the representative for At Large Towns <5000, and Bard Hill has agreed to fill the position on the Executive Committee for FY21. The committee recommends the following slate of officers:

- Mike O’Brien, Chair
- Catherine McMains, Vice-Chair
- John Zicconi, Secretary/Treasurer
- Chris Shaw, At-large for Towns over 5,000
- Bard Hill, At-large for Towns under 5,000
- Andy Montroll, Immediate Past Chair

1  
2 Mike thanked Chris and the committee for their work and asked members for any questions. Charlie  
3 explained the election of officers will occur at the CCRPC Annual Board meeting in June.  
4

5 7. Clean Water Service Provider Draft Proposal

6 Charlie explained the Vermont Department of Conservation (DEC) is moving to implement the Clean  
7 Water Service Delivery Act of 2019 (Act 76). The DEC published a formal RFP seeking Clean Water  
8 Service Providers (CWSP) for seven of the State's 15 watershed basins. The CWSP's will administer  
9 formula-based State grants for the purpose of identifying, constructing, and maintaining non-regulatory  
10 water quality projects. Due to implications of COVID-19, the DEC extended the proposal deadline to  
11 May 29, 2020. Staff has worked from February through mid-May in developing the proposal. The draft  
12 has been discussed at numerous meetings, including the CCRPC Executive Committee and the Clean  
13 Water Advisory Committee. Multiple layers of review have occurred with various partners and we have  
14 received many comments and suggested edits. Charlie reminded members that the decision to submit a  
15 proposal does not force us to enter into an agreement with the DEC; the Board is being asked to review  
16 the final draft Scope of Work and decide whether to authorize the submission of a formal proposal.  
17 Charlie feels, at this point, the proposal is ready. Dan stressed Charlie's sentiment, and added not only  
18 has the CCRPC collected feedback at each of the meetings, but also through emails and phone  
19 conversations with partners. He explained he has begun to solicit letters of support for the proposal.  
20 Dan explained he has already received a few letters and expects more to follow. Garret Mott praised  
21 staff and said the proposal was very well done and impressive.  
22

23 BARBARA ELLIOTT MADE A MOTION, SECONDED BY GARRET MOTT, TO AUTHORIZE THE SUBMISSION OF  
24 THE PROPOSAL APPLICATION TO BECOME A CLEAN WATER SERVICE PROVIDER. MOTION CARRIED  
25 UNANIMOUSLY.  
26

27 8. Draft Basin 5-Direct to Lake Tactical Basin Plan, Draft Comment Letter

28 Charlie asked Dan to present. Dan stated the Basin 5 plan update process has been going on for almost  
29 a year. He said staff has reviewed the partner draft for preliminary comments and analysis. This review  
30 work has been funded by our Tactical Basin Planning support grant from the DEC. Dan explained, once  
31 the State issues the formal public review draft in July, the grant also requires each RPC to provide a  
32 "regional plan conformance letter". We would like to provide a well-crafted draft to the DEC so they  
33 might address any comments and improve the text. Dan reminded everyone this is not the final letter;  
34 the final letter will be voted on in July. Members discussed. Jim Donovan stated he is supportive of the  
35 recommendation; however, he would like to see more detail added to comment #2 showing how  
36 different phosphorus reduction strategies carried out by towns could prove to be more cost effective.  
37 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO AUTHORIZE THE SUBMISSION OF THE  
38 DRAFT COMMENT LETTER WITH THE PROPOSED CHANGE. MOTION CARRIED WITH ALL IN FAVOR  
39 EXCEPT FOR AMY BELL, VTRANS, ABSTAINING.  
40

41 9. Chair/Executive Director Report.

42 a. Annual Meeting

43 Charlie stated we will postpone the annual gathering we typically have in June and instead will  
44 hold our Annual June Board Meeting virtually.

45 b. Legislative Update

46 Charlie explained it is more difficult to track what bills are moving and different committees are  
47 taking up policy issues. Aside from the housing bill, Act 250 and an economic development bill,  
48 there is currently nothing all that significant to us. The big conversations regarding budget will

1 be for the first quarter of FY21. Jeff asked if there was anything noteworthy regarding the  
2 COVID relief bill? Charlie explained he has not seen the details of this yet and it is hard to know  
3 what assistance, if any, we need yet. We will keep monitoring the situation.

4 **c. COVID-19 Impacts** Charlie explained, in terms of the CCRPC operations and staff, we are doing  
5 fine, and everyone is working remotely. The biggest impact on operations is that public  
6 meetings have stopped happening. We are having conversations with towns about the best  
7 ways to hold public meetings, especially with difficult projects. We need to figure out how to  
8 embrace the new normal and encourage participation in virtual meetings. As the State loosens  
9 restrictions, we are starting to plan for a partial office opening. We are working to ensure we  
10 have the proper protocols in place. Bard Hill asked about cyber attacks and security. Charlie  
11 explained the CCRPC worked with the Tech Group as soon as staff began working from home to  
12 ensure we had heightened security and adequate coverage through our VPN (Virtual Private  
13 Network). Garret stated, in his experience of working with Pam Brangan as well as Tech Group,  
14 he is very impressed and feels we really have it together. Members agreed.

15 **d. COVID-19 Response and Recovery Tracking** In order to provide the latest information and  
16 details of municipalities responses to COVID-19, we have posted a link to our website:  
17 <https://www.ccrpcvt.org/covid-19/>

18 **e. Update on I-89 Study:** Charlie shared an I-89 Project Overview PowerPoint presentation. He  
19 explained we are working on the first few tasks of finalizing the vision and goals and reviewing  
20 which potential interchange improvements to move forward with into the next stage of  
21 evaluation. Eleni encouraged members to visit the project website at: <https://envision89.com/>. She  
22 explained the website provides a great deal of information as well as public outreach.  
23 Members discussed the project and impacts on the towns. Jeff voiced concerns about how to  
24 ensure the information reaches the public. Eleni stated the last public meeting for the project  
25 was held on or around March 13, 2020, prior to the COVID-19 social distancing mandates.  
26 Charlie agreed, it is more difficult to hold public meetings for large scale projects such as this  
27 one. However, we understand the need to ensure public participation and input. Charlie asked  
28 members for suggestions of better meeting platforms; members agreed the best platforms  
29 seem to be what we are currently using, Zoom and GoToMeeting.

30  
31 **10. Committee/Liaison Activities & Reports.** Minutes for various meeting were included in the packet  
32 (Executive Committee, TAC, PAC, Brownfields, and CWAC).

33  
34 **11. Future Agenda Topics:** Charlie stated we will discuss the I-89 project, hold the election of officers,  
35 and warn for the TIP Hearing at the next meeting in June. He asked members if there was anything  
36 else to discuss. Jeff Carr and John Zicconi both stated they feel it is important to keep meetings brief  
37 and stick to the core topics.

38  
39 **12. Members' Items, Other business.** There was no other business.

40  
41 **13. Adjournment.** JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE  
42 MEETING AT 6:55 PM.

43  
44 Respectfully submitted,  
45 Amy Irvin Witham