

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

4
5 DATE: Wednesday, June 15, 2022
6 TIME: 5:00 PM
7 PLACE: Hula, 50 Lakeside Ave., Burlington, VT
8 AND REMOTE ATTENDANCE via ZOOM MEETING VIDEO
9

10 PRESENT: Bolton: Vacant Buel's Gore: Garret Mott
11 Burlington: Andy Montroll Charlotte: Dana Hanley
12 Colchester: Absent Essex: Absent
13 Essex Junction: Dan Kerin
14 Huntington: Barbara Elliott Hinesburg: Absent
15 Jericho: Catherine McMains Jericho: Wayne Howe (Alt)
16 Milton: Absent Richmond: Absent
17 St. George: Absent Shelburne: John Zicconi
18 Shelburne: Jeff Carr (Alt) So. Burlington: Chris Shaw
19 Underhill: Absent Westford: Absent
20 Williston: Andrew Watts Winooski: Mike O'Brien
21 Cons/Env.: Miles Waite VTrans: Amy Bell
22 VTrans: Matthew Langham Bus/Ind: Absent
23 GMT: Absent Agriculture: Absent
24 Socio/Econ/Housing: Absent
25
26 Others: CCTV, Scott Moody Jericho Administrator, John Abbott
27 ANR, Karen Bates VTrans, Michele Boomhower
28 VT Business Roundtable, Seth Bowden State Rep, Jessica Brumsted
29 Green Mountain Access, Patty Brushett GBIC, Whitney Coombs
30 Fmr Board Member, Justin Dextrateur RCAC, Jeff Forward
31 ANR, Maggie Gendron South Burlington, Marla Keene
32 State Rep, Martin LaLonde Charlotte Town Planner, Larry Lewack
33 Winooski Mayor, Kristine Lott State Senator, Ginny Lyons
34 ANR, Julie Moore Winooski City Council, Bryn Oakleaf
35 VHB, Karen Sentoff RSG, Jonathan Slason
36 CATMA, Sandy Thibault
37
38 CCRPC Staff: Charlie Baker, Executive Director Regina Mahony, Planning Program Mgr.
39 Eleni Churchill, Transp. Program Mgr. Forest Cohen, Sr. Business Mgr.
40 Amy Irvin Witham, Business Office Mgr. Christine Forde, Sr. Transp. Planner
41 Dan Albrecht, Senior Planner Jason Charest, Senior Transp. Planner
42 Marshall Distel, Senior Transp. Planner Christine Forde, Senior Transp. Planner
43 Chris Dubin, Senior Transp. Planner Bryan Davis, Senior Transp. Planner
44 Sai Sarepalli, Senior Transp. Planner (via zoom) Philip Burbidge, Business Office Assoc.
45

46 The 5:30 PM business meeting was preceded by a social hour with CCRPC Board members, staff,
47 municipal managers, and others. The evening also included hors d'oeuvres followed by welcoming
48 remarks, and years of service recognitions.

1
2 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 5:37 PM by
3 the Chair, Catherine McMains. Catherine apologized for missing the in-person gathering. She was
4 happy to have the Zoom option available.

5
6 2. Public Comment Period on Items NOT on the Agenda. There were none.

7
8 3. Action on Consent Agenda -MPO Action. There were none.

9
10 4. Approve Minutes of the May 18, 2022, Board Meeting.

11 JEFF CARR MADE A MOTION, SECONDED BY DANA HANLEY, TO APPROVE THE MAY 18, 2022, BOARD
12 MEETING WITH CORRECTIONS IF ANY. THE MOTION CARRIED UNANIMOUSLY.

- 13
- 14 • Catherine McMains asked about page 2 line 16, specifically whether the TIP information
- 15 about an \$8,000 right of way was correct. Christine Forde verified the information was
- 16 correctly reflected in the minutes.
- 17 • Jeff Carr wanted to clarify that when the May meeting began, he was serving as the primary
- 18 representative for Shelburne; however, John took over as the primary representative when
- 19 he arrived.
- 20

21 5. Consent Agenda – Transportation Improvement Program (TIP) Amendments

22
23 Catherine referred members to the memo included in the packet, regarding the following TIP
24 Amendments.

- 25 • **Shelburne Street Roundabout, Project HP085, Amendment FY22-37.**
26 Move \$3,481,580 in construction funds from FY21 to FY22 and FY23 as follows:
27 \$2,812,829 in FY22 for a new total of \$7,494,629; \$861,183 plus an additional \$192,432 for a
28 new total of \$2,617,482.
- 29 • **Severance Corners Intersection Project, Project HP110, Amendment FY22-38.**
30 Advance funds from FY23 to FY22 as follows -- \$300,000 for preliminary engineering and
31 \$1,250,000 for right-of-way. \$2,323,409 remains for construction in FY23 and additional
32 funds will be added in FY24.
- 33 • **Milton Salt and Sand Shed, Project OT051, Amendment FY22-39**
34 This project was awarded a \$300,000 (federal) Transportation Alternatives award in 2022.
35 Add \$200,000 for design in FY22.
- 36 • **Hinesburg Sidewalk Relocation and Crosswalk Improvements, Project BP118, Amendment**
37 **FY22-40****Description of TIP Change:** This project was awarded a \$102,460 (federal)
38 Transportation Alternatives award in 2022. Add \$50,000 for design in FY22
- 39

40 JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, TO APPROVE THE CONSENT AGENDA ITEMS
41 AS PRESENTED IN THE PACKET. THE MOTION CARRIED UNANIMOUSLY WITH MPO MEMBERS.

42
43 6. Warn Public Hearing for FY23-26 Transportation Improvement Program (TIP)

44 JEFF CARR MADE A MOTION, SECONDED BY ANDY MONTROLL, TO WARN A PUBLIC HEARING FOR
45 THE FY23-26 TRANSPORTATION IMPROVEMENT PROGRAM AT THE JULY 20 BOARD MEETING
46 BEGINNING AT 6:00PM. THE MOTION CARRIED UNANIMOUSLY WITH MPO MEMBERS.

47

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2 7. Election of Officers and Executive Committee:

3 Catherine McMains reviewed the recommended slate of candidates. She said Mike O'Brien is the
4 chair of this committee. Catherine asked for any additional nominations from the floor. There were
5 none. JEFF CARR MADE A MOTION TO CLOSE NOMINATIONS FROM THE FLOOR, SECONDED BY
6 GARRET MOTT. THE MOTION CARRIED UNANIMOUSLY. CHRIS SHAW MADE A MOTION, SECONDED
7 BY JEFF CARR, TO APPROVE THE SLATE OF OFFICERS FOR FY23 AS RECOMMENDED BY THE BOARD
8 DEVELOPMENT COMMITTEE ON APRIL 6, 2022. THE MOTION CARRIED UNANIMOUSLY.
9

- 10
- Catherine McMains, Chair
 - 11 • Chris Shaw, Vice-Chair
 - 12 • Bard Hill, Secretary/Treasurer
 - 13 • Jacki Murphy, At-Large for Towns over 5000
 - 14 • Michael Bissonnette, At-Large for Towns under 5000
 - 15 • Mike O'Brien, Immediate Past Chair
- 16

17 Jeff Carr thanked Mike Bissonnette for stepping into the Executive Committee role.
18

19 8. Appointment of CCRPC Member and Alternate to Lamoille Basin Water Quality Council.

20 Catherine reminded members that the Board previously appointed Kate Lalley to the council in the
21 spring. However, Kate resigned in May and Brad Holden volunteered to step into the role.
22 Additionally, Sai Sarepalli (CCRPC staff) agreed to serve on the council as an alternate.
23

24 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE APPOINTMENTS OF BRAD
25 HOLDEN AND SAI SAREPALLI, TO THE LAMOILLE BASIN WATER QUALITY COUNCIL. THE MOTION
26 CARRIED UNANIMOUSLY.
27

28 9. FY23 Meeting Calendar

29 Catherine referred members to the memo included in the packet. As the memo indicated,
30 Vermont's Open Meeting Law requires public bodies clearly designate the time and place of all
31 regular meetings. JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE
32 FY23 MEETING CALENDAR AS RECOMMENDED IN THE MEMO. THE MOTION CARRIED
33 UNANIMOUSLY.
34

35 10. Staff Recognition Resolutions

36 Catherine recognized staff members of the CCRPC for years of service. She explained the meeting
37 packet included six resolutions honoring CCRPC Staff, as follows:
38

39 Ten years of service resolutions:

- 40
- Chris Dubin, Senior Transportation Planner
 - 41 • Sai Sarepalli, Senior Transportation Planner
 - 42 • Regina Mahony, Planning Program Manager
- 43

44 Fifteen years of service resolutions

- 45
- Jason Charest, Senior Transportation Planner
 - 46 • Bryan Davis, Senior Transportation Planner
 - 47 • Eleni Churchill, Transportation Program Manager

1
2 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE STAFF RESOLUTIONS
3 FOR YEARS OF SERVICE. THE MOTION CARRIED UNANIMOUSLY.
4

5 11. Chair/Executive Director Report

6 Catherine said the CCRPC is a great place to work; this fact is highlighted by the years of service from
7 the CCRPC Staff. Catherine also wanted to point out the important role Board members have and
8 recognize years of service:
9

10 Ten years:

- 11 • Josh Besse, Bolton
- 12 • Daniel Kerin, Essex Junction
- 13 • Barbara Elliott, Huntington
- 14 • John Zicconi, Shelburne

15 Fifteen years:

- 16 • Andy Montroll, Burlington
- 17 • Catherine McMains, Jericho

18 Twenty or 21 years:

- 19 • Garret Mott, Buel's Gore
- 20 • Justin Dextrauder, Socio/Economic/Housing

21
22
23 12. Committee/Liaison Activities & Reports.

24 The minutes for various committees are included with the packet and as links to the online
25 documents. The Committee minutes include Executive/Finance Committee with Act 250/Section 248
26 letters, Transportation Advisory Committee, Clean Water Service Provider, Long Range Planning
27 Committee, and the Equity Advisory Committee.
28

29 13. Future Agenda Topics. There were none.
30

31 14. Members' Items, Other business. There were none.
32

33 15. Adjournment. DAN KERIN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE
34 MEETING AT 5:45 PM. THE MOTION CARRIED UNANIMOUSLY.
35

36 Respectfully submitted,
37 Amy Irvin Witham