

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

5 DATE: Wednesday, September 22, 2021  
6 TIME: 6:00 – 6:12 PM  
7 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404  
8 and/or REMOTE ATTENDANCE via ZOOM MEETING VIDEO  
9

10 PRESENT: Bolton: Absent Buel's Gore: Garret Mott  
11 Burlington: Andy Montroll Charlotte: Dana Hanley  
12 Colchester: Jacki Murphy Essex: Tracey Delphia (Alt.)  
13 Essex Junction: Dan Kerin Hinesburg: Michael Bissonette  
14 Huntington: Barbara Elliott Jericho: Catherine McMains  
15 Milton: Tony Micklus Richmond: Bard Hill  
16 St. George: Absent Shelburne: John Zicconi  
17 So. Burlington: Chris Shaw Underhill: Brad Holden  
18 Underhill: Kurt Johnson (Alt.) Westford: Absent  
19 Williston: Andrew Watts Winooski: Abby Bleything (Alt.)  
20 Cons/Env.: Absent VTrans: Absent  
21 Bus/Ind: Absent GMT: Absent  
22 Agriculture: Absent Socio/Econ/Housing: Absent

23 Others: None  
24

25 Staff: Charlie Baker, Executive Director Regina Mahony, Planning Mgr.  
26 Amy Irvin Witham, Business Office Mgr.  
27

28 1. Call to order; Attendance; Changes to the Agenda.

29 The meeting was called to order at 6:00 PM by the Chair, Catherine McMains.  
30

31 2. Public Comment Period on Items NOT on the Agenda. There were none.  
32

33 3. Action on Consent Agenda, MPO Business.

34 The consent agenda included the following requested FY20-2023 TIP Amendments, as outlined in  
35 the Memo:

- 36 • **Champlain Parkway, Burlington (Project HC001A, Amendment FY21-58)**

37 **Description of TIP Change:**

38 Transfer \$1,000,000 from construction to preliminary engineering in FY21.

- 39 • Move \$5,227,121 in Federal funds for construction from FY21 to FY22. \$100,000  
40 remains for construction in FY21.
- 41 • Add \$5,227,121 for construction in FY22. The FY20 TIP has \$4,162,460 for  
42 construction in FY22. The new total is \$9,389,581.
- 43 • Add \$10,000,000 for construction in FY23.
- 44 • Add balance of construction funds in FY24 - \$9,960,419.

45 **Reason for Change:** The current estimated advertising date for this project is late  
46 September so there will be minimal expenditures in FY21. Construction is expected to take

1 place in FY22, FY23 and FY24. This change does not result in an increase in the construction  
2 cost but just changes the funding schedule. The funding changes will be accommodated  
3 outside of CCRPC's fiscal constraint limit.  
4

5 Add the following 2021 VTrans Bicycle and Pedestrian Program grant awards to the TIP. Note that  
6 both the current TIP and the FY2022-2025 TIP will be updated.  
7

8 • **VT15/Underhill Flats Sidewalk, Underhill (Project BP077, Amendment FY21-62)**

9 **Description of TIP Change:** Add \$76,000 in additional federal funds to construct a  
10 sidewalk along VT15 from Park Street to Dumas Street in Underhill. This project  
11 previously received a 2013 Bicycle and Pedestrian Program award of \$347,022.  
12

13 • **Intervale Road Shared Use Path, Burlington (Project BP115, Amendment FY22-01)**

14 **Description of TIP Change:** Add \$207,490 in federal funds for design in FY22. Burlington  
15 was awarded a 2021 VTrans Bicycle and Pedestrian Program grant (\$1,162,000 in federal  
16 funds) to construct a curb-separate, ten-foot-wide shared use path along Intervale Road  
17 from Riverside Avenue to the Intervale Center.  
18

19 • **Riverside Village Sidewalk, Jericho (Project BP116, Amendment FY22-02)**

20 **Description of TIP Change:** Add \$112,000 in federal funds for design in FY22. Jericho was  
21 awarded a 2021 VTrans Bicycle and Pedestrian Program grant (\$600,000) to construct a  
22 sidewalk on the east side of VT15 between the Jericho Market and Park Street.  
23

24 Make the following rail project changes to the FY2021 and FY2022 years of the TIP. Note that  
25 both the current TIP and the FY2022-2025 TIP will be updated.  
26

- 27 • **Burlington Train Station Platform (Project RR007, Amendment FY22-03).** Reduce federal  
28 funds (TIGER VII) in FY21 by \$480,000 to a new total of \$400,000 and add \$294,200 in  
29 federal TIGER VII funds in FY22.

- 30 • **Vermont Railway Switch Replacement, Burlington (Project RR013, Amendment FY22-  
31 04).** Revise the comment section to read "2 switches", instead of 3. Add the latest cost  
32 estimate -- \$2,417,813 of which 53.94% is Federal TIGER VII funds. Remove \$1,874,500 in  
33 federal TIGER VII funds from FY21 and add \$2,469,055 in federal TIGER VII funds in FY22.

- 34 • **Amtrak Siding, Burlington (Project RR014, Amendment FY22-05).** Change VTrans project  
35 number to VTRY(51). The latest cost estimate is \$4,577,411. This project is funded with  
36 100% state funds, so no funds are shown in the TIP. Construction will take place in FY22.

- 37 • **Intervale Road Rail Crossing Improvements, Burlington (Project RR015, Amendment  
38 FY22-06).** This project is included in the FY2022 TIP, which has not yet been approved by  
39 FHWA so this amendment adds this project to the current TIP. Add \$135,000 in federal  
40 Section 130 Rail Grade Crossing funds for preliminary engineering in FY22 and \$405,000  
41 in Section 130 funds for construction in FY22.

- 42 • **Mallets Bay Rail Crossing Improvements, Winooski (Project RR011, Amendment FY22-  
43 07).** Reduce federal Section 130 Rail Grade Crossing funds in FY21 from \$315,000 (CON)  
44 to \$31,500 (PE) and add \$380,880 in Section 130 Rail Grade Crossing funds for  
45 construction in FY22  
46

1 Please note: Due to a scheduling need of VTrans and FHWA, the Executive Committee approved the  
2 aforementioned TIP Amendments on behalf of the Board on September 15, 2021. Tonight's meeting  
3 is a request for the Board to review and ratify the decision of the Executive Committee to approve  
4 the proposed TIP amendments.

5  
6 JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO RATIFY THE DECISION OF THE  
7 EXECUTIVE COMMITTEE AND APPROVE THE CONSENT AGENDA. THE MOTION CARRIED  
8 UNANIMOUSLY BY MPO MEMBERS

9  
10 4. Approve Minutes of the July 21, 2021, Board Meeting.

11 BARBARA ELLIOTT MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE JULY 21, 2021,  
12 BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED WITH ONE ABSTENTION BY GARRET  
13 MOTT.

- 14 • Edit: pg 2, Line 4, add a zero to the \$100,000 dollar amount
- 15 • Edit: pg 4, Line 16, all three words need capitalization in "Cannabis Control Commission"

16  
17 5. Hinesburg Energy Plan

18 Regina referred members to the memo and accompanying documents included with their packet.  
19 She explained the Town of Hinesburg requested the CCRPC grant a determination of energy  
20 compliance to the amended Hinesburg Town Plan, adopted by the Selectboard on July 7, 2021. The  
21 Planning Advisory Committee (PAC) held the required hearing and reviewed the plan. Both the PAC  
22 and CCRPC Staff recommends that the CCRPC Board grant an affirmative determination of energy  
23 compliance to the amended Hinesburg Town Plan.

24  
25 JOHN ZICCONI MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO APPROVE THE TOWN OF  
26 HINESBURG DETERMINATION OF ENERGY COMPLIANCE. MOTION CARRIED WITH ONE ABSTENTION  
27 FROM DANA HANLEY.

28  
29 6. Underhill Town Plan

30 Catherine introduced Brad Holden and Kurt Johnson from Underhill. Regina explained this was a  
31 complete rewrite of the Underhill Town Plan. She also said the plan was ready to go last March,  
32 however, considering that COVID restricted public meetings, they decided to take a bit more time  
33 with the plan and obtain more public input. Regina referred members to the memo included in the  
34 packet and provided a brief overview of the Underhill planning process. The town of Underhill has  
35 requested CCRPC, 1) approve the *2021 Underhill Town Plan*, 2) confirm its planning process, and 3)  
36 grant a determination of energy compliance to the *2021 Underhill Town Plan*. Both the Planning  
37 Advisory Committee (PAC) and CCRPC staff recommends approval, confirmation of the planning  
38 process, and granting an affirmative determination of energy compliance.

39  
40 JOHN ZICCONI MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE 2021 UNDERHILL  
41 TOWN PLAN, CONFIRM THE UNDERHILL PLANNING PROCESS, AND GRANT AFFIRMATIVE  
42 DETERMINATION OF ENERGY COMPLIANCE FOR THE 2021 UNDERHILL TOWN PLAN. MOTION  
43 CARRIED UNANIMOUSLY.

44  
45 Brad and Kurt thanked everyone and said they very much appreciated the CCRPC's help. Brad also  
46 stated the process had seven total hearings and went well overall.

47

- 1 7. Chair/Executive Director Report  
2 Regina said she would provide the updates since Charlie had to phone into tonight's meeting.  
3  
4 a. Elected Body visits to review CCRPC Annual Reports:  
5 Regina explained Charlie is currently doing the county-wide tour and meeting with each of  
6 the legislative bodies. So far, he has visited at least half of the municipalities.  
7  
8 b. Senior Energy Project Manager Hired, Ann Janda  
9 Regina stated we are excited and very pleased to have hired Ann Janda as our Senior Energy  
10 Project Manager. Regina asked that members reach out with any energy projects they might  
11 want or need help with. Catherine said Ann has already been in touch with the Town of  
12 Jericho about energy planning.  
13  
14 c. Housing Convening – September 30, 6:00 PM  
15 Regina reminded members we are hosting the Housing Convening meeting on September  
16 30<sup>th</sup> at 6:00 PM. There will be an overview on the first 5 years of the Building Homes  
17 Together campaign as well as a summary of where we landed in terms of campaign goals.  
18 This information will also be shared in the CCRPC newsletter. Regina said we are hoping to  
19 develop a second phase of Building Homes Together to satisfy more of the housing needs  
20 within the County. Regina asked members to stay tuned as there will be more information  
21 to come on this.  
22  
23 8. Committee/Liaison Activities & Reports. Catherine noted the minutes for various committees are  
24 included with the packet and as links to the online documents. (Executive/Finance Committee, TAC,  
25 PAC, CWAC MS4 Sub-Committee and Equity Leadership Team).  
26  
27 9. Members' Items, Other business. There was none.  
28  
29 10. Adjournment. JOHN ZICCONI MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE  
30 BOARD MEETING AT 6:12 PM. MOTION CARRIED UNANIMOUSLY.  
31  
32 Respectfully submitted,  
33 Amy Irvin Witham