

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, April 21, 2021
TIME: 6:00 PM
PLACE: REMOTE ATTENDANCE VIA ZOOM MEETING VIDEO

PRESENT:

Bolton:	Sharon Murray	Buel's Gore:	Garret Mott
Burlington:	Andy Montroll	Charlotte:	Jim Donovan
Colchester:	Jacki Murphy	Essex:	Elaine Haney
Essex:	Jeff Carr (Alternate)	Essex Junction:	Dan Kerin
Hinesburg:	Michael Bissonette	Huntington:	Barbara Elliott
Jericho:	Catherine McMains	Milton:	Tony Micklus
Richmond:	Bard Hill	St. George:	Absent
Shelburne:	John Zicconi	So. Burlington:	Chris Shaw
Underhill:	Kurt Johnson	Westford:	Absent
Williston:	Erik Wells	Winooski:	Michael O'Brien
Cons/Env.:	Absent	VTrans:	Amy Bell
Bus/Ind:	Absent	GMT :	Absent
Agriculture:	Absent	Socio/Econ/Housing:	Justin Dextradeur

Others:

Matthew Langham, VTrans	Meghan O'Rourke, CCTV
Dave Roberts, VTrans	Dan Dutcher, VEIC

Staff:

Charlie Baker, Executive Director	Regina Mahony, Planning Prgm Mgr.
Eleni Churchill, Trans. Prgm Mgr.	Amy Irvin Witham, Business Office Mgr.
Marshall Distel, Trans. Planner	Melanie Needle, Senior Planner
Bryan Davis, Senior Trans. Planner	Christine Forde, Senior Trans. Planer
Forest Cohen, Senior Business Mgr.	

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by the Chair, Michael O'Brien.

Mike asked members to observe a moment of silence in remembrance of long time board member, Marty Illick, who recently and suddenly passed away in a boating accident.

Jim Donovan said Marty was an integral part of the Town of Charlotte. She had previously served the CCRPC as the representative, and currently, as the alternate. John Zicconi said Marty was a force of nature; she had a unique perspective and her never ending quest for knowledge was truly amazing. Members shared memories of Marty and discussed her many contributions to our communities. Charlie said the CCRPC will send a card to her family and donate to the Lewis Creek Association in Marty's name on behalf of the Board and staff.

2. Public Comment Period on Items NOT on the Agenda. There were none.

3. Action on Consent Agenda, MPO Business.

The consent agenda included the following requested FY21 TIP Amendments:

- 1 • Rehabilitate/Replace Culverts on US-7, Charlotte-South Burlington, Project BR063, Amendment
2 FY21-20. Add \$10,000 for Preliminary Engineering and \$500,000 for Construction in FY21 for
3 culvert improvements. This project will be funded with 100% COVID Relief funds and is not
4 subject to CCRPC's Fiscal Constraint limit.
- 5 • Rehabilitate/Replace Culverts on US-2, Richmond-Bolton, Project BR064, Amendment FY21-21.
6 Add \$10,000 for Preliminary Engineering and \$500,000 for Construction in FY21 for culvert
7 improvements. This project will be funded with 100% COVID Relief funds and is not subject to
8 CCRPC's Fiscal Constraint limit.
- 9 • Railyard Enterprise Project, Burlington, Project HC015, Amendment FY21-22. Program \$80,000
10 in federal funds for Preliminary Engineering in FY21 and \$920,000 in federal funds for
11 Preliminary Engineering in FY22. The TIP estimated \$960,000 in federal funds for Preliminary
12 Engineering, so this is a 4% increase in project cost which qualifies as a minor amendment.
- 13 • Champlain Parkway, Burlington, Project HC001A, Amendment FY21-23. Reduce the TIP amount
14 in FY21 by \$80,000 and in FY22 by \$920,000 to accommodate the Railyard Enterprise Project
15 listed above. \$4,713,003 remains in this project in FY21 and \$13,220,000 remains in FY22, which
16 is adequate to accommodate anticipated project expenses.

17
18 JIM DONOVAN MADE A MOTION, SECONDED BY ELAINE HANEY, TO APPROVE THE CONSENT
19 AGENDA ITEMS. THE MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS.

- 20
21 4. Approve Minutes of the March 17, 2021 Board Meeting. ANDY MONTROLL MADE A MOTION,
22 SECONDED BY JIM DONOVAN, TO APPROVE THE MARCH 17, 2021 BOARD MEETING MINUTES, WITH
23 EDITS. MOTION CARRIED UNANIMOUSLY.
24
25 • Edit pg 7 line 22: Update name from "Jeff" to "Matt" for Matt Dunn.
26 • Edit pg 7 line 37: Insert the word "tax" for Gas "Tax" Revenue.
27 • Edit pg 7 line 39: Replace the word "Officer" with the word "Board" for the Board Development
28 Committee.
29 • Edit pg 5 line 39: Add the phrase "in developing the final project rating" to the beginning of
30 Jeff's question.
31
- 32 5. Review Draft FY22 UPWP and Budget
33 Charlie referred members to the Draft FY22 UPWP and Budget documents included with the packet.
34 He reminded members the approval of the UPWP and Budget will be an action item at the May
35 Board meeting. He explained the committee meetings went very well and thanked Catherine and
36 members of the committee for the work that was accomplished. He noted how the availability of
37 extra Federal Highway funds made the job a bit easier. Catherine agreed the overall process went
38 very smoothly. She said staff did a great job in accommodating projects. Charlie explained with the
39 additional funding, there are opportunities for more projects if the towns can provide the local
40 match. He explained this is something to consider for the fall. Charlie asked members to let us
41 know if their towns have any projects they want to propose. Mike said additional projects are also
42 based on staff time availability, not only if local match funds are available. Charlie agreed and
43 thanked him for the clarification.
44
- 45 6. Electric Vehicles Presentation, Dan Dutcher, VTrans and Dave Roberts, VEIC
46 Mike introduced Dan Dutcher, VTrans Senior Environmental Policy Manager and Dave Roberts, VEIC
47 Drive Electric Vermont Coordinator. Dave and Dan shared their PowerPoint presentation, Electric

1 Vehicle Update with members. Dave explained “Drive Electric Vermont” is the public-private
2 partnership established in 2012 by VEIC and the State of Vermont. This partnership is working to
3 advance transportation electrification through quarterly stakeholder meetings, policy engagement,
4 consumer education, outreach, and infrastructure development. Dave outlined the following
5 reasons for people to consider buying an electric vehicle:
6

- 7 • Reduce emissions
- 8 • Great performance
- 9 • Quiet
- 10 • Convenient charging at Home
- 11 • Savings

12
13 Dave explained there are many different vehicles coming out, including hybrids. He discussed costs,
14 mileage range, and various models of popular electric vehicles. He said Tesla, Subaru and Mitsubishi
15 all offer vehicles with AWD and roomier vehicle options to fit many requirements of people living in
16 areas like Vermont with snow and variable road conditions. Dave said the cold weather does reduce
17 the electric range between 20-50%, depending on the vehicle and conditions it is being operated in.
18

19 The Drive Electric Vermont website, www.driveelectricvt.com, offers a lot of information, including a
20 great filtering tool. The filter allows users to choose and compare the mileage range, price, seating
21 capacity, and incentives being offered on multiple vehicles available in Vermont. Dave stated, in
22 addition to individual use EV’s we are also seeing transit buses, commercial vehicles, lawncare
23 equipment, electric bicycles and CarShare using electrification. The website also offers a tool that
24 explains and helps calculate many of the available incentives. The incentives are based on various
25 factors, including income levels and tax filing status.
26

27 Dave said there is a need to continue to work on increased speed and convenience in charging
28 options. He reviewed and outlined the following EV charging equipment:
29

- 30 • Level 1, 120V, yields 5 miles/hr
- 31 • Level 2, 240V, yields 10-20 miles/hr
- 32 • DC Fast Charging, 480V, yields 150-1000 miles/hr

33
34 Dave explained hiring an electrician to install the Level 2 option at home, would cost between \$300
35 and \$500, and DC Fast Charging stations are public charge stations. Dave outlines the following
36 challenges with Multifamily EV charging:
37

- 38 • 23% of Vermont housing stock is multifamily, approximately 61K of 260K total housing units
- 39 • Renter willingness/ability to invest
- 40 • Dedicated parking vs. Shared access
- 41 • Metering/usage fees
- 42 • Potential service upgrades required for existing structures
- 43 • Condo/HOA agreements

44
45 Dave concluded his portion of the presentation and introduced Dan to members. Dan stated there
46 is a lot happening in the transportation world, and with this, the reality seems to be that electric
47 vehicles are the way of the future. There are plans to increase charging stations and EV supply

1 equipment. Charging infrastructure opportunities on the Federal level include an EV charging tax
2 credit and new funding programs proposed in the Federal Infrastructure Bill. Infrastructure
3 opportunities at the State level include building energy code requirements for new developments
4 and, as a part of the Federal American Recovery Plan Act, there is a \$25 million dollar proposal to
5 help cover charging stations. Dan outlined the following:

6 7 Infrastructure Funding and EV's

- 8 • State
 - 9 - Several studies exploring fee options completed since 2012
 - 10 - Many states have additional registration fees already in place, but VT has held off as
 - 11 EV's are less than 1% of current vehicle registrations
 - 12 - VTrans has issued an RFP for a new study looking at milage-based road user charge
 - 13 options for EV owners. Plan to report back to Legislature on feasibility next year.
- 14 • Federal
 - 15 - Discussion of mileage based fees for EV's and possibly other vehicle types, but no clear
 - 16 policy intent at present.

17 18 FY22 Draft Transportation Bill

- 19 • Incentives for new PEV's, \$3 Million
 - 20 - \$250k for Drive Electric Vermont support
- 21 • MileageSmart used efficient vehicles (40 mpg+), \$600K
- 22 • Replace Your Ride, \$1.5 Million
- 23 • E-Bike incentives, \$50K
- 24 • Utility EV Electric Rate Design, off-peak charging
- 25 • Public Transit Electrification Plan

26
27 Dan said this was a quick summary that outlines only a portion of what is going on. He added, it is
28 inevitable there will be a push to electrify at a faster pace to meet many environmental goals that
29 are in place.

30
31 Bard thanked Dan and Dave for the great presentation. He thinks many consumers are unaware
32 there are so many great incentives and wondered if there will be a push to raise awareness? Dave
33 said Efficiency Vermont will be doing work on the transportation electrification which involves some
34 funding specifically to help raise awareness. The hope is this will be approved in the next month.

35
36 Dan Kerin thanked Dan and Dave for the presentation. He pointed out the current limitations and
37 challenges associated with Electric Vehicles and any type of long-distance travel. Dave explained the
38 Tesla is an example of a vehicle that can run a range of 300-400 miles on a charge, but you still need
39 to stop every few hours. Unfortunately, long distance trips require more advanced planning. Dan
40 Dutcher said the Biden administration is aware of this issue and the next generation of fast chargers
41 are on the horizon. Once we have a network of 350KW chargers, it will significantly reduce the
42 charge time.

43
44 Tony Micklus asked what impact thousands of vehicles might have on the power grid? Dave said
45 Vermont Electric Power Company (VELCO) has updated their plan for Electric Vehicles and energy
46 use. They have found, for the short term, this is not a problem if off-peak charging is managed.
47 There may be potential needs, but we are years from this being a problem. Garret asked, if the

1 Federal Gas Tax pays for so much of our maintenance, if a per mile fee is charged for Electric Vehicle
2 use, why would not gas engines have a fee as well, and is Vermont looking into Hydrogen vehicles?
3 Dave answered the state has not funded any Hydrogen infrastructure at this time. In terms of the
4 roadway user fees, this would likely apply to all vehicles. Mike asked, if with increased EV use are
5 there any projections of increased traffic volumes? Dave said, with a move to EV's there may be
6 more driving since the cost of travel is lower, but this is not something there has been evidence of in
7 the state. Jim asked about the roadway user fees and if VTrans is hiring a consultant, would there
8 be public involvement? Dan and Dave both said yes, absolutely, as this would go through the
9 legislature first. There will be an advisory committee set up and representatives from multiple
10 regional planning commissions would be involved. John asked what considerations have been made
11 in terms of Electric Vehicles, affordability, and socio economic challenges? He feels we may be
12 creating challenges for lower income Vermonters, since the majority of people with limited means
13 would not be able to afford a new vehicle, unfortunately, it seems the performance and mileage
14 range for used EV's is lacking. Dave said this is being discussed. Also, battery technology for EV's is
15 being improved at a rapid pace. There are various programs with incentives and rebates available,
16 many of which are income based. Mike thanked Dan and Dave for their presentation.
17

18 7. VPSP2 Initial Review of Potential FY23 Transportation Projects

19 Charlie reminded members this will be an action item at next month's Board Meeting. He explained
20 this is the first opportunity we have had to take a different role and propose new projects be added
21 to the Transportation Capital Program. Charlie introduced Christine and said she will review the list
22 of short- and medium-term projects that were sent to VTrans to score.
23

24 Christine referred members to the VPSP2 Memo and Qualifications sheet. She explained 29 projects
25 were identified and screened by the TAC using a Qualification Sheet that provides a preliminary
26 VPSP2 score. They came up with the following 12 projects to be forwarded to VTrans for scoring
27 using the VPSP2 workbook. This list includes the four remaining CIRC Alternatives Phase III projects
28 in the categories Roadway or Traffic & Safety that have not yet advanced. The projects are listed in
29 order of Qualification Sheet score from high to low.
30

- 31 • South Burlington, US2 Intersection and Roadway Improvements, Dorset to Garden
- 32 • South Burlington, US2 Intersection and Roadway Improvements, Garden to VT116
- 33 • Winooski, East Allen Street Improvements
- 34 • Burlington, Colchester Avenue/Riverside Avenue Intersection Improvements
- 35 • Burlington, Main Street Great Street, Battery to Union
- 36 • Williston, Exit-12 Stage 3: Diverging Diamond Interchange, CIRC ALT PHASE III
- 37 • Burlington, Colchester Avenue/Prospect Street Intersection Improvements
- 38 • Williston, Exit-12 Stage 2: New Grid Streets and VT2A Intersection, CIRC ALT PHASE III
- 39 • Essex Jct., Train Station Access and Circulation Improvements
- 40 • Williston, Mountain View Road Multimodal Improvements: Old Stage to VT2A, CIRC ALT
- 41 PHASE III
- 42 • Milton, US7/ Racine/ Legion/ Bartlett/ West Milton Road Improvements
- 43 • Essex, North Williston Road Hazard Mitigation, CIRC Alt Phase III
- 44

45 In addition, there are five Traffic & Safety projects already on the VTrans Asset Driven project list.
46 These projects will also be scored by VTrans and CCRPC as part of the Asset Driven project track.
47 The Asset Driven projects are:

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
 - 18
 - 19
 - 20
 - 21
 - 22
 - 23
 - 24
 - 25
 - 26
 - 27
 - 28
 - 29
 - 30
 - 31
 - 32
 - 33
 - 34
 - 35
 - 36
 - 37
 - 38
 - 39
 - 40
 - 41
 - 42
 - 43
 - 44
 - 45
 - 46
 - 47
 - 48
- Shelburne, US7/Harbor Road Improvements
 - Colchester, Roundabout at Bayside Park Intersection
 - St George, VT2A/VT116 Intersection Safety Improvements
 - South Burlington, VT116/Cheesefactory Road Intersection Safety Improvements
 - Jericho, VT117/Skunk Hollow Road Intersection Safety Improvements

VPSP2 scores are developed cooperatively between VTrans and RPCs using a Workbook developed for this process. Christine said there are 8 criteria, and, of the 8, VTrans has responsibility for scoring 5 (safety, asset condition, economic access, resiliency, environment), and RPCs have responsibility for scoring 3 (connectivity, regional, and health access). We are also looking at how to incorporate equity. RPCs also have an opportunity to see and comment on VTrans scores. CCRPC will present the VPSP2 Workbook and VPSP2 project scores to the TAC in May. The first year of this pilot will consider projects in the categories of Roadway, Traffic and Safety, and Paving. The second year will consider bridge programs.

Christine reminded members they will see this list again next month; we are simply sharing it now in case anyone has any questions. This list does not include some projects that are in the Capital Program. Charlie said we wanted to make sure members saw the list. He thanked VTrans for opening this process to us. Jim said he has some questions for Christine, and he will follow up with her later.

8. TIP Amendment Policy Update, MPO Business

Christine referred members to the Memo and TIP Amendment Policy documents included with the packet. She explained she worked with Matthew Langham from VTrans with some of these updates. These are very minor changes, and the policy document includes the edits in red. The Transportation Improvement Program (TIP) Amendment Policy was last updated on September 2, 2011. The CCRPC staff have proposed minor changes to the policy and recommend approval from the Board. The changes included:

1. Remove references to MPO/Assistant Director because the position no longer exists.
2. New Administrative Amendment criteria:
Changes to a prior year TIP that match funding amounts in a current TIP that has been adopted by the CCRPC Board but has not yet been approved by the FHWA. The reason for the proposed change is CCRPC typically adopts the TIP each year at the July Commission meeting. The effective date of the TIP is no earlier than October 1, however, VTrans must combine the TIP with the State Transportation Improvement Program (STIP) and receive approval of the document from FHWA. Between the time of the CCRPC and the FHWA approval, the second year of the old TIP remains in effect. TIP amendments may be required to change the second year of the old TIP to match the new TIP. Since the new TIP has already been approved, changes have already been reviewed by the Transportation Advisory Committee (TAC), the Commission and have been subject to a Public Hearing. Adding this criterion as an administrative amendment would streamline the process of funding amounts that were previously approved.
3. New Administrative Amendment criteria:
Project cost adjustment of 10% or less from the pre-bid cost estimate to the actual bid price. The reason for the proposed change is that VTrans prepares a construction cost estimate before projects are advertised for bid and the TIP amount must match the construction cost

1 estimate. When a project is bid, the costs might be slightly different, which requires a TIP
2 Amendment. VTrans analyzes all bids before award to determine if the cost is reasonable.
3 The CCRPC staff is proposing the TIP change be considered administrative if the bid amount
4 does not exceed 10% more than the pre-bid estimate.
5

6 BARBARA ELLIOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE TIP
7 AMENDMENT POLICY UPDATES. THE MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS .
8

9 9. Equity Leadership Team, Member appointments

10 Mike explained the Equity Leadership Team has a meeting next Wednesday, April 28, from 9am to
11 11am and anyone is welcome to join. The committee appointments have been made and include
12 himself, Justin Rabidoux, Elaine Haney, Jacki Murphy, and CCRPC Staff: Bryan Davis and Emma
13 Vaughn. Charlie said the Equity Leadership Committee is not currently posted on the CCRPC website
14 but will be very soon. Bard stated there were around 38 recommendations made by the State
15 Equity and Inclusion workgroup. He said we need to contemplate ways to engage with and include
16 more members of the BIPOC community to the various committees we have. Charlie agreed, and
17 said part of our Equity Leadership work is to strengthen our relationships within the BIPOC
18 community and that this committee should eventually include BIPOC members.
19

20 10. Charge to Board Development Committee for FY22 Nominations

21 Andy Montroll said the Board Development Committee met on April 7 and developed a slate of
22 officers for FY22. The committee recommended the following slate of officers:
23

- 24 • Catherine McMains, Chair
 - 25 • Chris Shaw, Vice-Chair
 - 26 • John Zicconi, Secretary/Treasurer
 - 27 • Jacki Murphy, At-large for Towns >5000
 - 28 • Bard Hill, At-large for Towns <5000
 - 29 • Mike O'Brien, Immediate Past Chair
- 30

31 Charlie reminded members the election of officers will be an action item at our Annual Meeting in
32 June.
33

34 11. Chair/Executive Director Report

35 a) ECOS Annual Report

36 Charlie asked if everyone received the ECOS Annual Report that was recently e-mailed out by
37 Emma Vaughn. Sharon Murray said it turned out great. Charlie gave kudos to Melanie Needle,
38 Emma Vaughn, and Regina Mahony for their work.

39 b) I-89 Study Update

40 Charlie said there were mixed opinions at Monday's South Burlington City Council meeting.
41 There has been a great deal of engagement from the South Burlington community, particularly
42 around proposals for the interchanges 12B and 13. Charlie said we are looking into the
43 possibility of keeping both 13 and 12B in the next stage of analysis. A public meeting will be
44 held next Thursday, April 29 at 7:00PM. Information can be found on the Envision-89 website:
45 <https://envision89.com>. Charlie explained the team is looking into more holistic bundles that
46 include investments in Bike, Pedestrian, Transit, Park & Ride, etc. along with these interchanges.
47 Jeff thanked Charlie for the update and cautioned we need to ensure we have full support from

1 the host community; he does not want to move forward with plans if a community is not on
2 board. Jim thanked Charlie for the update and said he would like more information on the
3 discussions from the recent I-89 Board Workshop. Jim will reach out to Charlie and Eleni.

4 c) Legislative Update

5 Charlie said he is less optimistic about the Project Based Tax Incremental Funding (TIF) bill, as
6 this may not move forward, which would likely affect some of our towns. There have been Act
7 250 conversations happening, however, it is unlikely it will be acted on this year, it will probably
8 be pushed into 2022. There is a Bylaw Modernization bill, to create an incentive for towns to
9 update bylaws and create affordable housing. The Clean Water Funding has become a topic
10 recently, the House suggested to stop the dedicated funding source through Rooms and Meals
11 tax. This will be debated over the next few weeks, but Charlie hopes the 6% of Rooms and
12 Meals tax will remain and not be removed.

13
14 Jim asked if any response has been received on the Draft Rail Comments yet. Charlie said
15 VTrans thanked us and acknowledged receipt, but he was not sure if there was any response.
16 Eleni said we have not received a response yet. Jim is hoping we track this and continue to
17 monitor any progress on the State Rail Plan.

18
19 12. Committee/Liaison Activities & Reports. Mike noted that minutes for our committees were included
20 as links as well as documents within the packet (Executive/Finance Committee, TAC, PAC, MS4 Sub-
21 Committee and CWAC).

22
23 13. Future Agenda Topics. Charlie said we will adopt the FY22 UPWP and Budget in May. We will
24 discuss Transportation Priorities and possibly telework trends. This will also be discussed at the
25 Executive Committee meeting.

26
27 14. Members' Items, Other business. There were none.

28
29 15. Adjournment. GARRET MOTT MADE A MOTION, SECONDED BY JIM DONOVAN, TO ADJOURN THE
30 CCRPC APRIL BOARD MEETING AT 7:52 PM. MOTION CARRIED UNANIMOUSLY.

31
32 Respectfully submitted,
33 Amy Irvin Witham
34