

Agenda
Executive & Finance Committee
Wednesday, May 5, 2021 – 5:45 p.m.
Remote Access Meeting Only



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- a. Use the "chat" feature or raise your hand if on video, or ask the Chair to request to speak.*
- b. To ensure everyone is heard, only one person should speak at a time.*
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1. Call to Order, Attendance
2. Changes to the Agenda, Members' Items (Action)
3. Approval of April 7, 2021 Executive Committee Minutes* (Action)
4. Quarterly Financials
 - a. Journal Entries (Action)
 - b. Balance Sheet/Statement of Revenues and Expenses (Discussion)
 - c. Cash Balances (Discussion)
5. Draft FY2022 UPWP and Budget Recommendation* (Action)
6. Act 250 & Section 248 Applications (none) (Action)
7. VPSP2 – Equity Screening for Proposed Regional Projects* (Discussion)
8. Equity Leadership Team Update (Discussion)
9. Chair/Executive Director Report (Discussion)
 - a. Legislative Update
10. Draft CCRPC Board Meeting Agenda* (Discussion)
11. Other Business (Discussion)
12. Executive Session (requested to discuss personnel matters) (Action)
13. Adjournment (Action)

*Attachments

NEXT MEETING – Executive Committee – Wed. June 2, 2021; 5:45 p.m.

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1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES
3 DRAFT
4

5 DATE: Wednesday April 7, 2021

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM Meeting

8 PRESENT: Mike O'Brien, Chair Catherine McMains, Vice Chair

9 John Zicconi, Treasurer Bard Hill, At Large <5000

10 Andy Montroll, Immediate Past Chair Chris Shaw, At Large >5000

11 Jeff Carr, Finance Amy Bell, VTrans.

12
13 STAFF: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.

14 Eleni Churchill, Transportation Program Mgr. Forest Cohen, Senior Business Mgr.

15 Bryan Davis, Senior Planner Amy Irvin Witham, Business Office Mgr.

16 Emma Vaughn, Communications Mgr.
17

18 OTHERS:
19
20

21 1. Call to Order, Attendance. The meeting was called to order at 5:46 PM by the Chair, Mike O'Brien.
22

23 2. Changes to the Agenda, Members' Items. Mike stated there is one change to the agenda for item
24 11, there is no Executive Session this evening.
25

26 3. Approval of March 3, 2021 Executive Committee Meeting Minutes

27 CATHERINE MCMAINS MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE
28 MARCH 3, 2021 EXECUTIVE COMMITTEE MEETING MINUTES, WITH ONE EDIT. MOTION CARRIED
29 UNANIMOUSLY.

- 30 • Edit: Page 2, line 1, update the word "is" to "has"

31
32 Per the Chair, Mike O'Brien, the meeting will begin with the financial portion, to review and discuss
33 the FY22 UPWP and Budget.
34

35 4. DRAFT FY2022 UPWP and Budget Review

36 Charlie referred members to the Draft FY22 UPWP and Budget documents included with the packet.
37 Charlie began with an overview of the income side of the budget and explained there are a few
38 items highlighted in yellow to indicate a pending status. He stated there is extra money slated for
39 the Regional Planning Grant due to a proposed \$75,000 additional, one-time funding for each RPC in
40 FY22. This is a significant investment and recognizes the demands on Regional Planning
41 Commissions due to a variety of initiatives being advanced by the legislature. Charlie said we
42 booked some, but not all of this, as we are waiting to see if it will be included in the budget. Jeff
43 asked if this requires any offset? Charlie explained no, these would simply be additional funds.
44 Charlie said there is also \$150,000 slated to come from the American Rescue Plan Act, to be
45 distributed over the next two years between RPCs. This allows about \$13,000 to be used in assisting
46 municipalities in complying with federal requirements for these funds. We are still waiting to see if
47 this has been finalized. Another pending line is from the Department of Environmental
48 Conservation (DEC) for starting up the clean water service provider. This money is approved, but we

1 are not yet under contract. This will happen in the next month or two. The last pending item is the
2 All Hazards Mitigation Plan, we are waiting to see if the consultant doing this work will subcontract
3 with us.

4
5 A new addition was the Elderly & People with Disabilities Summit, which covers direct expenses for
6 staff time. A few items are not continuing into the FY22 budget. These will be completed this fiscal
7 year and they are colored pink. There is \$3000 in funding from United Way, which continues the
8 regional prevention partnership work on tobacco and alcohol.

9
10 Charlie explained the budget is smaller on the income side; Operating revenue is at \$2,312,799 and
11 Consultant revenue is \$2,664,279. Charlie moved on to the expense side; he explained Direct
12 Projects are down from \$3,268,107 in FY21 to \$2,664,279 in FY22. Forest noted that this does not
13 yet include carryforward dollars. Salaries are budgeted at 3.15% and benefits are estimated at
14 3.48%, but these always have a higher estimate as we cannot predict what health care costs will
15 be. Otherwise, we tried to hold the budget steady. Jeff Carr asked, since so many people are
16 working from home, if any considerations about reconfiguring the office space or renegotiating the
17 rent have been made. Charlie explained that we are not sure yet about our space needs, we need to
18 wait for the fall to see how things change, also we currently have a lease. Jeff feels like now is a
19 good time to ask for concessions from the landlord. Members discussed. Charlie agreed, this would
20 be a good conversation to have with Redstone.

21
22 Amy Bell asked if the transit fare and revenue study is included. Charlie and Forest will double-
23 check this. In this study, we are working with GMT and VTrans to look at fare free transit and
24 revenue possibilities to reduce the burden on property taxes. Jeff asked about the Burlington
25 impact fee project; how do we structure an impact fee on bike and pedestrians? Eleni explained we
26 are not sure yet, we need to figure out how this might work. Chris Shaw said there are national
27 averages that can be looked at, it would be based on trips, but we are not sure how to calculate
28 these yet. Eleni said she will look at this further. Members discussed.

29
30 Charlie explained the overall budget ends up at about negative \$20,000, but we have stopped the
31 \$100K swings that were occurring due to indirect rate changes. We are trying to be conservative in
32 the budgeting and hopefully will be able to get closer to a balanced budget during the year. Jeff
33 asked that the fund balance be highlighted so that our municipalities do not get concerned; Charlie
34 explained that at the bottom right corner there is a chart that lists the Cash Balances (\$444,921) as
35 of March 31, 2021. He said over the next few weeks we will be working to make minor edits to the
36 UPWP deliverables and confirming the budget. Charlie thanked the UPWP Committee for all the
37 work and noted how the availability of extra Federal Highway funds made the job much easier.

38
39 With the financial portion of the meeting being over, Jeff Carr excused himself at 6:17 PM. Andy
40 said he would like to provide an update on the progress made by the Board Development
41 Committee. Charlie said we can add this as a discussion under Agenda item 8a.

42
43 5. Act 250 & Section 248 Applications

44 a. Bolton Valley Resort; Bolton; #4C0436-32A

45 Regina referred members the Act 250 permit letter to be submitted to the District Coordinator
46 for the construction of approximately 7.2 miles of new lift service mountain bike trails at Bolton
47 Valley Resort, 4302 Bolton Access Road, Bolton Vermont. The Town of Bolton has determined
48 that local development review is not required. Regina said CCRPC finds the project is in

1 conformance with the Planning Areas of the 2018 Chittenden County ECOS Plan. Regina added
2 that it is likely the state will look at the proposal from a stormwater management perspective.
3 The comments are based on information currently available and the CCRPC may have
4 additional comments as the process continues.
5

6 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE LETTER AS
7 PRESENTED TO RACHEL LOMONACO, DISTRICT COORDINATOR. MOTION CARRIED UNANIMOUSLY.
8

9 Mike asked why there is only a sentence describing the Rural Planning Area, when the proposal is in
10 both the Rural and Village Planning areas. Regina agreed this could be confusing and will add a clarifying
11 sentence for consistency with the Village Planning Area.
12

13 6. TIP Amendment Policy Update

14 Eleni referred members to the Memo and TIP Amendment Policy documents included with the
15 packet. She explained these are very minor changes and the policy document includes the edits in
16 red. The Transportation Improvement Program (TIP) Amendment Policy was last updated on
17 September 2, 2011. The CCRPC staff have proposed minor changes to the policy and recommend
18 approval from the Board. The changes included:
19

- 20 • Remove references to MPO/Assistant Director because the position no longer exists.
- 21 • New Administrative Amendment criteria:
 - 22 ○ **Changes to a prior year TIP that match funding amounts in a current TIP that has**
23 **been adopted by the CCRPC Board but has not yet been approved by the FHWA.**
24 The reason for the proposed change is CCRPC typically adopts the TIP each year at
25 the July Commission meeting. The effective date of the TIP is October 1, however,
26 VTrans must combine the TIP with the State Transportation Improvement Program
27 (STIP) and receive approval of the document from FHWA. Between the time of the
28 CCRPC and the FHWA approval, the second year of the old TIP remains in effect. TIP
29 amendments may be required to change the second year of the old TIP to match the
30 new TIP. Since the new TIP has already been approved, changes have already been
31 reviewed by the Transportation Advisory Committee (TAC), the Commission and
32 have been subject to a Public Hearing. Adding this criterion as an administrative
33 amendment would streamline the process of funding amounts that were previously
34 approved.
 - 35 • New Administrative Amendment criteria:
 - 36 ○ **Project cost adjustment of 10% or less from the pre-bid cost estimate to the actual**
37 **bid price.** The reason for the proposed change is that VTrans prepares a
38 construction cost estimate before projects are advertised for bid and the TIP
39 amount must match the construction cost estimate. When a project is bid, the costs
40 might be slightly different, which requires a TIP Amendment. VTrans analyzes all
41 bids before award to determine if the cost is reasonable. The CCRPC staff is
42 proposing the TIP change be considered administrative if the bid amount does not
43 exceed 10% more than the pre-bid estimate.
44

45 JOHN ZICCONI MADE A MOTION, SECONDED BY CHRIS SHAW, TO RECOMMEND THE BOARD
46 ACCEPT THE CHANGES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
47

48 7. Racial Equity Update – Committee Appointments

Meeting Minutes

1 Mike explained the committee appointments have been made and include himself, Justin Rabidoux,
2 Elaine Haney, Jacki Murphy, and CCRPC Staff, Bryan Davis, and Emma Vaughn.

3
4 8. Chair/Executive Director Report

5 a. Charlie said Andy will provide an update from the Board Development Committee. Andy stated
6 the Board Development Committee recently met to develop a slate of officers for FY22. Mike is
7 stepping down from his role as Chair but stays on as Immediate Past Chair. The committee
8 recommended the following slate of officers:

- 9
10 • Catherine McMains, Chair
11 • Chris Shaw, Vice-Chair
12 • John Zicconi, Secretary/Treasurer
13 • Jacki Murphy, At-large for Towns >5000
14 • Bard Hill, At-large for Towns <5000
15 • Mike O'Brien, Immediate Past Chair

16
17 b. Legislative Update

18 Charlie explained there are RPC specific budget monies being discussed, the first is the \$75,000
19 Regional Planning Grant, and the second is the \$13,000 in American Rescue Plan Act funds.
20 There are also conversations about Brownfield's funding, with \$1 million to be distributed
21 statewide to RPCs for assessments. This is good because the funding we have has just about run
22 out. The Rental Registry Bill continues to be discussed; this would take some responsibilities
23 away from Town Health Officers and shift this work of a statewide inspection system to the
24 Division of Fire Safety. There is also a bill called Better Places, that would encourage Bylaw
25 updates; this bill should have money attached to it and would help to encourage housing in the
26 right places. The House Natural Resources Committee is also taking up Act 250 Amendments
27 again. Finally, the Transportation Bill has a couple of things happening, including transportation
28 modernization, which means adding climate initiatives and investments in electric vehicles and
29 charging stations, as well as looking at other modes of transportation, and ways to address
30 equity in transportation decision making.

31
32 9. Draft CCRPC Board Meeting Agenda.

33 Charlie reviewed the May Board agenda with members. He reminded everyone Garret Mott had
34 recently asked about Electric Vehicles (EVs) and said David Roberts and Daniel Dutcher from VTrans
35 are invited to join the meeting to talk about EVs. Charlie said we need to warn for the Draft FY22
36 UPWP and Budget vote that will take place at our May Board meeting. He stated the Board will vote
37 on the Equity Leadership Team and Board Development recommendations. Eleni asked members if
38 the agenda should include the list the TAC is sending out to VTrans for scores. She explained this is
39 not the VPSP2 ranking, it is only a list of projects to be considered by TAC in May. Mike said yes, we
40 should include the list. Charlie explained the list will be attached to the TAC Minutes and will be in
41 the Board Packet regardless of whether it is added as an agenda item or not. John wanted to ensure
42 the VTrans presentation on EVEs will include information on charging stations.

43
44 10. Other Business: John Zicconi stated he will be out of state and not in attendance for the next
45 Executive Committee meeting to be held in May.

46
47 11. Executive Session: There was none.

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12. Adjournment: ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW TO ADJOURN THE MEETING AT 6:38 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham

DRAFT



CCRPC Executive Committee

May 5, 2021

Agenda Item 7: Discussion Item

VTrans Project Selection and Prioritization System (VPSP2): Transportation Equity Screen for Regionally Driven Projects

Background: At the April Board meeting, CCRPC staff presented the scoring of 17 Roadway and Traffic & Safety regionally driven projects that the TAC selected to send to VTrans to calculate their Transportation Value. The expectation was that VTrans would provide their scoring by the May TAC and Executive Committee meetings for members to review and then select the final list of projects to recommend to the CCRPC Board to send to VTrans for consideration in their capital program. Unfortunately, VTrans will not be able to provide their scores by the May 4th TAC or the May 5th Executive Committee meeting.

Please note that this is year 1 of the pilot VPSP2 process that focuses only on Roadway, Traffic and Safety, and Paving projects. Year two of the pilot will consider bridge projects. This current project list is based on two of the five ways in which projects can be added to the VTrans Transportation Capital Program: Asset Driven (based on VTrans asset management systems), and Regionally Driven (based on CCRPC recommendations).

Transportation equity is not currently part of the VPSP2 criteria, but it is necessary to ensure public funds are being allocated to projects that minimize burdens and maximize benefits, particularly to traditionally underserved populations. To begin to address equity, CCRPC staff engaged in a process to qualitatively evaluate the equity impact of each of the 17 selected projects on people living in and near the project area, as well as people who would use the transportation facility. **The general outline of the Equity Screening Process is described below, followed by the equity screen and VPSP2 scores.**

We (CCRPC staff) acknowledge there is much room for improvement in this process and offer this as a starting point to developing a transportation equity screen. We also acknowledge that applying this tool at this stage of the VPSP2 process is too late, but this provides a first chance at doing better at evaluating projects through an equity lens. In the coming months and years this type of screening will be central to CCRPC functions including the annual UPWP solicitation, individual project planning/scoping/etc., the Metropolitan Transportation Plan, project prioritization through VPSP2, and more.

We have asked for assistance in this current transportation equity screen from Mark Hughes of Racial Justice Alliance and the Transportation Equity Coalition assembled by Old Spokes Home. We will re-screen the projects using feedback from these partners before presenting the VPSP2 project recommendation at the CCRPC Board meeting.

CCRPC – VPSP2 Initial Equity Screening Process:

- Reviewed project planning reports to understand:
 - Existing conditions such as traffic volumes, crash history, walk/bike facilities, transit service, destinations such as education, healthcare, civic centers, employment centers, natural areas, etc.

- Recommended changes such as roadway redesign, intersection/signal changes, walk/bike facilities, streetscape changes, etc.
- Used the [ECOS Map viewer](#) to understand some of the populations living in and near the project area. The data included:
 - Race (currently categorized as % non-white; there is a need for disaggregated data)
 - % of population linguistically isolated
 - % of population with income below Federal poverty level
 - Subsidized housing as well as type of housing (single, multifamily, group quarters, mobile home)
 - Opportunity index which includes data on poverty rate, school proficiency, homeownership rate, unemployment, and job access.
- Considered our personal knowledge and experience of the project area, facilities, outreach during the scoping study, etc.

Using that information, we then applied an impact-benefits based approach to assign a general equity “rating.” We considered the following project aspects, used by the New Jersey Transportation Planning Authority as described in this [Transportation Equity Project Prioritization Criteria paper](#) by Augustina Krupp:

- Higher positive ranking: Address safety problems, results in reduced noise, air or pollutant impacts, mitigates community cohesion or other social impacts; mitigates cumulative impacts, or improves accessibility to employment, education, healthcare, and other essential services for Environmental Justice (EJ) communities
- Medium positive ranking: Add/improve vehicle, bicycle, transit, or pedestrian connectivity within EJ communities
- Lower ranking: Repair roadways or bridges, or streetscapes unless project would result in permanent negative impacts to traffic conditions in the neighborhood (e.g., by bringing in more vehicle traffic) or would involve significant right-of-way acquisition in EJ communities

We deemed some projects “neutral” if they didn’t seem to have a positive or negative impact on EJ communities. We didn’t rate any projects as negative using this approach.

We appreciate the Executive Committee’s feedback on the Equity Screening Process we used and ways we can improve it. We would also like to know: 1) Do these project equity ratings look right? 2) How would these ratings influence the final project scores and ranking? Should we add points based on the screen (e.g., 20 points for high impact, 15 points for medium, and 10 for low? Other suggestions?

Once we receive the Transportation Value scores from VTrans, staff will apply the updated equity screen to the regionally driven projects, as directed by the TAC and Executive Committee, and present again at the June 2nd meeting.

For more information contact: Christine Forde, cforde@ccrpcvt.org
 Bryan Davis, bdavis@ccrpcvt.org

Next Page: VPSP2 Scoring and Transportation Equity Screen for All Potential Chittenden County Regionally Driven Projects

CCRPC Proposed Regionally Driven and Asset Driven (VTrans) Potential Project List -- Roadway and Traffic & Safety Programs (includes paving projects)

April 19, 2021

Project	VPSP2 Score*	DRAFT Equity Screen^	Safety Max Points = 20	Asset Condition Max Points = 20	Mobility Max Points =5	Connectivity Max Points = 10	Economic Access Max Points = 15	Resiliency Max Points = 10	Environment Max Points = 10	Community Max Points = 10	Health Access Max Points = 5
South Burlington - US2 Intersection and Roadway Improvements - Dorset Street to Garden Street	98	Medium	20	20	5	10	13	5	10	10	5
South Burlington - US2 Intersection and Roadway Improvements - Garden Street to VT116	98	Medium	20	20	5	10	13	5	10	10	5
Winooski - East Allen Street Improvements	98	High	20	20	5	10	13	5	10	10	5
Shelburne - US7/Harbor Road Improvements - ON ASSET DRIVEN LIST	96	Medium	20	20	5	10	11	5	10	10	5
Burlington - Colchester Avenue/Riverside Avenue Intersection Improvements	90	High	20	18	5	8	9	6	9	10	5
Burlington - Main Street Great Street - Battery to Union	84	High	20	12	5	10	12	3	7	10	5
Williston - Exit 12 Stage 3 - Diverging Diamond Interchange - CIRC ALT PHASE III	82	Medium	20	14	5	10	13	4	5	6	5
Burlington - Colchester Avenue/Prospect Street Intersection Improvements	80	Medium	20	10	5	9	11	5	5	10	5
Colchester - Roundabout at Bayside Park Intersection - ON ASSET DRIVEN LIST	77	Medium	20	10	5	5	8	5	9	10	5
Williston - Exit 12 Stage 2 - New Grid Streets and VT2A Intersection - CIRC ALT PHASE III	69	Low	20	0	5	8	13	0	10	8	5
Essex Jct. Train Station Access and Circulation Improvements	67	Medium	10	14	5	10	8	0	10	10	0
St George - VT2A/VT116 Intersection -- ON ASSET DRIVEN LIST	65	High	20	18	0	5	5	3	7	4	3
Williston - Mountain View Road Multimodal Improvements: Old Stage Road to VT2A - CIRC ALT PHASE III	57	Low	20	2	0	6	4	4	10	8	3
South Burlington - VT116/Cheesefactory Road ON ASSET DRIVEN LIST	55	Neutral	20	12	0	3	4	4	7	2	3
Jericho - VT117/Skunk Hollow Road Improvements - ON ASSET DRIVEN LIST	55	Neutral	20	6	0	4	4	6	9	6	0
Milton - US7/ Racine/ Legion/ Bartlett/ West Milton Road Improvements	55	High	10	12	0	8	8	4	2	8	3
Essex - North Williston Road Hazard Mitigation - CIRC Alt Phase III	47	Low	10	14	0	2	4	4	7	6	0

*VPSP2 score is based on safety, asset condition, mobility, connectivity, economic access, resiliency, environment, community, health access

View this worksheet for more detailed scoring information: <https://www.ccrpcvt.org/wp-content/uploads/2021/04/VPSP2QualificationSheetAllProjects.pdf>

^ Equity screen is based on information about the populations that live within the project area, populations that would use and benefit from the facility, the types and potential impacts of project improvements

REGULAR MEETING AGENDA

Wednesday, May 19, 2021 - **6:00 p.m.**



Remote Access Meeting Only

Join Zoom Meeting: <https://us02web.zoom.us/j/82861631222>
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CONSENT AGENDA –

C.1. TIP Amendment*

DELIBERATIVE AGENDA

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Consent Agenda* (MPO Action; 1 minute)
4. Minutes of April 21, 2021 Meeting* (Action; 1 minute)
5. FY22 UPWP and Budget* (Action; 10 minutes)
 - a. Public Hearing
 - b. Action
6. VPSP2 FY23 Transportation Projects* (Action; 30 minutes)
7. * (MPO Action; 10 minute)
8. Draft VELCO Plan comments (Action; 10 minutes)
9. Chair/Executive Director Report (Discussion; 5 minutes)
 - a. Equity Leadership Team
 - b. I-89 Update
 - c. CWSP Update – Rule and Start-up
 - d. Legislative Update
10. Committee/Liaison Activities & Reports* (Information, 2 minutes)
 - a. [Executive/Finance Committee](#) (draft minutes May 5, 2021)*
 - i. Act 250 Sec 248 letters
 - b. [MS-4 Sub-Committee](#) (draft minutes May 4, 2021)*
 - c. [Transportation Advisory Committee](#) (draft minutes, May 4, 2021)*

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d. **UPWP Committee** (draft minutes March 25, 2021)* ??

- 11. Future Agenda Topics (Discussion; 5 minutes)
- 12. Members' Items, Other Business (Information; 5 minutes)
- 13. Adjourn

The May 19, 2021 Chittenden County RPC streams LIVE on YouTube here: https://www.youtube.com/playlist?list=PLIjLFn4BZd2O0l4hJU_nJ9q0l3PdQR0Pp, and will be available on the web, Sunday, May 23, 2021 at 1pm, here: <https://www.cctv.org/search/node/ccrpc>

Upcoming Meetings - Unless otherwise noted, all meetings are held at our offices:

- Transportation Advisory Committee – Tuesday, June 1, 2021, 9am
- Clean Water Advisory Committee - Tuesday, June 1, 2021, ~11am
- CWAC MS4 Subcommittee - Tuesday, June 1, 2021, ~12:30pm
- Executive Committee – Wednesday, June 2, 2021, 5:45pm
- CCRPC Annual Board Meeting - Wednesday, June 16, 2021 6:00pm

Tentative future Board agenda items:

June 16, 2021	Annual Meeting Warn Public Hearing for FY22 TIP
July 21, 2021	FY22 TIP Review Committee Members Telework trends and forecasts – CATMA?
August	No Meeting
September 15, 2021	Board training prior to the Board meeting Committee Member Appointments VPSP2 Status Equity Summit