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

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

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

3. Approval of Minutes
Bryan asked for any changes, which there were none. SETH BOWDEN MADE A MOTION TO APPROVE THE MINUTES OF MARCH 4, 2020, SECONDED BY SANDY THIBAULT. THE MOTION PASSED UNANIMOUSLY.

4. Public Comments
None.

5. Draft FY21 UPWP
The draft FY21 Unified Planning Work Program (UPWP) was provided as part of the TAC packet for review. Marshall Distel, CCRPC staff, gave an overview of the CCRPC’s requirement to adopt a UPWP and the development process, and presented slides showing UPWP funding history since FY18 and a snapshot of FY21 funding requests. BARBARA ELLIOTT MADE A MOTION TO RECOMMEND
6. **Chittenden Area Transportation Management Association (CATMA) Strategic Business Plan**

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

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

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

8. **Regional and State Funding Opportunities**

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

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

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

10. **CCRPC Board Meeting Report**

Bryan noted the agenda contained the following information: In March the Board heard an update on the COVID-19 response, approved a Major TIP Amendment for US7 Signal Upgrades in Shelburne-South Burlington, approved the FY22 VTrans Capital Program Prioritization, approved Executive Committee authority to make decisions on the Clean Water Service Provider effort, and heard a legislative update on
a number of bills. In April, a Board Workshop was held to review a Clean Water Service Provider Draft Proposal.

11. **Chairman’s/Members’ Items:**
Bryan Osborne noted that the Town of Colchester is using the term “physical distancing” rather than “social distancing” because the goal is for people to be physically separate from one another while still supporting each other socially.

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

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

The meeting adjourned at 10:03 AM.

Respectfully submitted, Bryan Davis