

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

4 DATE: Wednesday, April 20, 2022
5 TIME: 6:00 PM
6 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and
7 REMOTE ATTENDANCE via ZOOM MEETING VIDEO

8
9 PRESENT: Bolton: Vacant Buel's Gore: Garret Mott
10 Burlington: Andy Montrull Charlotte: Deirdre Holmes (Alt)
11 Colchester: Jacki Murphy Essex: Absent
12 Essex Junction: Dan Kerin Essex Junction: Elaine Haney (Alt)
13 Huntington: Absent Hinesburg: Mike Bissonnette
14 Jericho: Catherine McMains Jericho: Wayne Howe (Alt)
15 Milton: Tony Micklus Milton: John FitzGerald (Alt)
16 Richmond: Bard Hill St. George: Absent
17 Shelburne: John Zicconi Shelburne: Jeff Carr (Alt)
18 So. Burlington: Chris Shaw Underhill: Kurt Johnson (Alt)
19 Westford: Absent Williston: Andrew Watts
20 Winooski: Mike O'Brien Cons/Env.: Absent
21 VTrans: Amy Bell VTrans: Matthew Langham
22 Bus/Ind: Tim Baechle GMT: Jon Moore
23 Agriculture: Absent Socio/Econ/Housing: Absent
24 FHWA: Chris Jolly

25
26 Others: CCTV; Burlington: Corey Mims, Norm Baldwin & Chapin Spencer;
27
28

29 CCRPC Staff: Charlie Baker, Executive Director Regina Mahony, Planning Pgrm Mgr.
30 Eleni Churchill, Transp. Program Mgr. Forest Cohen, Senior Business Manager
31 Christine Forde, Senior Transp. Planner Dan Albrecht, Senior Planner
32 Marshall Distel, Senior Transp. Planner Sai Sarepalli, Senior Transp. Plnr/Engr
33 Bryan Davis, Senior Transp. Planner
34

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

36 The meeting was called to order at 6:01 PM by the Chair, Catherine McMains.
37

38 2. Public Comment Period on Items NOT on the Agenda. There were none.
39

40 3. Action on Consent Agenda -MPO Action.

41 The consent agenda included the following requested FY22 TIP Amendments.
42

- 43 • **GMT Operating Federal, Project TR002, Amendment FY22-31.** Increase funding in FY22
44 from \$3,000,000 to \$3,750,000. The Bipartisan Infrastructure law is expected to increase
45 formula funds by 30% and the Small Transit Intensive Cities (STIC) allocation is expected to
46 increase from 2% to 3%. This funding increase is only available to GMT and would not take
47 resources from any other project in the TIP.

- 1 • **GMT ADA Service, Project TR090, Amendment FY22-32.** Add a new project to the TIP for
2 ADA Service. Add \$440,000 in FTA Section 5307 funds in FY22. GMT can allocate up to 10%
3 of their 5307 apportionments to cover ADA service costs at an 80/20 federal/local split. The
4 amount shown is 10% of GMT's projection of its total 5307 apportionment in FFY22. These
5 funds are only available to GMT and would not take resources from any other project in the
6 TIP.
- 7 • **US7 Paving, Charlotte-South Burlington, Project HP149, Amendment FY22-3.** Add
8 \$1,468,019 in federal funds in FY23. This is a 17% increase in project cost which is defined as
9 a Minor Amendments according to CCRPC's TIP Amendment Policy. This change will be
10 funded outside of CCRPC's Fiscal Constraint limit. The previous cost estimate of \$9,849,396
11 was developed at the preliminary plans phase of this project. The new cost estimate of
12 \$11,528,782 was developed based on final plans and reflect updated design elements and
13 unit costs.

14
15 ANDY MONTROL MADE A MOTION, SECONDED BY DAN KERIN, TO APPROVE THE CONSENT AGENDA
16 ITEMS. THE MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS.

17
18 4. Approve Minutes of the March 16, 2022 Board Meeting.

19 GARRET MOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MARCH 16,
20 2022, BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED. DEIRDRE HOLMES ABSTAINED.

- 21 ○ Edit: Page 2, Line 34 AND 35: REMOVE REPEAT "HIGH CRITICALITY"

22
23 5. Warn Public Hearing for Major TIP Amendment, Champlain Parkway for May 18, 2022

24 Christine Forde provided an overview of the proposed Major TIP Amendments as described in the
25 memo in the Board packet. There are 3 projects included in this amendment: 2 related to Champlain
26 Pkwy (Champlain Pkwy itself and Exit 17 improvements), and 1 other new project (Bridge 23 on US2,
27 Williston). Christine Forde stated the bids for construction of the Champlain Parkway project came
28 in higher than originally anticipated, and because the TIP is fiscally constrained, funds need to shift
29 to accommodate the project in years FY22, 23 and 24. Meanwhile the Exit 17 improvement project
30 is slated for construction in the Capital Program later than funds are allocated in the TIP. Therefore,
31 funds for Exit 17 in earlier TIP years can be released and allocated to the Champlain Parkway.
32 Unrelated is a new bridge project in Williston.

33
34 Norm Baldwin from the City of Burlington provided an overview of the Champlain Parkway project
35 including the phasing schedule and construction costs. Norm Baldwin also stated that the
36 construction bid came in at \$41 million; and provided reasons why this likely happened:

- 37 • Infrastructure Investment and Jobs Act (IIJA) is providing additional funding for
38 infrastructure projects throughout the country which is creating an increased demand on
39 contractor services. This appears to be contributing to contractors being more regional and
40 selective about projects they bid.
- 41 • A small bidding field likely lead to generally higher unit pricing.
- 42 • During the bid advertisement period Russian military forces invaded Ukraine. Since this
43 action, a surge in energy costs has been seen and is anticipated to continue.
- 44 • Additionally, during the advertisement period, the inflation rate in the US was announced to
45 increase to 7.9%.

- 1 • Ongoing inflation, supply constraints, high demand and labor shortages will likely maintain
2 inflation for longer and contractors are likely anticipating material costs to remain high or
3 increase further.
- 4 • Since IJJA provides a funding source for five years, rebidding the initial phase is not
5 anticipated to result in more competition nor a decrease in the contractor's estimate to
6 construct the project.
- 7 • Local and State projects have seen significant increases in bid pricing this season.
- 8 • The bid analysis identified several items with pricing higher than the Engineer's Estimate
9 unit price. Most of these items are anticipated to be inflated by the contractor to provide
10 some protection from inflation of the unit costs over the life of the project.
- 11 • The bid analysis identified that some unit items are trending higher than the historical
12 average pricing of those unit items.

13
14 Charlie Baker asked Norm to share the construction sequencing schedule; and asked the Board to
15 focus on this because it goes through FY26 and FY27 while the TIP amendments are only including
16 years up to FY25. John Zicconi asked for a clarification on the cost differences as described in the
17 staff memo (\$35 to \$62 million) versus the \$41 million construction bid that Norm Baldwin reported.
18 It was explained that \$41 million is just the construction cost for Phase 1; while \$62 million is all of
19 Phase 1 and Phase 2. Christine Forde explained that the \$35 million was the full cost originally, and
20 so we need to compare apples to apples. Jacki Murphy asked about taking money out of the Exit 17
21 project because it was extra; what's to say the costs for that won't be significantly higher when it
22 goes to construction? Christine stated that we re-evaluate the TIP every year and we will adjust it if
23 necessary.

24
25 ANDY MONTROLL MADE A MOTION, SECONDED BY JACKI MURPHY, TO WARN THE PUBLIC HEARING
26 FOR THE MAJOR TIP AMENDMENTS FOR MAY 18, 2022. THE MOTION CARRIED UNANIMOUSLY BY
27 MPO MEMBERS.

28
29 John Zicconi asked Staff to provide the Board with the actual authority they have on this item.
30 Charlie Baker explained the MPOs were created to give municipalities a say in state highway projects
31 that use federal funds. Charlie added the Board can vote to not include this in the TIP and not allow
32 any federal funds for it; however, this would mean that the City would need to pay \$45 million back
33 to the State and Federal Governments for this project. Matthew Langham added that FHWA already
34 authorized this project it just needs the additional funding. If it weren't approved, Burlington would
35 have to decide whether to move forward without federal funding or if they did not advance the
36 project would need to pay back the approximately \$45 million.

37
38 6. Warn Public Hearing for FY23 UPWP & Budget for May 18, 2022

39 Charlie Baker explained that the FY23 proposed Unified Planning Work Program (UPWP) includes a
40 significant increase in funding amount and projects/programs. The UPWP Committee, chaired by
41 Chris Shaw, walked through all these projects, and recommended this to the Board. Charlie then
42 walked through the budget as a summary of the entire UPWP. The municipal and regional funding
43 includes a yellow highlight to identify a potential increase in funding to RPCs from the Legislature
44 this year. There is additional money in the direct line as well because we don't have staff capacity to
45 use all that funding. We have gotten more asks to do land use consultant work than in years past.
46 There is a \$1 million increase in MPO consultant funding. There is no plan to hire new transportation
47 staff, at least not yet. There are approximately 20 new transportation projects, and we are trying to
48 figure out how much we can do with existing staff. Brownfields funding is pending. Municipal

1 building energy/resiliency program is pending, and it may include funding for RPC staff to help
2 municipalities access these funds. The budget also includes a Clean Water Service Provider DEC
3 grant for about \$640,000 for natural resource-based projects in Basin 5 (direct to lake drainages).
4 There will be a significant increase in admin work with this project, so we are going to hire a new
5 person in our business office. There are two new Emergency Management projects Health Equity
6 and Hot Weather Emergency Response. Should know about the pending grants in the coming weeks
7 as the Legislature wraps up the budget. The revenue line is \$2 million higher than the previous year.
8 On the expense side, the staff salary and benefits lines are up by about 10% to accommodate new
9 equity and business office staff. There will be some changes over the next couple of weeks as we
10 refine this.

11
12 Charlie Baker brought the Board's attention to rows 113 to 122 and the indirect rate. Staff time and
13 expenses go into a federally prescribed indirect rate. This includes everything that can't be charged
14 to an actual project. This gets approved by VTrans every year, and then audited, and then
15 reconciled, and then we need to adjust the indirect rate accordingly. It happens on a two-year cycle.
16 We've been trying to reduce the swings. But in FY23 we will have to under collect to compensate for
17 the over collection in FY21.

18
19 GARRET MOTT MADE A MOTION, SECONDED BY BARD HILL, TO WARN THE PUBLIC HEARING FOR
20 THE FY23 UPWP & BUDGET FOR MAY 18, 2022. THE MOTION PASSED UNANIMOUSLY.

21
22 7. GMT proposed service reductions, Jon Moore

23 Jon Moore stated that the GMT Board voted to avoid most of the service reductions, so tonight's
24 presentation will be more general. Jon Moore then provided a presentation on ridership, the FY23
25 revenue sources and budget and early projections of FY24. Jon Moore explained uncertainty/budget
26 challenges associated with teleworking impact, fare free service, pressure on CDL drivers and wages,
27 and fuel costs. Jon Moore reiterated the need for more non-federal funding to sustain the service in
28 the future as there is more federal funding available, but not enough local or state funds to match
29 them.

30
31 There was a question about whether higher fuel prices will result in higher transit demand. Jon
32 Moore stated that this is unknown with increases in telework from COVID.

33
34 8. Board Development Committee FY23, Executive Committee Nominations

35 Mike O'Brien stated the Board Development Committee met on April 6th and recommended the
36 following the slate of officers for FY2023:

- 37 • Catherine McMains, Chair
- 38 • Chris Shaw, Vice-Chair
- 39 • Bard Hill, Secretary/Treasurer
- 40 • Jacki Murphy, At-large for Towns over 5,000
- 41 • Michael Bissonette, At-large for Towns under 5,000
- 42 • Mike O'Brien, Immediate Past Chair

43
44 Mike O'Brien added that John Zicconi will be leaving the Executive Committee as he has reached the
45 term limit. Bard Hill will be stepping into the Treasurer position. Mike O'Brien thanked John Zicconi
46 for his time. John Zicconi encouraged others to participate on the Executive Committee as it provides
47 a more insightful look into CCRPC's operations.

1
2 9. Equity Update – Scope of Work review

3 Charlie Baker provided an overview of the work done by Creative Discourse so far. This resulted in a
4 report that was reviewed briefly in January at the Board meeting. We are now digesting this report in
5 more detail and would appreciate Board feedback on the next phase of consultant work. Charlie Baker
6 stated that one of the first recommendations was to hire a staff person; and we've put that on hold
7 to give us time to better refine and build consensus on our implementation steps. Charlie Baker added
8 that we asked the consultant to provide a scope of work that would help the organization collectively
9 move forward on this work. This scope of work is a draft and was provided in the packet. The Equity
10 Leadership Team looked at this and made some edits. Charlie Baker walked through the tasks:

11
12 Task 2 [Task 1 took place in phase 1 in 2021]. Expand and Diversify Equity Leadership Team (more
13 diverse team and a defined list of equity work as approved by the Board). Discussion: perhaps define
14 purpose of group before recruiting more members. Mike O'Brien added the Equity Leadership Team
15 does need a 4th Board member and maybe with a more defined purpose there will be more interest.
16 Charlie Baker added that he will also be recruiting for a Socio/Economic/Housing board member.
17 Wayne Howe doesn't see any actionable items in the scope of work, such as looking at zoning bylaws.
18 Charlie Baker added that we need to have more conversation about what those actions might be; so
19 that each Board member can go back to your elected bodies and explain that the action steps that the
20 Board voted on.

21
22 Task 3. Workshop Series with Staff, Leadership Team and the Board – this is a learning and education
23 series on this topic. Jacki Murphy asked to hear from other Board members about whether there is
24 interest. Diedre Holmes stated that she appreciates the trainings, and would like more. She would
25 also appreciate ideas on how to share constructive actions with her Selectboard. John Zicconi stated
26 that time is an issue - 3 to 3.5 hour meetings from May to September won't happen, especially on
27 zoom. Charlie Baker stated that the business meeting would be closer to a half hour to accommodate
28 these trainings. Bard Hill agreed with the time commitment being a challenge, especially for folks who
29 have multiple commitments. Andy Watts stated that the two equity trainings were effective; and
30 perhaps having four will be less impactful and dove tails with what Bard Hill said. Chris Shaw stated
31 that the more canned approach from Creative Discourse was less helpful, then a more targeted
32 approach on the work that we do in transportation and land use planning in the communities where
33 we live, including useful and scale appropriate examples from around the country. Charlie Baker
34 stated that he will talk with Creative Discourse about topics more appropriate to the Board. John
35 Zicconi reiterated that July and August are not good months for this. Catherine McMains added that
36 we usually start trainings in September. Wayne Howe added that good case studies from places that
37 are relevant to here would be more helpful and effective.

38
39 Task 4. Equitable review of the UPWP. Apply equity thinking into our actual projects. Bard Hill added
40 that what we really want is for them to help us stand up a process that we then embed in our own
41 process. The current language doesn't read that way now.

42
43 Task 5. Generic 'on-call' tasks for advice/feedback as things come up.

44
45 Task 6. Follow up on November convening. This is to have some support from the consultant to
46 support us in hosting convenings and provide a forum for group learning on this topic.
47

1 Bard Hill stated that there are a variety of different terms in here: equity, inequity, justice, racial
2 justice. We should be consistent in our language and focus; perhaps we want to start with racial
3 equity; and then our focus more long-term is broader than that? Charlie Baker stated that he has
4 spoken with the consultant team on this, and it's clear that we do need to address equity in the
5 broadest sense; though we may need to be more specific at times or in the beginning. Garret Mott
6 asked about the budget for Task 4 – is it \$1,500/hour? It seems like a great deal of money. Is he missing
7 something? There are two members of the firm, but they work with a variety of partners and they will
8 be bringing in more consultants for this task.
9

10 Charlie Baker thanked the Board for this discussion and input.
11

12 10. Chair/Executive Director Report

- 13 a. Hiring Update. Charlie Baker stated that the equity position is on pause until at least the fall.
14 The Admin Office job description went out last week. Staff will share this with the Board and
15 he asked the Board to share the job ad.
16
- 17 b. VPSP2. – The input we get into the FY24 capital projects will be an action item next month
18 on bridges.
19
- 20 c. RAISE Grant Applications. We were involved with two RAISE grants. This is a USDOT
21 discretionary grant program that was previously called BUILD, and then TIGER. We were a
22 supporting partner with VTrans, Winooski and Burlington for the Main Street Bridge. That
23 application was for \$25 million capital to replace the bridge. The second application, CCRPC
24 applied for directly: transit-oriented development in our larger commuting region: Franklin,
25 Chittenden, Addison, Rutland for \$2 million. Should hear about these in the August
26 timeframe.
27
- 28 d. Legislative Update. Charlie Baker added that the legislature has been supportive of the RPCs
29 in a variety of programs as discussed in the budget agenda item. There are still debates on
30 Act 250, Omnibus Housing bill, Omnibus Economic Development bill, and others. Stay tuned
31 as these get finalized. One other item being discussed in House Transportation tomorrow is
32 a proposal to get the RPC involved in the airport governance issue. The proposed RPC
33 involvement in the bill includes: CCRPC Executive Director sitting on the Task Force as a non-
34 voting member; the CCRPC Board appointing a general aviation person to the Task Force;
35 and for the CCRPC Board to find and appoint someone to represent underrepresented
36 populations to the Task Force. John Zicconi stated that we should not have anything to do
37 with this. It is a turf war between two municipalities; but there is no actual problem to solve.
38 Chris Shaw stated that this is a regional issue and makes sense for us to be involved. Bard
39 Hill added that we've inherited a problem with an airport that was once outside of Town but
40 is not in a much more built-up area, and there are conflicts associated with that. Garret
41 Mott stated that he doesn't understand the issues the bill is trying to solve, but the airport is
42 clearly a regional airport and we should have something to say about it. Charlie Baker
43 explained that he indicated that this Board wouldn't necessarily take a position, but could
44 hold the space for a conversation.
45

46 JOHN ZICCONI MOVED, AND DAN KERIN SECONDED, THAT CHARLIE BAKER TELLS THE
47 LEGISLATURE THAT THE CCRPC DOESN'T WANT TO BE INVOLVED.
48

1 Discussion: Dan Kerin stated that he agrees with John Zicconi; the airport is important for a
2 variety of reasons however this is a local dispute between Burlington and South Burlington.
3 Chris Shaw stated this is more about planning and whether this model is going to be
4 sustainable for the next 30 years. We can wait until there is a problem, but that may be too
5 late. Garret Mott asked for a bit more description about the purpose of the bill. Charlie
6 Baker read some language from the bill and clarified that the bill is intended to solely look at
7 the governance model. This was previously looked at in 1985 by legislative mandate and by
8 the City a couple of times since then. The bill authorizes VTrans to hire a consultant to:
9 review previous recommendations and decide which are worth looking at; examine the
10 existing governance structure and alternatives and report recommendations. Charlie Baker
11 then listed the proposed Task Force members. Catherine McMains indicated that the State
12 should take a closer look at this and appreciates the effort. Deirdre Holmes stated that she
13 welcomes the opportunity to participate in the conversation, even if just to bring someone
14 forward from the underrepresented populations. John Zicconi stated that we'd only be
15 setting these folks up to participate in a turf war, not substantive issues. Andy Montroll
16 stated that he doesn't know what the City of Burlington would want to do in this situation
17 so he is going to abstain from the vote. Jacki Murphy asked if there is really a choice in the
18 matter? John Zicconi stated that this is a proposed bill and they've asked Charlie Baker for
19 his input. John Zicconi clarified that his motion is to direct the Executive Director to tell the
20 Committee tomorrow morning during his testimony that the RPC doesn't wish to be a part
21 of this discussion.

22
23 VOTE: TWO IN FAVOR (DAN KERIN, JOHN ZICCONI); ELEVEN OPPOSED (GARRET MOTT, KURT
24 JOHNSON, CHRIS SHAW, JACKI MURPHY, DEIRDRE HOLMES, ANDY WATTS, BARD HILL, TONY
25 MIKLUS, MICHAEL BISSONETTE, MIKE O'BRIEN, CATHERINE MCMAINS). ABSTAINED: ANDY
26 MONTROLL AND AMY BELL. MOTION FAILED.

- 27
28 11. Committee/Liaison Activities & Reports.
29 The minutes for our committees are included with the packet and as links to the online documents.
30 The Committee minutes include: Executive/Finance Committee with Act 250/Section 248 letters,
31 Transportation Advisory Committee, Board Development Committee, Long Range Planning
32 Committee, UPWP Committee, and the All Hazard Mitigation Plan Committee.
33
34 12. Future Agenda Topics. Chris Shaw expressed a desire for an airport discussion on a future agenda.
35 Mike O'Brien added that the Equity Leadership Team suggested having an equity item on every
36 agenda. Dan Kerin added that in applying the same logic as in the airport topic, we should discuss
37 having all communities be able to vote on MPO issues.
38
39 13. Members' Items, Other business.
40
41 14. Adjournment. GARRET MOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE
42 BOARD MEETING AT 8:12 PM. MOTION CARRIED UNANIMOUSLY.

43
44 Respectfully submitted,
45 Regina Mahony
46
47
48