

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
 REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, March 16, 2022
 TIME: 6:00 PM
 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and
 REMOTE ATTENDANCE via ZOOM MEETING VIDEO

PRESENT:	Bolton:	Absent	Buel's Gore:	Garret Mott
	Burlington:	Absent	Charlotte:	Dana Hanley
	Colchester:	Jacki Murphy	Essex:	Tracey Delphia (Alt)
	Essex Junction:	Dan Kerin	Essex Junction:	Elaine Haney (Alt)
	Huntington:	Barbara Elliott	Hinesburg:	Mike Bissonnette
	Jericho:	Catherine McMains	Jericho:	Wayne Howe (Alt)
	Milton:	Tony Micklus	Richmond:	Bard Hill
	St. George:	Absent	Shelburne:	Jeff Carr (Alt)
	So. Burlington:	Chris Shaw	Underhill:	Absent
	Westford:	Absent	Williston:	Andrew Watts
	Winooski:	Mike O'Brien	Cons/Env.:	Absent
	VTrans:	Amy Bell		
	Bus/Ind:	Absent	GMT:	Absent
	Agriculture:	Absent	Socio/Econ/Housing:	Absent
Others:	Kevin Harms, CCTV		Matthew Arancio, VTrans	
CCRPC Staff:	Charlie Baker, Executive Director		Regina Mahony, Planning Pgrm Mgr.	
	Eleni Churchill, Transp. Program Mgr.		Amy Irvin Witham, Bus Office Mgr.	
	Pam Brangan, GIS Data & IT Mgr.		Christine Forde, Sr. Transp. Planner	
	Dan Albrecht, Senior Planner			

1. Call to order; Attendance; Changes to the Agenda.
 The meeting was called to order at 6:01 PM by the Chair, Catherine McMains. Charlie requested an addition to the agenda, just before item 7. Chair/Executive Director Report he would like to discuss member interest in joining the Equity Leadership Team.
2. Public Comment Period on Items NOT on the Agenda.
 Jeff Carr reminded everyone he is no longer a representative for Essex and is now the Shelburne alternate.
3. Action on Consent Agenda -MPO Action. There were no items on the consent agenda.
4. Approve Minutes of two Board Meetings - January 19, and February 16, 2022.
 - **Minutes, January 19, 2022:** DAN KERIN MADE A MOTION, SECONDED BY ANDY WATTS, TO APPROVE THE JANUARY 19, 2022, BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.
 - Edit: Page 1, Wayne Howe needs to be listed as the Alternate for Jericho.
 - EDIT: Page 6, Line 16: Catherine wanted to clarify the point she was making is that there is a greater need for regional-based dispatch.

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- **Minutes, February 16, 2022:** GARRET MOTT MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE FEBRUARY 16, 2022, BOARD MEETING MINUTES, WITH EDIT(S). MOTION CARRIED UNANIMOUSLY.
 - Edit: Page 5, Lines 27 and 29. Jeff said his sarcasm did not come through well in the minutes. He wanted to clarify (regarding transit service) he feels the service is poor, and he worries that the model being used is not sustainable.
 - Edit: Page 2, Line 32: update the word “dive” to “drive” for Lindenwood Drive

10 5. Transportation Resilience Planning Tool Presentation, Pam Brangan

11 Catherine introduced Pam Brangan, CCRPC’s GIS Data and IT Manager. Pam provided a PowerPoint presentation on the Transportation Resilience Planning Tool (TRPT). She explained the CCRPC has worked on this project over the past few years in partnership with the State of Vermont, other Regional Planning Commissions, and project consultants: Fitzgerald Environmental, Stone Environmental, Dubois & King, Smart Mobility, SLR Consulting and UVM. TRPT is a web-based application that identifies bridges, culverts, and road segments that are vulnerable to damage from floods, estimates risk based on the vulnerability, and criticality of roadway segments, and identifies potential mitigation measures based on the factors driving the vulnerability.

12 Pam reviewed examples of key components and provided definitions and examples.

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- Key Components:
 - Vulnerability
 - Criticality
 - Risk
 - Mitigation
 - Vulnerability process
 - Inundation - flooding, submergence, ponding
 - Erosion – undercutting, scour, washout, downcutting
 - Deposition – debris buildup, clogging, accumulation
 - Vulnerability estimated – road embankments, bridges, culverts
 - Network Criticality index
 - Low criticality
 - Moderate Criticality
 - High Criticality
 - High Criticality
 - Critically Scoring and Variables – Scores assignments ranging from low to high.
 - Risk Assessment:
 - Risk is the average of Vulnerability and Criticality scores.
 - Mitigation
 - River and Road Stabilization
 - Conveyance of Flood Flows
 - Floodplain protection/relocation of roads
 - Improve vegetation

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The TRPT pilot was completed in 2018, Phase 2 was completed in 2020 at which point the watersheds covered 20% of the state. Phase 3 is currently underway and when it is finished it will complete Statewide coverage.

1 Pam closed with an overview demonstration of the VTrans online map tool and highlighted various
2 filters. For example, there is a filter for 'Storm Configuration' by 10, 50 and 100-year storms, as well
3 as long- and short-term strategies. Pam said much of the information she reviewed is accessible
4 through the TRPT website at: <https://vtrans.vermont.gov/planning/transportation-resilience>.

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6 Chris Shaw stated he was unable to find the same data online. Pam explained the data currently
7 available to the public is not the same as what she overviewed; however, an upload is scheduled,
8 and all information should be available to the public this summer.

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10 Garret thanked Pam. He said it is a wonderful looking tool that shows an impressive amount of
11 information. Garret also suggested a name change. Since transportation includes not only vehicles
12 but also air and rail travel, perhaps 'Road Transportation Tool' Bard agreed with Garret and said it
13 might be helpful if they consider a different naming convention. Pam thanked them for the
14 suggestion and said she would pass it along.

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16 6. Charge to Board Development Committee for FY23 Nominations

17 Catherine McMains charged the Board Development Committee with developing a slate of officers
18 for FY23. Catherine said the current committee members are Mike O'Brien, Jeff Carr, Andy
19 Montroll, Dan Kerin, and herself.

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21 Catherine reminded members there is an opening on the Equity Leadership Team. If anyone was
22 interested in joining, to please reach out to Charlie. Wayne Howe expressed interest, but said he
23 wanted to talk with Catherine about the details of the position first. Charlie said the committee will
24 likely start meeting more regularly and will work to develop recommendations for the Executive
25 Committee and Board.

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27 7. Chair/Executive Director Report

28 a. Financial Report FY2022 Q2

29 Charlie asked Forest to share the financial report with members. Forest referred members
30 to the Quarter-2 Financial Results memo included in the packet and explained we are in a
31 decent financial position overall. He explained we are operating close to the budget over the
32 first half of FY22. *Operations Support Revenues* are slightly behind budget at 49.5%, and
33 *Expenses* are performing similarly at 49.4% through December. He explained, although
34 discussed, it was not necessary to lower the indirect rate. We do not appear to be on track
35 for a large surplus of revenue over expenses at the end of the fiscal year. Historically, the
36 second half of the fiscal year returns better operating results. Part of the revenues late in
37 the fiscal year are unspent municipal dues being appropriately classified as revenue. Forest
38 explained he is not confident we will have unallocated municipal dues this year, since the
39 dues are being drawn down from large regional projects. Jeff wanted Board members to
40 know the Finance Committee had a good discussion on the risk of inflationary costs, as we
41 have not seen this type of pressure on costs for many years. When determining next year's
42 budget, we need to be sensitive to that. Jeff also said, municipal dues are used as a match
43 for funding transportation projects. Charlie said it is likely we will ask for a more significant
44 dues increase in the fall. The vote on dues occurs in October. He said it is great that we will
45 receive a 30% increase in MPO funding, but that increase will also create more pressure on
46 the State and our municipalities to produce match dollars.

47 b. FY23 UPWP (Unified Planning Work Program) Update

- 1 Charlie stated the final FY23 UPWP meeting is scheduled for March 30, 2022. He explained
2 the biggest challenge to accommodate proposed projects is with staff resources. Over the
3 next few weeks, we will determine if current staffing levels can support the workload or if
4 we can find different ways to get these projects done. He said there is also pressure on
5 towns for municipal match dollars.
- 6 c. Equity and Engagement Manager Hiring Update
7 Charlie noted the position is posted in various outlets and the application deadline has been
8 extended by a month from February 25 to March 25, 2022. Charlie explained there will be a
9 few updates to the Job Description to refine and bring clarity on the expectations before we
10 hire someone.
- 11 d. Legislative Update
12 Charlie and Regina said the Act 250 and Housing bills are moving forward. These remain a
13 priority. Regina will send out another legislative update from the Vermont Planners
14 Association to Board members. Charlie said the legislature is expected to help municipalities
15 with funding the regional dispatch center. Charlie reminded members to let he and Regina
16 know if they think of any other topics to pay attention to in the legislature.
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- 18 8. Committee/Liaison Activities & Reports.
19 Catherine noted the minutes for our committees are included with the packet and as links to the
20 online documents. (Executive/Finance Committee, TAC (Transportation Advisory Committee),
21 CWAC, Equity Leadership Team, and All Hazard Mitigation Committee).
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- 23 9. Future Agenda Topics. Charlie referred members to the future Board agenda items listed on the
24 back of the agenda. He said we will delve into the I-89 2050 Study information. Also, at the April
25 meeting we need to warn a public hearing for the FY23 UPWP and Budget for the May 18 Board
26 meeting. Charlie asked if anyone had any other suggestions. He reminded everyone we plan to hold
27 the June annual meeting in person at Hula.
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- 29 10. Members' Items, Other business. There were none.
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- 31 11. Adjournment. DAN KERIN MADE A MOTION, SECONDED BY JEFF CARR, TO ADJOURN THE BOARD
32 MEETING AT 6:56. MOTION CARRIED UNANIMOUSLY.
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34 Respectfully submitted,
35 Amy Irvin Witham
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