

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 TRANSPORTATION ADVISORY COMMITTEE
3 MINUTES
4

5 DATE: Tuesday, May 5, 2020
6 TIME: 9:00 a.m.
7 PLACE: Meeting held remotely via Zoom
8

9 **Members Present**

10 Bryan Osborne, Colchester, TAC Chair
11 Justin Rabadoux, South Burlington
12 Nicole Losch, Burlington
13 Matthew Langham, VTrans
14 Amy Bell, VTrans
15 Ashley Bishop, VTrans District 5
16 Chris Jolly, FHWA
17 Barbara Elliot, Huntington
18 Dave Allerton, Milton
19 Dean Bloch, Charlotte
20 Josh Arneson, Richmond
21 Jon Rauscher, Winooski
22 Joss Besse, Bolton
23 Dean Pierce, Shelburne
24 Jonathon Weber, Local Motion
25 Bob Henneberger, Seniors
26 Mary Anne Michaels, Rail
27 Seth Bowden, GBIC
28 Chris Damiani, GMT
29 Sandy Thibault, CATMA
30

Staff

Charlie Baker, Executive Director
Eleni Churchill, Transportation Program Manager
Bryan Davis, Senior Transportation Planner
Christine Forde, Senior Transportation Planner
Jason Charest, Senior Transportation Planning Engineer
Sai Sarepalli, Senior Transportation Planning Engineer
Marshall Distel, Transportation Planner
Chris Dubin, Transportation Planner

31 **1. Call to Order**

32 Bryan Osborne called the meeting to order at 9:04AM and reviewed etiquette and expectations for the
33 first virtual TAC meeting. Bryan Davis did a roll call for attendance.
34

35 **2. Consent Agenda**

36 Christine Forde, CCRPC staff, referred to the consent agenda memo with information to add three 2020
37 VTrans Transportation Alternative project awards to the TIP. Also included in the memo is a list of FY20
38 TIP Amendments to date and the status of CCRPC's fiscal constraint limit. BARBARA ELLIOTT
39 MADE A MOTION TO APPROVE THE CONSENT AGENDA, SECONDED BY BOB
40 HENNEBERGER. THE MOTION PASSED UNANIMOUSLY.
41

42 **3. Approval of Minutes**

43 Bryan asked for any changes, which there were none. SETH BOWDEN MADE A MOTION TO
44 APPROVE THE MINUTES OF MARCH 4, 2020, SECONDED BY SANDY THIBAUT. THE
45 MOTION PASSED UNANIMOUSLY.
46

47 **4. Public Comments**

48 None.
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50 **5. Draft FY21 UPWP**

51 The draft FY21 Unified Planning Work Program (UPWP) was provided as part of the TAC packet for
52 review. Marshall Distel, CCRPC staff, gave an overview of the CCRPC's requirement to adopt a UPWP
53 and the development process, and presented slides showing UPWP funding history since FY18 and a
54 snapshot of FY21 funding requests. BARBARA ELLIOTT MADE A MOTION TO RECOMMEND

1 THAT THE CCRPC BOARD APPROVE THE DRAFT FY21 UPWP, SECONDED BY NICOLE
2 LOSCH. THE MOTION PASSED UNANIMOUSLY.

3
4 **6. Chittenden Area Transportation Management Association (CATMA) Strategic Business Plan**

5 Sandy Thibault, Executive Director of CATMA, gave a presentation on the history and programs of
6 CATMA, and provided an overview of the development and goals of the organization's first strategic
7 business plan adopted by the CATMA Board of Directors in January 2020. Sandy invited TAC members
8 to provide feedback on how CATMA can serve their communities.

9
10 **7. COVID-19 Impacts for this construction season**

11 TAC members were invited to discuss foreseeable impacts to their municipal projects and staffing. Town
12 of Colchester noted that construction disruptions are minimal, work on the causeway continues, the
13 Blakely/Laker Lane project will be under contract and go to construction. There have been reductions in
14 maintenance staff with 40% being furloughed until August. City of South Burlington reported that state
15 projects resumed, City Hall Library is under construction, but one-third of City staff has been furloughed
16 until May 18. The lack of childcare is having an impact on people being able to return to work. The City
17 is interested in any written policy examples related to childcare/working from home. They have heard
18 from residents pointing out differences in how each municipality is dealing with closure of facilities such
19 as rec fields and community gardens. With more people out walking the City has experienced more issues
20 with dogs. The City is also interested if there are supply chain issues in getting equipment and materials
21 such as street signs. City of Burlington isn't anticipating any construction delays, but 2-3 other projects
22 may get delayed, such as grant-funded projects like the North Avenue raised intersection. No one has
23 been furloughed to this point but the City doesn't plan to hire seasonal workers. Community gardens are
24 open to current gardeners but not new gardeners. The City has been actively managing streets and parks
25 to keep residents safe. Town of Milton noted that state-funded projects are back under construction, no
26 DPW employees have been laid off but they are alternating work crew days and encouraging online
27 learning during non-field days. Highway and water crews are back in the field. They are also experiencing
28 childcare issues and some employees are using federal leave policies. Chris Dubin, CCRPC staff, said that
29 interns will be collecting data over the summer but that he will be in touch with some towns about the
30 timing of some counts. City of Winooski notes that some projects are moving forward but the City pool
31 project is unclear. They are also dealing with 14-day quarantine requirement for out-of-state contractors
32 who may only have a few days of work to complete. Colchester is facing a similar challenge and notes
33 hotels can't currently accommodate out-of-state contractors. Milton will share updated guidance they
34 received from VTrans for out-of-state contractors. TAC members noted that things change daily, and
35 everyone needs to remain flexible.

36
37 **8. Regional and State Funding Opportunities**

38 Eleni Churchill, CCRPC staff, noted that the CCRPC maintains a list of potential grant and other funding
39 opportunities, and staff recently updated and expanded the list at the request of TAC members. This is
40 anticipated to be a living document, and TAC member review and feedback is welcome. This draft has
41 also been shared with several state agencies for review. After additional updates are made, it will be
42 shared via email and posted on the CCRPC website.

43
44 **9. Status of Projects and Subcommittee Reports (Information Item):**

45 Bryan noted that the project list on the back of the agenda identifies current projects, and TAC members
46 can follow up with staff about these or other projects.

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48 **10. CCRPC Board Meeting Report**

49 Bryan noted the agenda contained the following information: In March the Board heard an update on the
50 COVID-19 response, approved a Major TIP Amendment for US7 Signal Upgrades in Shelburne-South
51 Burlington, approved the FY22 VTrans Capital Program Prioritization, approved Executive Committee
52 authority to make decisions on the Clean Water Service Provider effort, and heard a legislative update on

1 a number of bills. In April, a Board Workshop was held to review a Clean Water Service Provider Draft
2 Proposal.

3

4 **11. Chairman's/Members' Items:**

5 Bryan Osborne noted that the Town of Colchester is using the term “physical distancing” rather than
6 “social distancing” because the goal is for people to be physically separate from one another while still
7 supporting each other socially.

8

9 Bryan Davis offered a few announcements:

- 10 • The VTrans Bike/Ped Grant Program, usually announced in late April, is postponed.
11 • VTrans is updating their ADA Transition Plan and asking for comments by the end of May.
12 Bryan will forward an email with more information to TAC members.
13 • CCRPC staff welcomes TAC member suggestions for future agenda items.

14

15 NICOLE LOSCH MADE A MOTION TO ADJOURN, SECONDED BY BOB HENNEBERGER,
16 APPROVED UNANIMOUSLY.

17

18 The meeting adjourned at 10:03 AM.

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20 Respectfully submitted, Bryan Davis