

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

5 DATE: Wednesday, July 20, 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: Vacant Buel's Gore: Absent  
11 Burlington: Andy Montroll Burlington: Max Schindler (Alt)  
12 Charlotte: Dana Hanley Charlotte: Deirdre Holmes (Alt)  
13 Colchester: Jacki Murphy Essex: Tracey Delphia (Alt)  
14 Essex Junction: Dan Kerin Essex Junction: Elaine Haney (Alt)  
15 Huntington: Barbara Elliott Hinesburg: Mike Bissonnette  
16 Jericho: Catherine McMains Milton: Absent  
17 Richmond: Bard Hill St. George: Absent  
18 Shelburne: John Zicconi So. Burlington: Chris Shaw  
19 Underhill: Kurt Johnson (Alt) Westford: Absent  
20 Williston: Andrew Watts Winooski: Abby Bleything (Alt)  
21 Cons/Env.: Miles Waite (Alt) VTrans: Amy Bell  
22 FHWA: Absent Bus/Ind: Absent  
23 GMT: Absent Agriculture: Absent  
24 Socio/Econ/Housing: Absent

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26 Others: CCTV, Scott Moody Guest, Michael Arnold  
27 VTrans, Matthew Arancio VTrans, Matthew Langham  
28

29 CCRPC Staff: Charlie Baker, Executive Director Regina Mahony, Planning Pgrm Mgr.  
30 Eleni Churchill, Transp. Program Mgr. Forest Cohen, Sr. Business Mgr.  
31 Amy Irvin Witham, Business Office Mgr. Christine Forde, Sr. Transp. Planner  
32 Dan Albrecht, Senior Planner Emma Vaughn, Communications Mgr.  
33 Philip Burbidge, Business Office Assoc.  
34

- 35 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by  
36 the Chair, Catherine McMains.  
37  
38 2. Public Comment Period on Items NOT on the Agenda. Michael Arnold asked if, "there are any plans  
39 to invest capital or planning dollars to reduce GMT operating expenses, either through traffic signal  
40 priority, bus stop consolidation, or dedicating transit priority lanes"? Charlie replied that there are  
41 multiple layers to this and there are Federal restrictions on how the Federal funds can be used. Eleni  
42 said we have looked at transit priority in the past and are working with GMT on the consolidation of  
43 bus stops. Eleni told Michael she would be happy to speak with him in depth about this outside of  
44 the meeting. Matthew Langham said flex dollars can be used for preventive maintenance and  
45 VTRANS can use flex dollars. Charlie said GMT is updating the transit plan now and looking into  
46 additional revenue sources to supplement match dollars. Charlie said GMT is not here tonight to  
47 answer the questions, but he believes they have sufficient funding for FY23, but expects there will  
48 be challenges coming up with match dollars for FY24.

1  
2 3. Action on Consent Agenda -MPO Action. There was none.

3  
4 4. Approve Minutes of the June 15, 2022, Board Meeting.

5 BARD HILL MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE JUNE 15, 2022, BOARD  
6 MEETING MINUTES, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

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8 5. FY23-26 Transportation Improvement Program (TIP)

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10 a. **Public Hearing.**

11 BARBARA ELLIOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO OPEN THE PUBLIC  
12 HEARING AT 6:06 PM. MOTION CARRIED UNANIMOUSLY. Catherine asked if there were any  
13 members of the public present or if anyone had additional comments. There were none.

14  
15 Christine Forde referred members to the FY2023-2026 Transportation Improvement Plan  
16 (TIP) document and provided an overview of the TIP to members. She explained the TIP is a  
17 prioritized, fiscally constrained, multi-year list of federally funded multimodal transportation  
18 projects and operations within the Chittenden County Regional Planning Commission region.  
19 As a federally designated Metropolitan Planning Organization (MPO), the CCRPC must  
20 prepare a TIP that covers at least a 4-year period, and it must be fiscally constrained. The  
21 FY23-26 TIP includes \$428.2 million in Federal funds for transportation projects in  
22 Chittenden County. It is updated yearly with the assistance of the Transportation Advisory  
23 Committee (TAC), the Vermont Agency of Transportation, (VTrans), Green Mountain Transit  
24 (GMT) and the Burlington International Airport. She said airport projects are included for  
25 information only as the CCRPC does not control FAA funded projects.

26  
27 Christine explained for projects to be included in the TIP:

- 28 • Projects must have completed, or nearly completed, the planning process and be  
29 ready for design.
- 30 • Projects must have funding
- 31 • Projects must be listed in the VTrans Capital Program

32  
33 Christine reviewed the format of the TIP's three sections:

- 34 • Section I: Introduction
  - 35 ○ What the TIP is
  - 36 ○ Discussion of Performance Measures
  - 37 ○ Adoption Resolution
  - 38 ○ Glossary
- 39 • Section II: Projects by Municipality
  - 40 ○ Chittenden County projects that the CCRPC authorizes for obligation of  
41 Federal funds.
- 42 • Section III: Summary of funding amounts
  - 43 ○ Figures and tables showing Federal funds by CCRPC project use categories  
44 and Federal funding sources.

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46 TIP Funding Levels, the amount of Federal Funds in each year (Note: these figures do not  
47 include Burlington International Airport).

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- FY2023 \$99.9 Million
- FY2024 \$92.4 Million
- FY2025 \$85.5 Million
- FY2026 \$45.5 Million

Christine reviewed TIP projects by use categories, the funds allocations and various projects listed in the FY23-26 TIP. She asked members for any questions or comments. Dana Hanley asked about the \$18 Million dollar allocation under Aviation for noise mitigation. Christine said there are various items included under this project including home noise mitigation such as insulation and windows and doors. Chris Shaw said noise mitigation is an ongoing topic for municipalities near the airport.

DANA HANLEY MADE A MOTION, SECONDED BY CHRIS SHAW, TO CLOSE THE PUBLIC HEARING AT 6:27 PM. MOTION CARRIED UNANIMOUSLY.

b. **Action on the TIP.** ANDY MONTROLL MADE A MOTION, SECONDED BY DAN KERIN, TO APPROVE THE TIP AS PRESENTED. MPO VOTE:

Bolton: Absent	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	South Burlington: Yes (2)	Underhill: Yes
Westford: Absent	Williston: Absent	Winooski: Yes
VTrans: Yes		

MOTION CARRIED WITH 20 OF 24 VOTES AND 13 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

c. **Certification of the Planning Process**

JOHN ZICCONI MADE A MOTION, SECONDED BY DAN KERIN TO CERTIFY THE PLANNING PROCESS. MPO VOTE:

Bolton: Absent	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	South Burlington: Yes (2)	Underhill: Yes
Westford: Absent	Williston: Absent	Winooski: Yes
VTrans: Yes		

MOTION CARRIED WITH 20 OF 24 VOTES AND 13 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

6. **Comprehensive Economic Development Strategy update.**

Regina provided members with a presentation on the West Central Vermont Comprehensive Economic Development Strategy (CEDS). She explained a CEDS is a strategy-driven plan for regional development. This will be incorporated into our 2023 ECOS Plan. Chittenden County has partnered with three other regions: Addison County, Central Vermont, and Rutland County. The goal is that all

1 regions will have an economic development strategy to ensure planning dollars are brought into  
2 each region. The Draft CEDS is available at <https://www.westcentralvt.org>. Comments are due by  
3 August 12, 2022. The final draft will be complete by the end of September 2022. Key findings  
4 include:

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6 West Central Vermont is the most economically impactful region of Vermont. The size, population,  
7 economic base, GDP, personal income, level of education and infrastructure set it apart from the  
8 rest of the state.

- 9
- 10 • Diversity
    - 11 ○ Between 2010 and 2020 the White alone population declined. The population of all
    - 12 other groups increased by 95% over the same period.
  - 13 • COVID Response
    - 14 ○ Federal Assistance
    - 15 ○ Most severe, direct, and lasting impact on the Leisure and Hospitality area
    - 16 ○ Total employment in Retail and Manufacturing areas remains down
    - 17 ○ The Region has generally emerged from the pandemic in a strong economic position
  - 18 • Economic stability and long term growth are challenged with a labor shortage
  - 19 • The Region has a high location quotient value for niche manufacturing and value-added
  - 20 agricultural products
  - 21 • The West Central Vermont Region is not immune to economic inequity that exists in the rest
  - 22 of Vermont and the country
    - 23 ○ Gender wage gap
    - 24 ○ Gaps between White residents and BIPOC residents in education attainment,
    - 25 income and homeownership rates all exceed national averages.
  - 26 • Investing in Infrastructure in areas planned for growth is a regional priority.
    - 27 ○ Supports economic development, but also housing and essential services
- 28

29 Bard said there is a notable difference in diversity in certain regions of Chittenden County and is  
30 apparent within our high school communities. Chris wonders if, within the key findings for the  
31 outreach and contributions, how higher education and secondary education fit into the model, how  
32 were these included? Regina explained that one of the partners is the University of Vermont, as they  
33 have a new Office of Engagement. They provided data resources and have been very helpful with  
34 the findings.

35  
36 Deirdre Holmes asked for the context of “resilience” is it referring to economic or climate? Regina  
37 explained the intention for the plan is economic resilience, however, resilience is really open to  
38 everything we should be thinking about and planning for in an evolving economy. When public  
39 funding comes into play, there needs to be a better way to be inclusive. The “first come first serve”  
40 process does not adequately serve every group. We need to ensure diverse populations have access  
41 to these funds and opportunities. Regina said we are addressing this issue and currently awaiting  
42 more information from the Vermont Professionals of Color Network’s engagement efforts.

43  
44 7. Board and Committee member review/volunteers:

45 Catherine referred members to the FY2023 Regional Board Member and Committee Appointments  
46 document included with the packet. She reviewed the current members of each committee and  
47 highlighted vacant positions. Charlie said the Socio-Economic-Housing position has two people who

1 have volunteered. Charlie reminded members Don Meals has retired and there are openings within  
2 the Conservation/Environmental and Clean Water Advisory Committees.

3  
4 Charlie asked whether anyone wanted to volunteer to step into any of the open spots. Bard said it is  
5 important that we contemplate diversity and ways we might incorporate racial equity. Charlie  
6 noted there are 16 community members interested in joining the Equity Advisory Committee.

7  
8 8. Legislative Priority mid-year Review

9 Charlie referred members to the Policy Participation Topics document included with the packet. He  
10 provided a review of each topic and explained there were only a few changes. Charlie asked  
11 members if there were other items they wanted to include or if anything should be removed.

12  
13 Chris said he wondered if we should pay more attention to the challenges of reliable and affordable  
14 childcare in Vermont. If we want to keep college graduates in Vermont, we need to think more  
15 about this. Bard agreed and added there is also an issue with student loan costs, housing costs and  
16 income levels. If recent graduates cannot make enough money to support high student loan  
17 payments and find affordable housing they will not stay in Vermont. He feels we need to focus on  
18 retaining graduates.

19  
20 9. Equity Advisory Committee and Training sessions update

21 Charlie said everyone should have received an equity training invitation email from Emma Vaughn.  
22 The first training session, "Productive conversation about racism and inequities," is scheduled for  
23 Tuesday, July 26 from 5:30 to 7:30 PM. There are four sessions and he encouraged everyone to  
24 attend all four. Dana asked what was different from the previous training sessions that were offered  
25 to members? Emma explained the focus of these sessions is practical application and examples of  
26 ways to apply what you learn in day-to-day situations. Charlie said the Equity Committee is planning  
27 to hold a meeting in September that incorporates current members with new members. He said  
28 currently there are 16 interested people. Catherine asked how we plan to settle on the right  
29 number. Charlie said our equity consultant said the number will be reduced through attrition as  
30 there will be some people who cannot make the scheduled meetings. Jacki said she agrees with  
31 Charlie that the timing of the meetings will be a challenge for some. Charlie said most of the CCRPC  
32 committees have people who are interested and are copied on the information presented even  
33 though they are not able to attend.

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35 10. Chair/Executive Director Report

36 a. Expedited TIP Amendment.

37 Charlie referred members to the TIP Expedited Amendment memo included with the packet.  
38 There was no action required by the board. The memo explained the details of an Expedited TIP  
39 Amendment for the following project: **I-89 Culvert Replacement, Richmond, Project BR067,**  
40 **Amendment FY22-41.** The total estimate for preliminary engineering is \$250,000 and for  
41 construction is \$15,820,000. VTrans will use a combination of COVID stimulus funds at 100%  
42 federal funds and National Highway Preservation Program (NHPP) funds at 90% federal and 10%  
43 state.

- 44 • Add \$225,000 in NHPP funds in FY22 for preliminary engineering
- 45 • Add \$900,000 in COVID stimulus funds for construction in FY22
- 46 • Add \$13,428,000 in NHPP funds for construction in FY23. The FY23 funds will be  
47 advanced construction funds, and VTrans will ask for the funds through August

1 redistribution if possible. If the funds are awarded, we will need to amend the TIP  
2 again in August/September to allow the AC conversion to occur  
3

4 b. Broadband CUD process

5 Charlie said, in terms of broadband coverage, outside of Chittenden County, Vermont is  
6 moving to Fiber. Chittenden County is mostly cable, and in order to support expansion of  
7 broadband/fiber service, we need to establish a Communication Union District (CUD). This  
8 item needs to be on the ballot for those municipalities interested. Regina said the  
9 conversations to date have been focused on the municipalities that are not served by  
10 Burlington Telecom or Waitsfield Telecom. This issue mostly affects Chittenden County's  
11 central and northern towns. Regina also said the funding that is being provided to  
12 Chittenden County is miniscule, because it is based only on the underserved areas. A CUD  
13 will provide the opportunity to get service to the underserved areas and provide fiber  
14 options of existing cable users. Catherine asked if the vote will be on the "intent" to join a  
15 CUD? Regina said selectboards are planning to ask voters if they want to join a CUD. The  
16 ballot question needs to be figured out in August, to be added to the general election before  
17 the August 17<sup>th</sup> deadline.  
18

19 c. Panelope public engagement tool

20 Charlie said we are looking at this product to see if it would be an effective public  
21 engagement tool. He explained South Burlington has used Panelope as a polling tool; it is a  
22 verified resident survey tool. We plan to test it and see how well it works. We will likely  
23 start tests with our committees and board. Charlie asked members if they had any  
24 questions.  
25

26 d. Charlie asked Regina to share her recent news. Regina said she is a finalist (one of two  
27 candidates) for the open Essex Junction City Manager position. She said she really loves  
28 working for the CCRPC and her decision was not in any way a reflection of how she feels  
29 about staff or the work she is currently doing. This will be public on Thursday.  
30

31 11. Committee/Liaison Activities & Reports.

32 The minutes for various committees are included with the packet and as links to the online  
33 documents. The Committee minutes included Executive/Finance Committee with Act 250/Section  
34 248 letters, Transportation Advisory Committee, Board Development Committee, Long Range  
35 Planning Committee, UPWP Committee, and the All-Hazard Mitigation Plan Committee.  
36

37 Bard said he just wanted to bring to everyone's attention that Richmond is looking at what it would  
38 be like to partner with another town for police service.  
39

40 12. Adjournment. CRHIS SHAW MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE BOARD  
41 MEETING AT 7:32 PM. MOTION CARRIED UNANIMOUSLY.  
42

43 Respectfully submitted,  
44 Amy Irvin Witham  
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