

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

5 DATE: Wednesday, October 19, 2022
6 TIME: 6:00 PM
7 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and/or
8 REMOTE ATTENDANCE via ZOOM MEETING VIDEO
9

10 PRESENT: Bolton: Vacant Buel's Gore: Garret Mott
11 Burlington: Andy Montroll Charlotte: Dana Hanley
12 Charlotte: Deidre Holmes (Alt) Colchester: Jacki Murphy
13 Essex: Absent Essex Junction: Dan Kerin
14 Huntington: Barbara Elliott Hinesburg: Mike Bissonnette
15 Jericho: Absent Milton: Chuck Wilton
16 Richmond: Bard Hill St. George: Absent
17 Shelburne: John Zicconi So. Burlington: Chris Shaw
18 Underhill: Brad Holden Westford: Absent
19 Williston: Andrew Watts Winooski: Mike O'Brien
20 Cons/Env.: Miles Waite VTrans: Amy Bell
21 Socio-Econ/Housing: Bruce Wilson FHWA: Absent
22 Bus/Ind: Absent GMT: Absent
23 Agriculture: Absent
24
25 Others: CCTV, Scott Moody Guest, Benjamin Bornstein, Westford
26 VTrans: Matthew Arancio
27
28 CCRPC Staff: Charlie Baker, Executive Director Taylor Newton, Planning Prgrm Mgr.
29 Eleni Churchill, Transp. Prgrm Mgr. Forest Cohen, Sr. Business Mgr.
30 Amy Irvin Witham, Business Office Mgr. Mckenzie Spear, Business Office Assoc.
31 Christine Forde, Sr. Transp. Planner Marshall Distel, Sr. Transp. Planner
32 Dan Albrecht, Senior Planner Bryan Davis, Sr. Transp. Planner
33 Emma Vaughn, Communications Mgr.
34

- 35 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order by Chris Shaw,
36 the Vice Chair, at 6:00 PM. Introductions of new board members was made.
37
38 2. Public Comment Period on Items NOT on the Agenda. None
39
40 3. Staff introductions
41 Chris Shaw explained the Board wanted to learn more about CCRPC staff members, their work and
42 projects they are associated with. Over the coming months, staff members will provide brief
43 introductions during board meetings. Chris introduced CCRPC staff Charlie Baker and Dan Albrecht.
44 Charlie thanked Chris. He stated he has been with CCRPC as the Executive Director for the past 15
45 years. Previously, he worked in the Philadelphia area, primarily in the planning area for land use and
46 zoning. Charlie then introduced CCRPC staff member Dan Albrecht, Senior Planner. Dan explained he
47 has been with the CCRPC since 2003. He grew up in the suburbs of Bethesda, Maryland. He attended
48 and received his bachelor's degree from Haverford College and holds a Masters in Anthropology

1 from McGill University. He worked in Alaska as an Executive Director for an Alaska Native
2 Fishermen's Association. Dan came to Vermont in 2001 and received his Master's in Natural
3 Resources Planning from UVM. He worked for one year for the Town of Charlotte as a Selectboard
4 Assistant before joining the CCRPC. He first worked on the Lake Champlain Byway project and
5 worked with Taylor Newton to run the Brownfields Assistance program. Currently, Dan's focus is
6 primarily on water quality issues such as managing the Clean Water Advisory Committee and the
7 MS4 Subcommittee. Dan said he will be managing the Clean Water Service Provider program, which
8 serves the Northern Lake Champlain Basin. Chris Shaw asked Dan what Brownfields is? Dan
9 explained that Brownfield's is a property that has real or perceived contamination issues. Using EPA
10 and State grants, CCRPC has consultants on retainer who can conduct environmental site
11 assessments of properties prior to redevelopment.

12
13 Chris thanked Charlie and Dan for their many contributions to the CCRPC.

14
15 4. Action on Consent Agenda -MPO Action

16 The consent agenda included the following items:

- 17 • **FY23 TIP Amendment, Queen City Park Rd. Side-path, Burlington, Project BP119,**
18 **Amendment FY23-01.** Add \$180K for preliminary engineering in FY23. This project was
19 awarded a 2022 VTrans Bicycle and Pedestrian Program award of \$828K, to construct a 10-ft
20 wide path along Queen City Park Road.
- 21 • **Approval of Comments to be Submitted to VTrans on VPSP2 Selected Bridge Project List –**
22 CCRPC compiled comments in support of three projects not selected for inclusion in the
23 Town Highway Bridge program: Queen City Park Road Bridge, Burlington; Bay Road Bridge,
24 Shelburne; Bridge 9H on Main Road, Huntington. These comments will be submitted to
25 VTrans with a request to reconsider these projects.

26
27 JOHN ZICCONI MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE CONSENT
28 AGENDA ITEMS. MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS.

29
30 5. Approve Minutes of the September 21, 2022, Board Meeting.

31 GARRET MOTT MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE SEPTEMBER
32 21, 2022, BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED WITH ABSTENTIONS FROM
33 BRAD HOLDEN, JOHN ZICCONI, MIKE O'BRIEN, DEIRDRE HOLMES, and CHUCK WILTON.

- 34
35 • Edit: Pg, 4 line 21: Update the word "manage" to "manager"

36
37 6. Municipal Dues

38 Charlie referred members to the Municipal Dues memo included with the packet. He explained the
39 original staff recommendation was an increase of 3.4%, however, after discussions during the
40 October 5 Executive Committee meeting, members recommended 3%. Charlie said staff
41 recommended the increase due to factors such as inflation and increases (approximately 30%) in
42 transportation planning funds. With the increased funding we need more dues to cover the match.
43 Municipal dues assessment amounts are based on the most recent Equalized Education Grand list
44 (EEGL) issued by the State of Vermont. The EEGL data is available on the VT Department of Taxes
45 website. CCRPC uses the Employment Cost Index (ECI) for State and Local Government employee
46 compensation, which is published by the U.S. Bureau of Labor Statistics as an index for dues
47 increases. Chris Shaw said the general drivers are typically inflation and staff benefits, like increased

1 health insurance costs. Chris said he feels the 3% increase was reasonable and the amount the
2 Executive Committee is recommending for Board approval.

3
4 MIKE O'BRIEN MADE A MOTION, SECONDED BY MIKE BISSONETTE, TO RECOMMEND THE
5 PROPOSED INCREASE OF 3% FOR THE FY23 MUNICIPAL DUES. MOTION CARRIED UNANIMOUSLY.

6
7 Mike O'Brien reminded members although there was a surplus last year, we cannot count on having
8 surplus in dues each year. Charlie said yes, we had excess revenues compared to expenses,
9 however, we still have not hit the 3-months of reserves mark. This is another reason we requested
10 an increase in dues. Member discussion ensued. Chuck Wilton reminded members money coming
11 in from ARPA funds is a one-time deal and we need to ensure our towns can take advantage of this
12 historic opportunity; these are short term funds. Charlie said towns have used the revenue
13 replacement provisions and he agreed with Chuck, this is a one-time funding opportunity. Garret
14 mentioned Buel's Gore had a recent reappraisal and agreed with the increase.

15
16 7. Park and Ride Plan Approval.

17 Charlie introduced Marshall Distel to discuss the Park and Ride Plan. Marshall said tonight we are
18 asking the Board to approve the 2022 Park and Ride Plan and referred members to the memo
19 included within the packet. Marshall reminded everyone of last month's presentation by Jonathan
20 Slason, from RSG. He explained this Park and Ride Plan is an update to the 2011 Plan and CCRPC
21 used a revised approach to accommodate for many changes in travel and demands for park and ride
22 facilities. He also stated a site in Essex, in the vicinity of VT289 and VT117, was added to the list for
23 future consideration. This brings the total recommended facilities to 10 and is a change from the
24 September Board presentation that featured 9 location. VTrans submitted comments including
25 minor edits, requesting clarifications about EV charging stations, as well as a few other helpful
26 details. Staff and our consultant, RSG feel these recommendations and comments can easily be
27 incorporated into the plan.

28
29 Garret Mott was curious why VTrans recommended against fast charging stations at all facilities? He
30 disagrees with this notion and feels if the goal is to increase the volume of EV's we need all the
31 charging stations, particularly fast charging stations, that we can get. Amy Bell, VTrans, explained
32 they are currently working to identify fast charging locations throughout the State. The current
33 focus and intent is to establish fast charging stations at all major corridors and in prime locations.
34 Unfortunately, not all park and rides are located along these corridors, so they are not top priority
35 locations for fast charging stations. Chris Shaw asked for more specific examples of where fast
36 charging would be available. Eleni Churchill said we can provide more information on where fast
37 charging stations are planned by VTrans at a later date. She will reach out to VTrans and request
38 they provide a presentation to the board on this topic in the near future. Bard said he contemplates
39 this in terms of Richmond. He is concerned that we only focus the park and ride accessibility on
40 vehicles and undervalue people who may want to walk or bike to park and ride locations. He asked
41 how we can contemplate and accommodate all modes of access. John Zicconi asked Marshall if the
42 Shelburne facility location is at the old train station. Marshall answered yes that this location was
43 identified in the 2011 plan. John said the Railroad owns that property and it has been the subject of
44 disputes in the past. If we are considering this location, he suggested contacting the railroad
45 directly, in order to ensure that they are open to keeping this location in the plan. Eleni said we will
46 update the plan to read, "initiate discussions with VRS/owners of the proposed park & ride
47 location." John agreed with her suggestion. Garret said he would prefer all locations to include fast
48 charging stations. Bard reiterated his feeling that when planning park and rides, we should include

1 other modes (pedestrian and bicycle) as well as vehicle traffic. He feels adequate research should be
2 conducted to ensure pedestrian traffic and bicyclists can access park and rides as easily as vehicles.
3 Garret said we are seeing many more electric bikes and scooters and charging stations for these
4 should be accommodated. Bruce Wilson mentioned bus transit, and the fact the busses only hold
5 space for two bikes. He said that many people bike to and from bus stops and busses should
6 accommodate more than just two bikes.

7
8 GARRET MOTT MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE PARK AND RIDE
9 PLAN WITH EDITS. MOTION CARRIED WITH ONE ABSTENTION FROM AMY BELL.

10
11 8. Town of Bolton Enhanced Energy Plan

12 Taylor Newton referred members to the memo included in the packet. He explained a few years ago
13 the State Legislature required the development of enhanced energy plans by RPCs. This requirement
14 led to ECOS Plan updates that included various energy plan incentives and goals. Another change
15 was to create an optional process for municipalities to develop an outline of an enhanced energy
16 plan. The Town of Bolton requested the CCRPC grant a determination of energy compliance to the
17 2017 Bolton Town Plan. The plan was amended by their selectboard on September 6, 2022, to
18 include an enhanced energy plan. The CCRPC has the responsibility to ensure that Bolton has met
19 the requirement, and the PAC certified the Bolton plan meets the energy compliance requirements
20 and they recommend Board approval.

21
22 MIKE O'BRIEN MADE A MOTION, SECONDED BY JOHN ZICCONI, TO APPROVE THE BOLTON
23 ENHANCED ENERGY PLAN. MOTION CARRIED UNANIMOUSLY.

24
25 9. Equity update

26 Charlie said we have hired Anne Nelson Stoner as our Equity and Engagement Manager. Anne
27 Nelson will begin work on Monday, October 31. The Equity Advisory Committee is still being
28 formed. There are eight community members interested in joining this committee. Charlie reminded
29 members our next equity training session will be held the evening of November 9, 2022. Emma
30 Vaughn will send out an e-mail on this soon. Charlie said we are nearing the end of this phase of
31 work with our equity consultant, The Creative Discourse Group. Charlie also noted CATMA held a
32 transportation summit yesterday and equity was a major focus during the summit.

33
34 10. Legislative Breakfast Priorities

35 Charlie explained we are hoping to schedule the Legislative Breakfast on the morning of Thursday
36 December 8th. He reminded members we hold this meeting with Legislatures, Selectboard and
37 CCRPC every December with the intention to discuss policies that are important to our
38 municipalities. Some of the topics this year are clean water, affordable housing initiatives,
39 broadband expansion, economic development, and more. Charlie asked members to share any
40 topics they would like to focus on.

41
42 11. Chair/Executive Director Report

- 43 a. Hiring Updates. Charlie welcomed and introduced the new Business Office Associate
44 Mckenzie Spear to members. He said in addition to Mckenzie and Anne Nelson, Darren
45 Schibler has been hired for the planner position. Darren is currently a planner in Essex and
46 will begin at the CCRPC on November 1, 2022.

47

- 1 b. Building Homes together. Charlie said a press conference will be held next week. This began
2 as a 5-year campaign, and during the next 5-year increment there is a goal to build 5000
3 homes in Chittenden County. We will continue to support these efforts.
- 4 c. Communications Union District Ballot item Charlie said we are working with 5 municipalities,
5 Shelburne, South Burlington, Williston, Essex, and Essex Junction, to create a
6 Communications Union District. Each town needs a “Yes” vote on the CUD article on their
7 November ballots. Membership in a CUD poses no financial risk to the town or individual
8 taxpayers, by state statute, meaning taxpayer dollars will not be used and if the CUD fails,
9 no liability falls to the member towns or taxpayers. Charlie said other towns could join the
10 CUD later by action of the elected body. It appears that forming of a CUD is the only way to
11 get Broadband state funding into Chittenden County. More information can be found on our
12 website through the following link: <https://www.ccrpcvt.org/our-work/broadband/>
13
- 14 d. Municipal Building Energy Resilience Grant Program Charlie said this is a \$40+ million-dollar
15 bill with ARPA funds. The purpose of some of the funds is to help municipalities pursue
16 alternative sources of energy. Charlie said this program is now moving forward and there
17 will be a significant amount of funding for RPCs to help towns administer this grant program.

18
19 12. Committee/Liaison Activities & Reports.

20 The minutes for various committees are included with the packet and as links to the online
21 documents. The Committee minutes included Executive/Finance Committee with Act 250/Section
22 248 letters, Transportation Advisory Committee, Clean Water Advisory/MS4 sub-Committee, and
23 the Long-Range Planning Committee.

24
25 13. Adjournment. GARRET MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE BOARD
26 MEETING AT 7:19 PM. MOTION CARRIED UNANIMOUSLY.

27
28 Respectfully submitted,
29 Amy Irvin Witham

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