

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

5 DATE: Wednesday, January 19, 2022  
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: Absent Buel's Gore: Garret Mott  
11 Burlington: Andy Montroll Charlotte: Dana Hanley  
12 Charlotte: Deidre Holmes (Alt) Colchester: Jacki Murphy  
13 Essex: Tracey Delphia (Alt) Essex Junction: Jeff Carr  
14 Huntington: Barbara Elliott Hinesburg: Mike Bissonnette  
15 Jericho: Catherine McMains Jericho: Wayne Howe  
16 Milton: Tony Micklus Richmond: Bard Hill  
17 St. George: Absent Shelburne: John Zicconi  
18 So. Burlington: Chris Shaw Underhill: Brad Holden  
19 Westford: Absent Williston: Andy Watts  
20 Winooski: Mike O'Brien Cons/Env.: Don Meals  
21 VTrans: Amy Bell Bus/Ind: Tim Baechle  
22 GMT: Absent Agriculture: Absent  
23 Socio/Econ/Housing: Absent  
24  
25 Others: Kevin Harms, CCTV Chuck Lacy, Jericho Resident  
26 Michael Arnold Trav Fryer, Burlington Resident  
27  
28 CCRPC Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Mgr.  
29 Eleni Churchill, Transp. Program Mgr. Forest Cohen, Senior Business Mgr.  
30 Amy Irvin Witham, Business Office Mgr. Jason Charest, Senior Planner  
31 Marshall Distel, Senior Trans. Planner Christine Forde, Senior Trans. Planner  
32 Ann Janda, Senior Energy Project Mgr. Bryan Davis, Senior Trans. Planner  
33 Dan Albrecht, Senior Planner  
34

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

36 The meeting was called to order at 6:00 PM by the Chair, Catherine McMains.  
37

38 2. Public Comment Period on Items NOT on the Agenda.

39 Catherine asked if there were any comments from the public for any items not on the agenda.  
40

41 Chuck Lacy said he wanted to address the issue of affordable housing. He said, in terms of housing  
42 and zoning, he would like to see the 5000-unit housing goal have more specificity for each town. He  
43 feels there are zoning limitations in Jericho (and other area municipalities) that limit and impede low  
44 to moderate income home buyers. Chuck feels if there is specificity within the goal and a better  
45 outline of how to meet the goals, there would be productive discussions taking place in Jericho (and  
46 other towns) that will help solve the regional housing problem. Bard Hill said in Richmond there is  
47 support from the Selectboard as well as the Planning Commission to deal with zoning for multi-unit  
48 and low-to moderate-income housing needs, yet affordable housing continues to be a big issue.

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2 Jeff Carr stated he is representing Essex Junction and Tracey Delphia is representing Essex tonight.

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4 3. Public Forum for potential FY22 UPWP projects.

5 Catherine opened the meeting for comments from any members of the public regarding the UPWP-  
6 FY22 Mid-Year Adjustments.

7  
8 A question was posted in the meeting chat, "What does UPWP stand for?" Charlie explained, it is the  
9 Unified Planning Work Program. Tracey Delphia posted a message to the chat, "*The CCRPC's Unified  
10 Planning Work Program (UPWP) is a federally mandated document serving as the annual work plan  
11 for local and regional transportation planning projects – it describes our numerous programs and  
12 identifies the products we hope to accomplish. Updated annually, the UPWP summarizes the  
13 transportation and land use planning activities of CCRPC staff, its member agencies, and other  
14 transportation and planning agencies conducting work in the Chittenden County region. Additionally,  
15 there is an annual mid-year adjustment, which modifies the scope of work accounting for  
16 unanticipated planning activities during the work plan's execution. Through an open process we  
17 solicit project requests from municipalities and the public on how we should invest public funds  
18 towards transportation and other planning programs in Chittenden County*".

19  
20 [ED Note - An additional comment was submitted by Trav Fryer after the meeting noting that we  
21 went too quickly through this agenda item for him to speak at that time.] His comment was: I  
22 wonder how much the CCRPC references the book "A Pattern Language." The book is a lot about  
23 building houses and the things that go on inside houses but has immense wisdom about patterns  
24 that support human thriving at all scales. Indeed, the large-scale patterns are all related and  
25 interconnected with the smaller scale patterns. So, I wonder what I can do to encourage CCRPC  
26 utilizing this book when making policy decisions? A handy way to access A Pattern Language is  
27 through <http://caper.ws/patterns/>.

28  
29 4. Action on Consent Agenda. There were none.

30  
31 5. Approve Minutes of the November 17, 2021, Board Meeting.

32 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE NOVEMBER 17, 2021,  
33 BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED WITH ONE ABSTENTION FROM BRAD  
34 HOLDEN.

- 35 • Edit: Page 4, Line 47: Delete two sentences that were repeated elsewhere.
  - 36 ○ Overall, Chittenden County population grew from approximately 156K in 2010 to
  - 37 approximately 168K in 2020
  - 38 ○ St. George had the highest percent change in growth, coming in at 18%.

39  
40 6. Equity Assessment Report review

41 Charlie reminded members of the equity work with The Creative Discourse Group (TCDG) over the  
42 last year with our Equity Leadership Team and including the November Equity Summit. Charlie  
43 referred members to the Equity Assessment Report from TCDG included in the packet. The report  
44 includes an Executive Summary, Overview, Scope of Work and Goals, Methodology, Key Findings,  
45 Discussion, and Implications. The report ends with an assemblage of recommendations, summarized  
46 in the report by TCDG as follows:

- 47 • Center Justice, equity, diversity, and inclusion in every facet of CCRPC's work.

- 1 • *Prioritize connections with people of the global majority and those who have been*
- 2 *marginalized.*
- 3 • *Leverage and share CCRPC's power and resources to become a regional racial equity leader.*
- 4

5 Charlie provided an on-screen overview of the Executive Summary Recommendations Table for  
6 members:

- 7 • Category 1: Center justice, equity, diversity, and inclusion in all facets of CCRPC's work.
  - 8 ○ Hire an organizational leader dedicated to justice, equity, diversity, and inclusion
  - 9 work.
  - 10 ○ Expand and diversify the Equity Leadership team
  - 11 ○ Provide ongoing education and training to CCRPC Board and staff.
  - 12 ○ Establish a process for conducting a mini equity audit ahead of all key decisions and
  - 13 at the beginning of projects and initiatives
  - 14 ○ Build in robust investments for engagement and relationship building at the front
  - 15 end of projects
- 16 • Category 2: Prioritize connections with diverse populations.
  - 17 ○ Restructure CCRPC meetings to decentralize dominant culture and to encourage the
  - 18 board and staff to go where people are and invest time in relationship building.
  - 19 ○ Participate in opportunities led by people of the global majority and people who
  - 20 hold marginalized identities.
  - 21 ○ Create opportunities for affinity group work and opportunities for this work to
  - 22 intentionally inform CCRPC decisions.
- 23 • Category 3: Leverage resources to become a regional equity leader
  - 24 ○ Host ongoing learning opportunities for regional leaders
  - 25 ○ Convene regional leaders formally and regularly.
  - 26 ○ Support local equity efforts that are taking root in municipalities across Chittenden
  - 27 County.
- 28

29 Mike asked Charlie to further explain the staff position relative to a board seat recommendations  
30 within the report. Charlie said there were multiple conversations focused on having an "Equity  
31 Seat" on the Board, however, it is his impression that TCDG is concerned that more equity work  
32 needs to be done before this happens. Charlie explained the equity work being done is likely leading  
33 us toward adding a seat on the Board. He is not entirely sure how this will evolve. TCDG has  
34 concluded that a 'race first' approach is best for addressing equity issues. Charlie noted Sue  
35 McCormack of TCDG provided an analogy to the American Disability Act (ADA) that was signed into  
36 law in 1990. Although the ADA was initiated in response to discrimination for people with physical  
37 and mental limitations, the efforts benefited many people, not just those with disabilities, in the  
38 way that a wheelchair access ramp into a store would also benefit someone using a walker or a  
39 person with a stroller. The intention is to benefit all people. Garret said, although he is very liberal,  
40 he found the recommendation to change meeting procedure processes and the use of "Robert's  
41 Rules of Order" offensive. Bard addressed Garret and said this caught his attention as well. He feels  
42 the semi-structured approach used in many of Vermont meetings, is not necessarily prohibitive, in  
43 the way TCDG outlined. John agreed and said we can become lost in cultural differences; Roberts  
44 Rules is a cultural norm for us, and he doesn't want to discourage participation. John asked who the  
45 report is referring to when using the terms "experts and authorities"? John said it is not clear who is  
46 considered as the expert and authority. Charlie said it is his impression, when in the context of  
47 addressing equity issues, we should listen to various groups of people within different communities  
48 to see what is important within the communities. Members agreed. Garret said he feels an Equity

1 Board seat is more important than a staff position, based on how the CCRPC works, where staff is in  
2 support of the commissioners. Mike explained, based on conversations coming out of the Equity  
3 Leadership Team, a staff position is involved in the day-to-day work that comes along with various  
4 projects and efforts. The approvals are ultimately put before Board. A staff position has more input  
5 with projects as they move forward. Charlie said there is much more work to be done and hiring an  
6 equity staff leader is essential. Mike reminded members there is currently an open position on the  
7 Equity Leadership Team for a board member.  
8

9 7. Draft FY22 UPWP (Unified Planning Work Program) Midyear Adjustment and Budget

10 Charlie referred members to the FY22 UPWP Draft Mid-year Adjustment and Budget documents  
11 included in the packet. Charlie reviewed our process of adopting the work program each May and  
12 adjusting the budget and work program at midyear to ensure we are on track. He provided  
13 members with an on-screen overview of the Budget, discussed new projects, changes in deliverables  
14 and funding. Charlie highlighted the following line-item additions to the Budget, CCRPC Program  
15 Revenue:  
16

- 17 • Regional Planning Grant, Pandemic Recovery (ACCD)
- 18 • MPO Transportation Staff Funding
- 19 • Elderly & People with Disabilities Summit
- 20 • Brownfields (ARPA funds)
- 21 • Regional Planning Grant Energy Implementation (ACCD)
- 22 • COVID-19 Impact on Racial Health Disparities
- 23 • Healthy Community Design and Equity (project pending)  
24

25 Charlie explained there are also few tentative projects that may necessitate minor edits and  
26 adjustments, including the Burlington Business Association/City of Burlington's Amtrak connectivity  
27 project, the City of Burlington and Hula -a technical feasibility study for the South End Transit  
28 Center, rebuilding the Charlotte Town garage, an East Charlotte traffic calming study, and the  
29 Winooski ADA project. There is one project Charlie noted that he missed adding to the draft:  
30 Colchester has a project to refine their phosphorus control plan. The MPO expenses yield a \$249K  
31 increase. Charlie said there should be funding available based on the infrastructure bill that passed  
32 recently and existing funding available. Overall, the revenue side is up 12.22%. Bard said it seems  
33 like a new and expanded role within the Dept. of Health, in the context of the other entities and  
34 how they approach community health and health equity and disparities. Charlie said we started  
35 relationships with the Dept of Health ten years ago with the ECOS plan. He said there is more money  
36 flowing into the system and more partners are needed to help administer projects and  
37 programming. Charlie moved on to the expense side of the budget. He pointed out the salary line  
38 and explained the amount has increased because we are proposing to add staff, we want to hire for  
39 the equity position discussed in the previous topic and a business office position. Charlie said he and  
40 Forest fine-tuned each of the expenses. He noted that we managed to improve the outlook. Charlie  
41 said our indirect costs are slightly (1%) higher than our approved rate, but they are very close.  
42 Overall, Charlie feels we are in good shape moving forward.  
43

44 Catherine asked for any other questions or comments. There were none. The public comment  
45 period closed.  
46

1 GARRET MOTT MADE A MOTION, SECONDED BY ANDY MONTROLL TO APPROVE THE FY22-UPWP  
2 AND BUDGET MID-YEAR ADJUSTMENT WITH THE ADDITION OF THE COLCHESTER PROJECT AND ANY  
3 NECESSARY MINOR EDITS AND TECHNICAL CORRECTIONS. MOTION CARRIED UNANIMOUSLY.  
4

5 8. Initial Climate Action Plan and Comprehensive Energy Plan Highlights.

6 Charlie introduced Ann Janda, our Senior Energy Project Manager. Ann referred members to the  
7 Climate Action Plan presentations included with the packet and provided on-screen PowerPoint  
8 presentations to members. Ann's first presentation, Overview of Vermont's Climate Action Plan  
9 included information on:

- 10 • Global Warming Solutions Act
- 11 • Climate Action
- 12 • Emissions Reductions Requirements

13 The Climate Action plan was organized around five areas: emissions reduction, natural and working  
14 lands, communities and built environment, carbon sequestration and storage, and cross cutting  
15 pathways. Emissions reductions, pathways and actions were outlined within the following sectors:  
16 Transportation, Buildings and Thermal, Electricity, Agriculture, and Non-Energy.

17 Actionable items were organized under Resilience and Adaptation Noteworthy Actions in the  
18 following areas:

- 19 ○ Land Use
- 20 ○ Support for Local Energy and Resilience Projects
- 21 ○ Forest Health and Conservation
- 22 ○ Cross Cutting Pathways Noteworthy Actions

23  
24 As individuals, Vermonters can reduce emissions by making climate friendly choices in:

- 25 ○ Transportation (EV's, reduce travel, limit air travel)
- 26 ○ Heating (home weatherization, heat pump, wood, and B-100 biodiesel)
- 27 ○ Refrigerants (proper disposal of freezers, air conditioners, vehicles, etc.)

28  
29 Ann said the Climate Council continues to meet and welcome public attendance and input.  
30

31 Ann moved to an overview on the Draft 2022 Comprehensive Energy Plan Debrief, which works  
32 hand and hand with the Climate Action Plan: "The Comprehensive Energy Plan (CEP) required to be  
33 consistent with requirements of the GWSA and Climate Action Plan (CAP). CAP required to be  
34 informed by CEP. Ann reviewed targets within Renewable Energy, Greenhouse Gas Reduction, and  
35 energy sector goals within Electric Sector, Transportation Sector and Thermal Sector.  
36

37 Member discussion ensued. Jeff Carr asked about the costs of the initiatives and wonders how the  
38 significant goals for Electric Vehicles and the infrastructure support will be funded. These are lofty  
39 goals, and he is curious how much money will it take to implement. Bard said he wonders too, what  
40 it will take to upgrade the EV charging stations. Members discussed costs associated with EV  
41 charging stations and grid challenges. Michael Arnold posted a question to the meeting chat, "*Is  
42 there a recommended split in funding between EV charging vs focusing of mode shift to public transit  
43 which would have bigger equity benefits to zero car household concentrated in communities like  
44 Winooski and the Old North End?*" Ann explained, yes, this is a priority. Charlie said we will need to  
45 wait to see what the Legislature does with both sets of recommendations. Chris said the transit is a  
46 public service that he believes should be fare free. He also feels there need to be more initiatives to  
47 incentivize the use of public transit as well as electric vehicles, anything that encourages more  
48 alternative modes of transportation that are environmentally friendly.

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9. Legislative Priority Review and Legislative Briefing debrief:

Charlie referred members to the Legislative Briefing table and memo included with the packet. He reminded everyone we revisit the table every six months. He explained the policy topics are pretty consistent with what we had six months ago. We are tracking fifteen topics, including: Clean Water, Transportation bill, Transit Financing, Act 250 Reform and Housing, Open Meeting Law, Broadband Deployment, Climate Change, Cannabis Taxation and Regulation, Project Specific TIF, Regional Dispatch and Planning Funding.

Catherine stated, in terms of the open meeting law, there should be fully remote options, particularly during bad weather months in Vermont. Brad Holden said S.222 was just signed by the Governor allowing fully remote meetings. Dana said she would really like to be kept abreast of the Act 250 housing policy items. Charlie said he and Regina will work on sharing a weekly update to distribute to Board Members. Catherine said there will likely be a greater need for state-based dispatch, she knows the Jericho Underhill fire department was told they can no longer rely on the State Dispatch.

10. Chair/Executive Director Report

a. I-89 Public Meeting on January 26, 6pm

Charlie said there is a public meeting coming up on January 26. There will be a focus on Transportation Demand Management Strategies and how to address climate actions. These strategies were analyzed with a strategic model, more of a policy and economic based model. The information from the meeting will be shared at the February Board meeting.

11. Committee/Liaison Activities & Reports.

Catherine noted the minutes for our committees are included with the packet and as links to the online documents. (Executive/Finance Committee, TAC, CWAC, Equity Leadership Team and All Hazard Mitigation Committee).

12. Future Agenda Topics. Charlie referred members to the future Board agenda items listed on the current agenda. He said we will go into detail on the Transit Study and possibly add a consent item. Charlie asked members if they had any suggestions for topics they would like to see included for discussion at future meetings. There were none.

13. Members' Items, Other business. Catherine extended thanks to Bard for explaining how the commission public comment period works. She said Chuck Lacy is a Jericho resident who is very passionate about creating more affordable housing options. Jeff said, we are not rigidly adhering to Roberts Rules, instead, we use this as a guide for our meetings. We do not exclude any public comments. Bard agreed with Jeff, these are used to guide our conversations. Catherine feels it is important to take comments as they come, as they are related to items.

14. Adjournment. GARRET MOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE BOARD MEETING AT 7:49 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

DRAFT