

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

5 DATE: Wednesday, July 21, 2021
6 TIME: 6:00 PM
7 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and
8 REMOTE ATTENDANCE via ZOOM MEETING VIDEO
9

10 PRESENT: Bolton: Sharon Murray Buel's Gore: Absent
11 Burlington: Andy Montroll
12 Charlotte: Dana Hanley Charlotte: Deidre Holmes (Alt.)
13 Colchester: Jacki Murphy Colchester: Pam Loranger (Alt.)
14 Essex: Jeff Carr Essex: Tracey Delphia (Alt.)
15 Essex Junction: Dan Kerin Hinesburg: Michael Bissonette
16 Huntington: Barbara Elliott
17 Jericho: Catherine McMains Jericho: Wayne Howe (Alt.)
18 Milton: Absent Richmond: Bard Hill
19 St. George: Absent Shelburne: John Zicconi
20 So. Burlington: Chris Shaw Underhill: Absent
21 Westford: Absent Williston: Absent
22 Winooski: Abby Bleything (Alt.) Cons/Env.: Don Meals
23 VTrans: Amy Bell VTrans: Matthew Langham,
24 Bus/Ind: Tim Baechle GMT: Absent
25 Agriculture: Absent Socio/Econ/Housing: Absent
26

27 Others: Kevin Harms, CCTV
28

29 Staff: Charlie Baker, Executive Director Eleni Churchill, Trans. Program Mgr.
30 Amy Irvin Witham, Business Office Mgr. Christine Forde, Senior Trans. Planner
31 Emma Vaughn, Communications Mgr. Dan Albrecht, Senior Planner
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33 1. Call to order; Attendance; Changes to the Agenda.

34 The meeting was called to order at 6:01 PM by the Chair, Catherine McMains.
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36 2. Public Comment Period on Items NOT on the Agenda. There were none.
37

38 3. Action on Consent Agenda, MPO Business.

39 The consent agenda included the following requested FY21 TIP Amendments:

- 40 • **Stormwater Retrofit for Four Locations in South Burlington, Project OT050, Amendment**
41 **FY21-55.** Add \$216,000 in Federal funds for the design of stormwater retrofit best
42 management practices to implement VTrans Flow Restoration Plans. This project will
43 address three locations on I-89 at Exit 13, Exit 14 and north of Hinesburg Road – and one
44 location on I-189 near Shelburne Road
- 45 • **Stormwater Retrofit at VT289/VT15, Essex, Project OT049, Amendment FY21-56, T15**
46 **Multiuse Path, Colchester-Essex; Project BP069, Amendment FY21-53.** Advance \$493,737
47 in Federal Funds from FY22 to FY21. The project is progressing faster than was programmed
48 in the TIP. Funds are available within the fiscal constraint

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- **Alder VT116/VT2A Intersection Improvements, St. George, Project HP134, Amendment FY21-57.** Add \$65,000 in Federal Highway Safety Improvement Program (HSIP) funds for scoping for this intersection project. The FY20 TIP had \$100,000 for scoping but the funds were not needed in that year. \$20,000 was previously obligated and additional funds are needed to complete scoping.

8 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE CONSENT AGENDA
9 ITEMS. THE MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS.

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11 4. Approve Minutes of the June 16, 2021, Board Meeting.

12 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE JUNE 16, 2021, BOARD
13 MEETING MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- 14
- Edit: Front Page, Add "Alternate" after Wayne Howe's name.

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17 5. FY22-25 Transportation Improvement Program (TIP) - MPO Business

- 18 a. Public Hearing. CHRIS SHAW MADE A MOTION, SECONDED BY BARBARA ELLIOTT, TO OPEN
19 THE PUBLIC HEARING AT 6:04 PM. MOTION CARRIED UNANIMOUSLY. There were no public
20 comments.

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22 Christine Forde provided members with a presentation and overview of the Transportation
23 Improvement Program (TIP) FY2022-2025. She also said the document is accessible on the
24 CCRPC website. Christine explained the TIP is a prioritized, fiscally constrained, multi-year
25 list of federally funded multimodal transportation projects and operations within the
26 Chittenden County Regional Planning Commission region.

27

28 The FY22-25 total TIP Funding Levels are a total of \$254.7 Million dollars, comprised of
29 federal funds each (and does not include Burlington International Airport projects) as
30 follows:

- 31
- FY2022 \$57.8 Million
 - FY2023 \$105.2 Million
 - FY2024 \$66 Million
 - FY2025 \$25.7 Million
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- 33
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36 Christine reviewed the TIP projects by use categories as well as the CIRC Alternatives
37 projects. She said we are tracking the CIRC Alternative projects' progression through each
38 of the Phase I, Phase II and Phase III. Bard Hill said the project categories have not always
39 seemed clear in terms of what the project is and feels the categories can be confusing.
40 Christine agreed and added there is not a hard and fast definition for each of the categories.

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42 CHRIS SHAW MADE A MOTION, SECONDED BY JEFF CARR, TO CLOSE THE PUBLIC HEARING at
43 6:18 PM. MOTION CARRIED UNANIMOUSLY.

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b. Approval of the TIP. CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE TIP AS PRESENTED. MPO VOTE:

Bolton:	Yes	Burlington:	Yes (4)	Charlotte:	Yes
Colchester:	Yes (2)	Essex:	Yes	Essex Jct:	Yes
Hinesburg:	Yes	Huntington:	Yes	Jericho:	Yes
Milton:	Absent	Richmond:	Yes	St. George:	Absent
Shelburne:	Yes	So. Burlington:	Yes (2)	Underhill:	Absent
Westford:	Absent	Williston:	Absent	Winooski:	Yes
VTrans:	Yes				

MOTION CARRIED WITH 19 OF 24 VOTES AND 13 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

c. Certification of the Planning Process. Christine referred members to the memo within the meeting packet describing the federal requirements CCRPC must follow and a description of what each of those regulations cover. JOHN ZICONNI MADE A MOTION, SECONDED BY CHRIS SHAW TO AUTHORIZE CATHERINE MCMAINS, THE CHAIR, TO SIGN THE CERTIFICATION OF THE PLANNING PROCESS. MOTION CARRIED UNANIMOUSLY.

6. Committee member review/volunteers

Charlie and Chris Shaw referred members to the memo included with the packet. The memo lists current appointments and vacancies. The Long Range Planning Committee needs 3-6 Board members, one to be appointed as the Chair. Charlie asked if anyone is interested in volunteering for a committee, or knows someone who is interested, to let him and Catherine know. He said we will finalize appointments at the September Board meeting. Bard asked if the committee meetings will be hybrid meetings, since attending so many meetings can sometimes be difficult. Charlie agreed and said we will continue to offer hybrid meetings.

Jeff Carr feels joining a committee offers a great opportunity (especially if you are an Alternate) to learn the details of how the commission runs. Tracey Delphia volunteered to be a member of the Long Range Planning Committee.

7. Policy Participation mid-year review

Charlie referred members to the Policy Participation Topics document included in the packet. He reminded members this is a running list of relevant policy issues we will monitor and be engaged with. Charlie said we will review and discuss these in July and January each year. He provided an overview of the following with members:

- Clean Water Service Provider (CWSP): Charlie said we are working on setting up the process. The Legislature has allocated significant additional funds toward the clean water initiatives.
- Transportation Bill and associated projects: Charlie explained the Vermont Climate Council is figuring out the Climate Action Plan. We will monitor and determine our role in that work.
- ACT 250 Reform & Housing: Charlie explained we will continue to monitor this.
- Broadband Deployment: Charlie said the CCRPC is going to work with providers and towns on efforts to provide broadband to under-served households.
- Comprehensive Energy Plan updates: There is money allocated for RPCs to help towns with implementing projects. The CCRPC has posted a planner position for an Energy Coordinator. We will continue to monitor this effort as the CEP gets updated this year.

- 1 • Cannabis taxation and regulation: Charlie said some towns are working out details for
2 zoning. We will continue to monitor.
- 3 • Project Specific TIF: This bill did not go anywhere; however, we will continue to monitor
4 how well the alternative funding mechanisms work. Westford is trying to do a small
5 wastewater facility in the village.
- 6 • Equity Related Bills: We will continue our work on equity; we want to ensure equity is a
7 focus within our work and within our towns and will monitor this at the State level.
- 8 • Increased Municipal self-governance: We will work with our municipalities when needed.
- 9 • Regional Dispatch: We will continue to monitor and look for opportunities to support this.
- 10 • State Budget Bill and the American Rescue Plan Act (ARPA): We will continue to monitor
11 and collaborate with VLCT to assist towns with the funding distributions.

12
13 Charlie asked members if there are any items they think should be removed from the list or if there
14 is anything they want to add to the list. He explained this provides a good outline for talking points
15 with our Legislatures in early December. Catherine McMains stated some people are wondering if
16 the Cannabis Control Commission will be able to help small business owners compete with larger
17 corporations in the business. Charlie isn't sure that would be an issue the CCRPC can help with as
18 our focus will primarily be on the land use side of this issue.

19
20 8. FY22 Budget and Staffing discussion

21 Charlie shared a presentation with members, CCRPC Budget and Resources. He said he wanted to
22 share information on the details that make up the FY22 Approved Budget, which is \$5.2 Million
23 dollars, excluding new and potential efforts. Charlie explained, since May there have been several
24 new or potential programs on our plate. The new or potential efforts are as follows:

- 25 • Transportation Planning
26 RAISE Grant \$1,900,000 - potential
- 27 • Natural Resources and Energy Allocation
28 \$100,000 Brownfields - new
29 \$120,000 Regional Energy Committee Support - new
- 30 • Emergency Management and Health Allocation
31 \$200,000 DOH - new

32 The implication of this is that we need about 17.6 FTE to manage the work. We currently have 16
33 staff. We are advertising for an Energy Coordinator.

34
35 Charlie said the big question is with the federal transportation grant; if the funding comes through
36 there will be considerably more consultant work and more staff time. If we do receive this grant, we
37 will need to figure out how to staff it. This is a great opportunity, however, there is a lot of work to
38 do, and it puts a lot of pressure on CCRPC Staff. If we receive the RAISE Grant this fall, we may need
39 to bring on more staff or find another way to manage this project.

40
41 9. Chair/Executive Director Report

42 Charlie provided an equity update to members. He reminded everyone they will soon receive an
43 Equity Survey that we would like them and other municipal representatives to complete. He will
44 follow up with an e-mail this week. Charlie also asked members to encourage their town volunteers
45 and staff to participate.

46

1 Charlie stated there is very likely going to be additional funding coming to VTrans due to the annual
2 reallocation of federal funds. This would require a TIP amendment in August or early September.
3 This is time sensitive as the funds would be required to be used by the end of the federal fiscal year.

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5 a. CEDS Update: Charlie said we are doing public engagement with a focus on
6 underrepresented communities. The CCRPC is working with three other RPC's (Addison,
7 Rutland, and Central VT) and the RDCs on a combined Comprehensive Economic
8 Development Strategy (CEDS) called the West Central Vermont CEDS. This will help with the
9 updates to our 2023 ECOS Plan.

10
11 b. Public Meeting/Office Opening Updates

12 Charlie explained normal public meeting law is back in effect and there are no longer any
13 exemptions. The office is now open for meetings. He asked members to let us know if they
14 plan to attend in-person and explained we will continue to offer hybrid meetings. Charlie
15 explained we are looking at different hardware options to help make these meetings as
16 effective as possible.

17
18 10. Committee/Liaison Activities & Reports. Catherine noted the minutes for our committees are
19 included with the packet and as links to the online documents. (Executive/Finance Committee, TAC,
20 PAC, CWAC MS4 Sub-Committee and Equity Leadership Team).

21
22 11. Future Agenda Topics: Charlie reminded members we will hold an in-person Board Meeting on
23 September 15, 2021, at the HULA facility Burlington. This will be our first in person gathering since
24 February 2020. He explained this event will be more of a celebration. Charlie said there will also be
25 a virtual attendance option for at least the business portion of the meeting. We will also need to re-
26 appoint the regional board members at this time.

27
28 12. Members' Items, Other business. Jeff Carr said he recently read an article about the bipartisan
29 infrastructure deal, and one of the allowances is for States to sell or purchase unused toll credits.
30 Jeff wonders if this will affect our funding in any way? He thinks the only entity in our County
31 involved in toll credits, are the Lake Champlain Ferry's. Christine agreed, there was a past project
32 funded by toll credits. Matthew Langham, VTrans stated we do not have any unused toll credits;
33 however, he will look into this further to make sure there are no implications.

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35 13. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE BOARD
36 MEETING AT 6:59 PM. MOTION CARRIED UNANIMOUSLY.

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38 Respectfully submitted,
39 Amy Irvin Witham

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