

# REGULAR MEETING AGENDA

Wednesday, November 16, 2022, 6:00 pm

Large Conference Room, CCRPC Offices

110 West Canal Street, Suite 202, Winooski, VT



## Or by Remote Attendance:

Join Zoom Meeting: <https://us02web.zoom.us/j/86231173204>

One tap mobile: +13092053325,,86231173204#

Dial in: +1 646 876 9923 Meeting ID: 862 3117 3204

**5:00pm Board Orientation Session: Focus on Projects - all members welcome!**

## CONSENT AGENDA – none

## DELIBERATIVE AGENDA

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. Staff Introductions – Forest, Amy, and McKenzie (Discussion; 8 minutes)
4. Consent agenda – none (MPO Action; 1 min.)
5. Approve Minutes of October 19, 2022, Meeting\* (Action; 1 min.)
6. FY22 Audit\* (Action; 15 minutes)
7. TIP Amendment – Winooski/Burlington Main St Bridge, VTrans\* (Action; 10 minutes)
8. National EV Infrastructure Plan, VTrans\* (Discussion; 20 minutes)
9. Comprehensive Economic Development Plan – Update (Discussion; 10 minutes)
  - a. Regional Priority Project List (Action; 5 minutes)
10. Equity Update\* (Discussion; 10 minutes)
  - a. Equity Advisory Committee Members Appointment (Action; 5 minutes)
11. Legislative Breakfast Priorities\* (Discussion; 10 minutes)
12. Chair/Executive Director's Updates (Information; 1 min.)
  - a. Hiring updates
  - b. Building Homes Together 2.0 – Year 1
  - c. Communications Union District voting results & next steps
  - d. Municipal building energy resilience grant program
13. Committee/Liaison Activities & Reports \* (Information; 1 min.)
  - a. [Executive Committee](#) (draft minutes November 2, 2022)\*
    - i. Act 250/248 Applications
  - b. [Transportation Advisory Committee](#) (draft minutes November 1, 2022) \*
  - c. [Clean Water Advisory Committee](#) (draft minutes November 1, 2022 & [minutes](#) October 11) \*
  - d. [MS4 Sub-Committee](#) (draft minutes November 1, 2022 & [minutes](#) October 11) \*
14. Adjournment (Action; 1 min.)

*\*Attachment*

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. \*121 or [evaughn@ccrpcvt.org](mailto:evaughn@ccrpcvt.org), no later than 3 business days prior to the meeting for which services are requested.*

Upcoming Meetings - Unless otherwise noted, all meetings are held primarily virtually:

- Transportation Advisory Committee – Tuesday, December 6, 2022, 9am
- Clean Water Advisory Committee - Tuesday, December 6, 2022, 11am
- CWAC MS4 Subcommittee - Tuesday, December 6, 2022, ~12:30pm
- Executive Committee – Wednesday, December 7, 2022, 5:45pm
- Long Range Planning Committee - Tuesday, December 13, 2022, 7pm
- Planning Advisory Committee – Wednesday, TBD, 2:30pm
- Equity Advisory Committee – TBD

Tentative future Board agenda items:

December 8, 2022 7:30 am Delta Hotel, South Burlington	Legislative Breakfast
January 18, 2023	Public Forum FY24 UPWP Mid-year Adjustment UPWP and Budget Draft Comprehensive Economic Development Strategy Active Transportation Draft Equity Update Legislative Breakfast Debrief
February 15, 2023	Active Transportation Action Metropolitan Transportation Plan Equity Update Legislative Breakfast Debrief

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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
REGULAR MEETING MINUTES  
**DRAFT**

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

PRESENT:	Bolton:	Vacant	Buel's Gore:	Garret Mott
	Burlington:	Andy Montroll	Charlotte:	Dana Hanley
	Charlotte:	Deidre Holmes (Alt)	Colchester:	Jacki Murphy
	Essex:	Absent	Essex Junction:	Dan Kerin
	Huntington:	Barbara Elliott	Hinesburg:	Mike Bissonnette
	Jericho:	Absent	Milton:	Chuck Wilton
	Richmond:	Bard Hill	St. George:	Absent
	Shelburne:	John Zicconi	So. Burlington:	Chris Shaw
	Underhill:	Brad Holden	Westford:	Absent
	Williston:	Andrew Watts	Winooski:	Mike O'Brien
	Cons/Env.:	Miles Waite	VTrans:	Amy Bell
	Socio-Econ/Housing:	Bruce Wilson	FHWA:	Absent
	Bus/Ind:	Absent	GMT:	Absent
	Agriculture:	Absent		

Others: CCTV, Scott Moody      Guest, Benjamin Bornstein, Westford  
VTrans: Matthew Arancio

CCRPC Staff:	Charlie Baker, Executive Director	Taylor Newton, Planning Prgrm Mgr.
	Eleni Churchill, Transp. Prgrm Mgr.	Forest Cohen, Sr. Business Mgr.
	Amy Irvin Witham, Business Office Mgr.	Mckenzie Spear, Business Office Assoc.
	Christine Forde, Sr. Transp. Planner	Marshall Distel, Sr. Transp. Planner
	Dan Albrecht, Senior Planner	Bryan Davis, Sr. Transp. Planner
	Emma Vaughn, Communications Mgr.	

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order by Chris Shaw, the Vice Chair, at 6:00 PM. Introductions of new board members was made.

2. Public Comment Period on Items NOT on the Agenda. None

3. Staff introductions

Chris Shaw explained the Board wanted to learn more about CCRPC staff members, their work and projects they are associated with. Over the coming months, staff members will provide brief introductions during board meetings. Chris introduced CCRPC staff Charlie Baker and Dan Albrecht. Charlie thanked Chris. He stated he has been with CCRPC as the Executive Director for the past 15 years. Previously, he worked in the Philadelphia area, primarily in the planning area for land use and zoning. Charlie then introduced CCRPC staff member Dan Albrecht, Senior Planner. Dan explained he has been with the CCRPC since 2003. He grew up in the suburbs of Bethesda, Maryland. He attended and received his bachelor's degree from Haverford College and holds a Masters in Anthropology

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

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

4. Action on Consent Agenda -MPO Action

The consent agenda included the following items:

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

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

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

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

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

6. Municipal Dues

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

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

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

8. Town of Bolton Enhanced Energy Plan

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

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

9. Equity update

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

10. Legislative Breakfast Priorities

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

11. Chair/Executive Director Report

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

- 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  
30

**Sullivan, Powers & Co., P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

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November 3, 2022

To the Executive and the Finance Committees  
of the Board  
Chittenden County Regional  
Planning Commission  
Winooski, Vermont 05404

We have audited the financial statements of the Chittenden County Regional Planning Commission as of and for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, "Government Auditing Standards" and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated June 8, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and the Uniform Guidance

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements, prepared or approved by management with your oversight, are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Chittenden County Regional Planning Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on its major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the Chittenden County Regional Planning Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit. Also in accordance with the Uniform Guidance, we examined, on a test basis, evidence about the Chittenden County Regional Planning Commission's compliance with the types of compliance requirements described in the "U.S. Office of Management and Budget (OMB) 2 CFR Part 200, Appendix XI Compliance Supplement" applicable to its major federal program for the purpose of expressing an opinion on the Chittenden County Regional Planning Commission's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Chittenden County Regional Planning Commission's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

#### Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

#### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Chittenden County Regional Planning Commission are described in Note 1 to the financial statements. The Chittenden County Regional Planning Commission adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 87, "Leases". No other new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Chittenden County Regional Planning Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were the allowance for uncollectible receivables, the useful lives of property, plant and equipment used to compute depreciation and the net pension liability and related deferred outflows and inflows of resources related to the Chittenden County Regional Planning Commission's participation in VMERS.

Management's estimate of the allowance for uncollectible receivables and the useful lives of property, plant and equipment used to compute depreciation are based on an analysis of the aging of the receivables and the nature of the items. The estimate of the net pension liability and related deferred outflows and inflows of resources related to the Chittenden County Regional Planning Commission's participation in VMERS is based on information received from the State of Vermont. We evaluated the key factors and assumptions used to develop the allowance for uncollectible receivables, the useful lives of property, plant and equipment and the net pension liability and related deferred outflows and inflows of resources related to the Chittenden County Regional Planning Commission's participation in VMERS in determining that they are reasonable in relation to the financial statements taken as a whole.

#### *Difficulties Encountered in Performing the Audit*

We encountered no difficulties in dealing with management or staff in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all the misstatements identified. None of the misstatements detected as a result of audit procedures were considered material, either individually or in the aggregate, to the financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 3, 2022.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Chittenden County Regional Planning Commission’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to our retention as the Chittenden County Regional Planning Commission’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Other Matters*

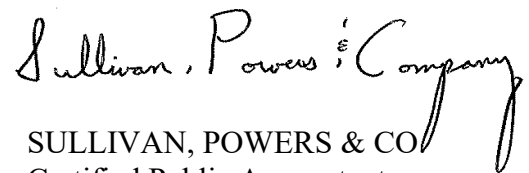
We applied certain limited procedures to the Management’s Discussion and Analysis, the Schedule of Proportionate Share of the Net Pension Liability and the Schedule of Contributions which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Operations – Budget and Actual, Schedule of Fiscal Year 2022 Indirect Cost Rate Calculation, the Schedule of Direct and Indirect Costs Recovered, the Schedule of Direct and Indirect Costs, the Schedule of Vermont Agency of Commerce and Community Development Funds and the Schedule of Expenditures of Federal Awards which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We also compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

*Restrictions on Use*

This information is intended solely for the use of the Executive and Finance Committees of the Board of Directors and management of the Chittenden County Regional Planning Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Respectfully submitted,

  
SULLIVAN, POWERS & CO  
Certified Public Accountants





## **Chittenden County Regional Planning Commission**

**November 16, 2022**

**Agenda Item 7: Action Item**

### **Transportation Improvement Program TIP Amendment**

**Issues:**

Make the change listed below to the FY23 year of the TIP. The FY2023-2026 TIP has not yet been approved by FHWA so these changes will apply to both the FY2022-2025 TIP, which remains in effect, and the FY2023-2026 TIP.

**Main Street Winooski River Bridge, Burlington-Winooski** (Project BR070, Amendment FY23-02)

- **Description of TIP Change:** Add \$1,000,000 in federal grant funds for preliminary engineering in FY23 and \$1,000,000 in federal grant funds for preliminary engineering in FY24. Right-of-way and construction funds will be added when the schedule is confirmed.
- **Reason for the Change:** This project was awarded a \$24.8 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant to replace the 93-year old Winooski River Bridge. The construction estimate is \$43.7 million and will be funded with 80 percent federal funds, 10 percent state funds, and 10 percent local funds. Construction schedule is to be determined.

**Staff/TAC**

**Recommendation:**

Recommend that the Board approve the proposed TIP Amendment

**For more information  
contact:**

Christine Forde  
cforde@ccrpcvt.org or 846-4490 ext. 113

# West Central Vermont

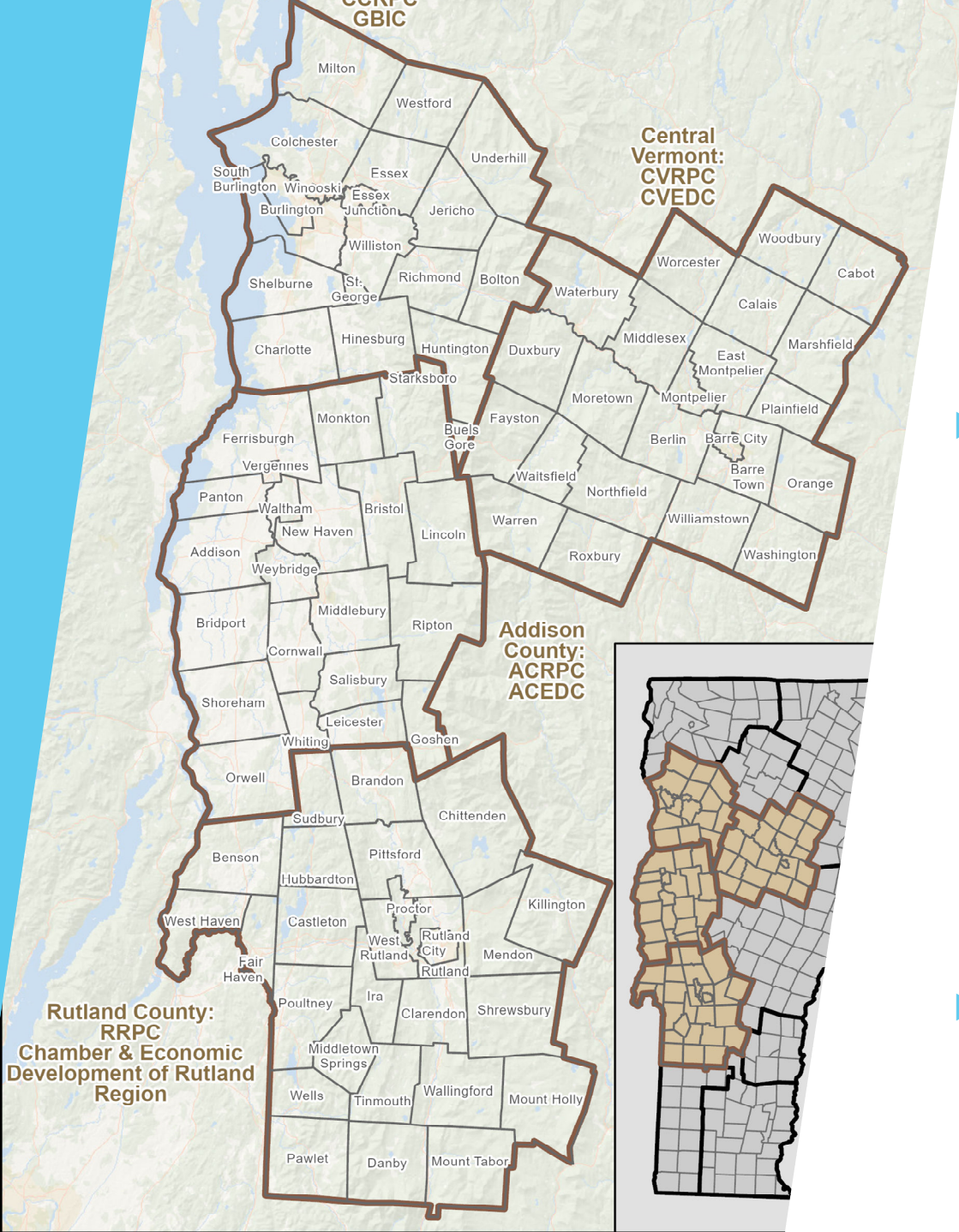
Comprehensive Economic Development Strategy (CEDS)

# Objectives

- ▶ Review West Central Vermont CEDS Project Partnership
- ▶ Discuss Project Extension
- ▶ Review Timeline

# What is a CEDS?

- ▶ A strategy-driven plan for regional economic development
- ▶ US Economic Development Administration (EDA) Requirements
  - ▶ Economic Profile/Summary
  - ▶ SWOT Analysis
  - ▶ Strategic Direction/Action Plan
  - ▶ Evaluation Framework (Indicators)
  - ▶ Must Address “Economic Resilience”



# What is West Central Vermont?

- ▶ Four sub-regions:
  - ▶ Addison County (except Granville and Hancock)
  - ▶ Chittenden County
  - ▶ Central Vermont (Washington County plus Orange, Washington, and Williamstown in Orange County)
  - ▶ Rutland County (except Pittsfield)
- ▶ 90 Municipalities

# July CCRPC Board Meeting

- ▶ Reviewed Work-to-date
- ▶ Reviewed Key Findings
- ▶ Review CEDS Goals and Actions
- ▶ Discuss CEDS and ECOS Plan Integration

# Project Status

- ▶ First Draft
  - ▶ Completed - June 2022
  - ▶ Public Comments Deadline - late August 2022
- ▶ Extension Request
  - ▶ EDA Approved - Early October 2022
  - ▶ Why?
    - ▶ Staff turnover at partner organizations
    - ▶ Coordination with some partner Board needed
    - ▶ Need for additional outreach to underrepresented communities

# Project Status

- ▶ Second Draft
  - ▶ Released 11/1/22
  - ▶ Concentrating outreach
    - ▶ Working in coordination with VT PoC Network and VT Racial Justice Alliance
- ▶ Revised Timeline
  - ▶ Complete second round of engagement - early to mid January 2023
  - ▶ Complete final edits - February 2023
  - ▶ Adopt CEDS - March 2023



# CEDS – Second Draft

- ▶ Draft available at:  
<https://www.westcentralvt.org/>
- ▶ Soliciting comments via:
  - ▶ [Konveio](#)
  - ▶ Email at [info@westcentralvt.org](mailto:info@westcentralvt.org)
- ▶ Comment deadline: December 9, 2022
- ▶ Final Draft: Complete by end of January 2023



## West Central Vermont Comprehensive Economic Development Strategy

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The central area is a plain, light grayish-white.

Questions?



# Why Write a CEDS?

- ▶ Collaboration and Coordination
  - ▶ Inform Regional Plans
  - ▶ Cross sector coordination and collaboration
  - ▶ Equity
  - ▶ Potential Economic Development District (EDD)
- ▶ Additional EDA Funding Opportunities
- ▶ Three Sub-regions do not have a CEDS
  - ▶ CCRPC/GBIC sub-region has a CEDS

# Work to Date

## Outreach and Engagement

- Workshop
- Focus Groups
- Employer Survey

## Economic Profile

## SWOT/SOAR

## Draft EDD Bylaws

## Draft CEDS

# CEDS – Key Findings

- ▶ West Central Vermont is the most economically impactful region of Vermont. The Region's geographic size, population, economic base, GDP, personal income, level of education, and infrastructure set it apart from the rest of the State.
  - ▶ Growth centered in Chittenden County
- ▶ Diversity
  - ▶ Between 2010 and 2020, the White alone population declined. The population of all other racial groups increased by 95% over the same period (21,020 persons in 2010 to 40,949 persons in 2020).
- ▶ COVID Response
  - ▶ Federal Assistance - \$11.3 billion to State/businesses/individuals in Vermont
  - ▶ Most severe, direct, and lasting impact on the Leisure and Hospitality supersector of the economy. Total employment in the supersector remained down 16% in December 2021 compared to December 2019.
  - ▶ Total employment in the Retail sector remains down 6% and the Manufacturing supersector remains down 7%. Total employment in these economic sectors did not improve on a month-to-month basis in 2021.
  - ▶ The Region has generally emerged from the pandemic in a strong economic position. Personal income is up, wages have increased, consumption is strong, and job opportunities are plentiful (see Resilience subsection)

# CEDS – Key Findings

- ▶ Economic stability and long-term growth are challenged due to a labor shortage.
  - ▶ The labor force participation rate in Vermont (60.9%) is at its lowest point in over 40 years.
- ▶ The Region has high location quotient values for niche manufacturing and value-added agricultural products
  - ▶ But the manufacturing sector has generally not added jobs at the same rate as other sectors, and wage growth in manufacturing has been slower than in all other sectors, since 2010 (see Regional and Sub-regional Economy subsection).

# CEDS – Key Findings

- ▶ The West Central Vermont Region is not immune to economic inequity that exists in the rest of Vermont and the country.
  - ▶ Gender wage gap
  - ▶ Gaps between White residents and BIPOC residents in education attainment, income, and homeownership rates all exceed national averages
- ▶ Investing in infrastructure in areas planned for growth is a regional priority.
  - ▶ Supports economic development, but also housing and essential services



# CEDS Goals

1. Attract New Workers and Expand Labor Force
2. Equity
3. Business Development and Job Creation
4. Workforce Development and Employee Retention
5. Infrastructure and Resilience
6. Quality of Life

# CEDS and ECOS

- ▶ WCVT CEDS = ECOS Plan Supplement #4
- ▶ Anticipated Adoption: June 2023
- ▶ Potential EDD Creation post-adoption

## The Four Agreements of Courageous Conversations.



### SUGGESTED GROUP AGREEMENTS/CODE OF CONDUCT

- Continue to build trust
- Continuing the work
- Owning intentions and impact
- Emotions are always welcome
- Assuming best intent (and communicate about impact)
- Create clear mission, goals and objectives to guide the work
- Respectful dialogue that doesn't cause harm
- Respect and acceptance of each others differences (different abilities, cultures, etc.). Begin without making assumptions about others.
- Listen with a purpose of understanding, not necessarily agreeing.
- Personal stories and experiences remain confidential (group to decide which things will be shared beyond group)
- Adults who make good decisions together
- Non-judgemental listening and to try to understand where people are coming from

## EAC ROLES DISCUSSION

- Potential Roles
  - Engage with Chittenden County residents
  - Support the work of the CCRPC Equity & Engagement Manager
  - Provide accountability
  - Identify opportunities for direct action

●

## GROUP 1 NOTES

### ENGAGE WITH CHITTENDEN COUNTY RESIDENTS

1. Priorities - how to stop racism
2. Education about how to fight for your rights
3. Need to understand the needs of the community - they need to be consulted with, need to be part of the decision-making process (example: low income people from community aren't able to feed family; these people are most affected by plans and need to take this into consideration - how will transportation plans impact these people)
4. I would love to propose a place to bring back the fun of charity bingo as a fundraiser for Brooklynstrong on small business (Saturday from 3pm-9pm)
5. Figure out how to integrate community voices into decision-making
6. QUESTION: how to integrate some of these specific ideas for engagement with some of the longer range planning work CCRPC is charged with doing?
  - a. Classes about VT culture/rights/

### Supporting equity and engagement manager

1. Help this person define her specific role and understand how to help engage with the community
2. How can EAC support equity and engagement manager?
  - a. Help with communication
  - b. This group could help build trust and relationships between CCRPC and the community
  - c. Maybe some avenues outside of these meetings for communication

## Equity Advisory Committee (EAC) Virtual Meeting | 10.27.22

- d. This group could hold equity manager accountable for meeting the role once it is more defined

### GROUP 2 NOTES

- Wants to see Equity Advisory Committee at the top of the ORg with oversight and impact in all areas of the organization. This will allow real work to get done.
- **More in terms of what makes sense for this group given limited info about the org.**
  - **Starting with review stuff to provide input**
  - **Giving feedback to the E&E Manager over the first few months**
  - **Then move into accountability based on what we've seen and once there is more under of the organization**
- Listen. Good to listen to advice.
- How will the community know about the EAC?
  - This will be important once we are able to articulate who we are and what we are doing.
  - This is important to the members.
  - Recognition.
- Survey to the 19 municipal leaders (board members). Work with folks within Chittenden County to understand. Charlie can share messaging when he visits towns.
-

## Equity Advisory Committee (EAC) Virtual Meeting | 10.27.22

### ENGAGE WITH CHITTENDEN COUNTY RESIDENTS

1. Uplift the stories of diverse community members and ensure that the voices of those most impacted by barriers/access issues are driving decision-making.  
رفع مستوى قصص أعضاء المجتمع المتنوعين والتأكد من أن أصوات الأشخاص الأكثر تأثراً بالحوجز / مشكلات الوصول هي التي تقود عملية صنع القرار.
2. Ensure that community input is incorporated at the beginning of planning processes and revisited before plans are finalized.  
٢. تأكد من دمج المجتمع في بداية عمليات التخطيط ومراجعتها قبل الانتهاء منها.
  - **Plans**
    - Active Transportation Plan – November 2022
    - ECOS Comprehensive Economic Development Strategy – January 2023
    - ECOS Metropolitan Transportation Plan – April 2023
    - ECOS Regional Plan (used in review of Town Plans and Act 250 applications) – September/October 2023
    - Public Participation Plan (includes engagement efforts and stipend policy)- TBD
  - **Studies**
    - Winooski Walk/Bike Plan – kicking off in November 2022
    - Williston Route 2 Corridor Study – starting soon?
    - Others...
3. Create a place for open conversations where new ideas and possibilities can emerge.
  - **EAC meetings**
  - **Periodic summits and/or convenings of partners & municipalities working on equity**

### SUPPORT Equity & Engagement Manager

1. Ensure that equity work is embedded throughout the organization.
  - **Organizational equity statement - soon?**
  - **Code of conduct – soon?**
  - **Procurement policies and procedures - TBD**
  - **Hiring policies and procedures - TBD**
  - **Job descriptions, individual staff work plans – (annual reviews are conducted in January/February) - TBD**
  - **Bylaws (Mission/Vision, EAC as a formal standing committee) – 2024?**
2. Ensure that the manager has a meaningful role in establishing priorities for the Equity Advisory Committee and helping to lead the EAC's work.
  - **Yes**

### PROVIDE ACCOUNTABILITY

1. Identify indicators and metrics to guide CCRPC's equity work.
  - **ECOS Plan Indicators – September/October 2023**
  - **Public Participation Plan metrics - TBD**
2. Understand and track how resources flow through the organization and out into the community.
  - **Unified Planning Work Program – Review in February**
  - **Budget – March**

## Equity Advisory Committee (EAC) Virtual Meeting | 10.27.22

### OPPORTUNITIES FOR DIRECT ACTION

1. Proactively identify new possibilities to create a flow of resources that go directly to communities to help solve immediate challenges
  - Unified Planning Work Program – Applications due January. Review in February
  - Executive Director communications with peer organizations as requested

Chittenden County Regional Planning Commission  
November 16, 2022  
Agenda Item 10: Equity Advisory Committee Membership

**Issue:** As part of the CCRPC's ongoing efforts to build our organization's capacity to address systemic racism and inequities in our communities, and as a result of the findings within our [organizational equity assessment](#), we are creating an **Equity Advisory Committee (EAC)** to oversee our activities to ensure equitable processes and outcomes. Our intention is to bring together a committee that includes primarily community members with diverse lived experiences, interests, and expertise; CCRPC Board members; and CCRPC staff (non-voting members). Following an extensive outreach and communication effort with partner organizations and community members, in coordination with The Creative Discourse Group, the following list of individuals would like to join the Equity Advisory Committee as official members:

Name	Affiliation
Mike O'Brien	CCRPC Board Member
Elaine Haney	CCRPC Board Member
Jacki Murphy	CCRPC Board Member
Bruce Wilson	CCRPC Board Member
Cristalee McSweeney	Executive Director, Williston Community Justice Center
Elaine Wang	Winooski City Manager
FaRied Munarsyah	The People's Kitchen (Burlington)
Rachel Batterson	Director, Housing Discrimination Law Project, VT Legal Aid
Melissa Lang	Academic Program Coordinator, Mercy Connections
Zoraya Hightower	Burlington City Councilor
Virginie Diambou	Racial Equity Director, Champlain Valley Office of Economic Opportunity (CVOEO)
Catarina Campbell**	Director of Diversity, Equity & Inclusion, Howard Center
Ragab Mohamed	Community Member, South Burlington
Ahmed Mohamed	Community Member, South Burlington
Lydia Diamond	Community Member, South Burlington
Omar Derzi	Community Member, Winooski
Jasim Muddafar	Community Member, Winooski
Melissa Heitkamp**	Community Member, Jericho
Charlie Baker	CCRPC Staff
Bryan Davis	CCRPC Staff
Anne Nelson Stoner	CCRPC Staff
Emma Vaughn	CCRPC Staff

\*\* These individuals were not part of the list provided to the Executive Committee at their meeting on 11/2, but have been involved thus far and followed up thereafter to express their interest in joining officially.

**Executive Committee Recommendation:** That the individuals above are appointed to the Equity Advisory Committee.

**Contact:** Emma Vaughn, CCRPC Communications Manager



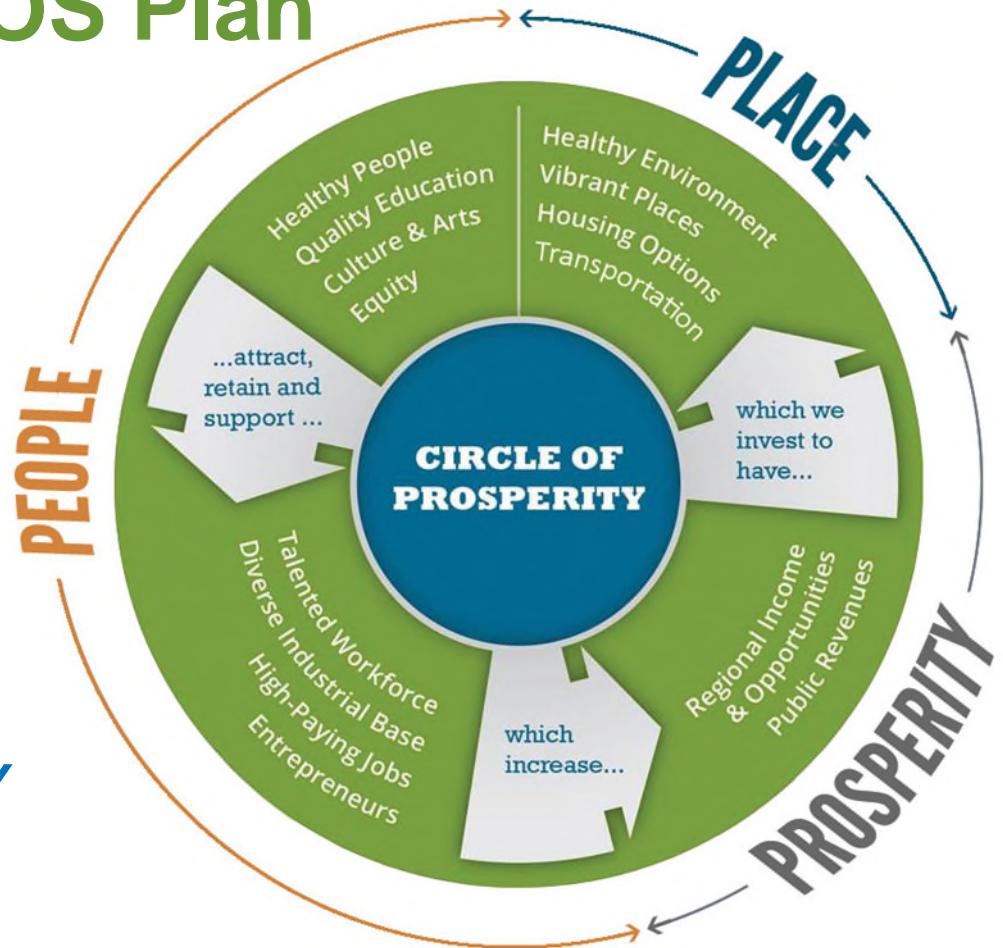
# Chittenden County Municipal Legislative Briefing

## December 8, 2022

8:00 - 8:10	Welcome and Introductions – Catherine McMains, CCRPC Chair
8:10 - 8:30	Key Issues Introduction – Charlie Baker, CCRPC Executive Director <b>CHANGES in RED</b> <ul style="list-style-type: none"><li>Smart Growth Investment<ol style="list-style-type: none"><li>1. Water and Sewer</li><li>2. Permit System - biggest</li><li>3. Housing - BHT</li><li>4. Climate/Energy – landlords carrots/sticks</li><li>5. Transportation</li></ol></li><li>Economic Recovery<ol style="list-style-type: none"><li>1. Workforce – childcare – how to support</li><li>2. Broadband - CUD</li></ol></li><li>Governance/Funding<ol style="list-style-type: none"><li>1. Racial Equity</li><li>2. Open Meeting Law</li><li>3. Regional Dispatch Start-up – update &amp; thank you</li><li>4. Cannabis</li><li>5. Transit Revenue Options</li><li>6. Planning Funding</li></ol></li></ul>
8:30 - 9:00	Discussion

# Implementing Our ECOS Plan

- **Update state laws &** use federal and state funds to increase smart growth investments.
  - Economic recovery
  - Housing
  - Water/Sewer
  - Climate change
  - Equity
- Circle of Prosperity →
- **WHEN CHITTENDEN COUNTY PROSPERS, VERMONT PROSPERS**



# 1. Smart Growth - Water and Sewer

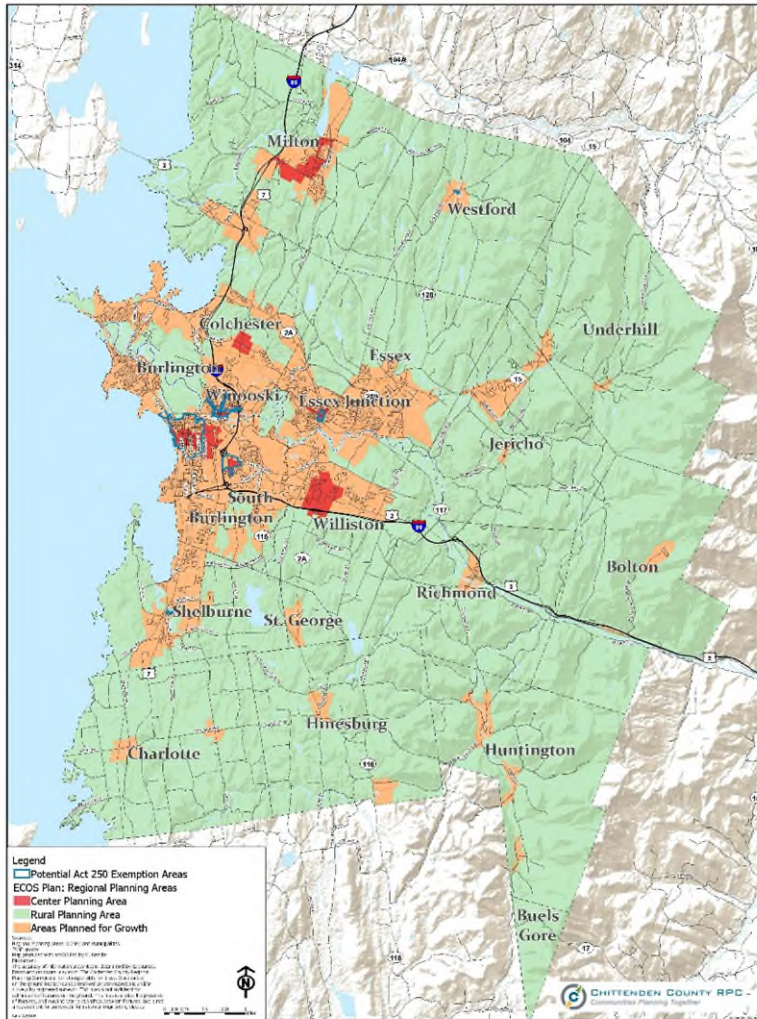
- To support smart economic growth and housing, water and sewer are essential. Key recommendation of Climate Action Plan.
  - *Invest federal funds to upgrade existing water and sewer systems (combined sewer overflows, mobile home parks, etc.)*
  - *Invest federal funds in new water and sewer systems in villages and existing communities – lead with State action*
  - *100% planning funds are great!*
  - *Need stronger state funding commitment for engineering and construction – 80% grants rather than loans*
  - *Authorize RPCs to provide assistance beyond planning stage*
-

## 2. Smart Growth - Permit System

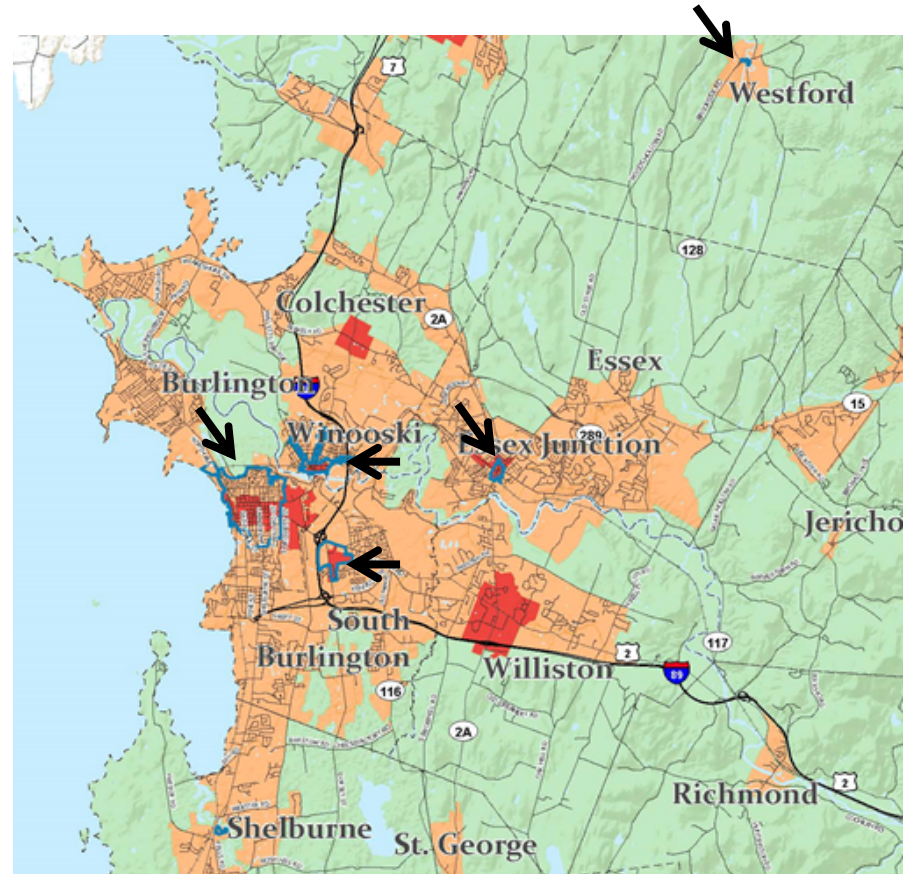
- *Update Act 250 & Chapter 117 to accomplish smart growth goals: encouraging development in our centers and discouraging rural development*
  - *Provide delegation of Act 250 jurisdiction to municipalities with good bylaws for smart growth development; allow villages and existing communities statewide to achieve the same benefit as our downtowns*
  - *End duplication of review between Act 250, State agencies, and municipalities. Improve how different agencies and permit reviews relate to each other. – single review(er) for each issue*
  - *Provide pathway for existing Act 250 permit holders in areas exempted to get out from under Act 250 jurisdiction, as adjacent properties can*
  - *Continue investments in modernizing zoning*
  - *Improve Chapter 117 to decrease discretion at DRB stage and prioritize achieving what is called for in town plans and zoning.*
-



## Future Land Use Map



## Neighborhood Designation Areas



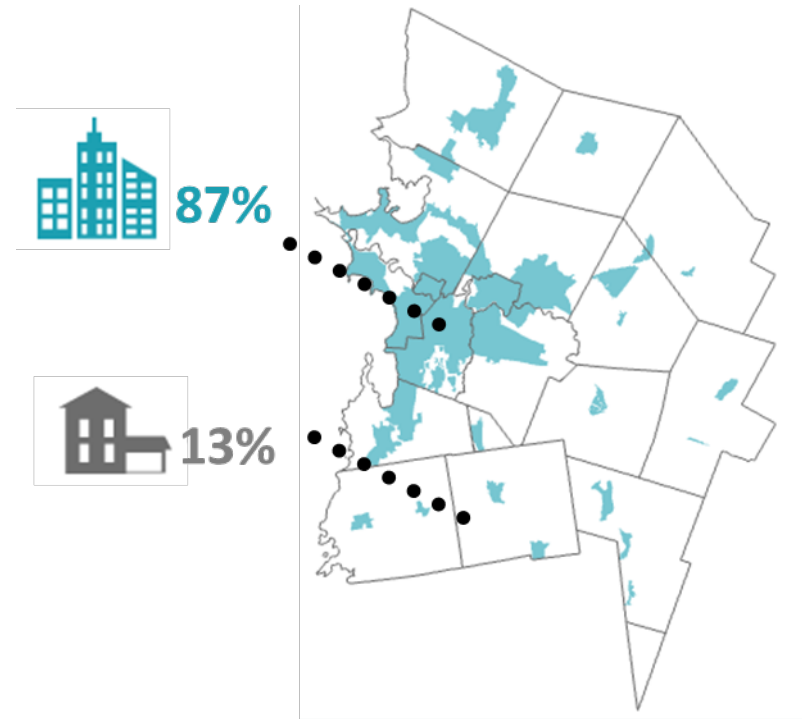
5 of 7 statewide

# 3. Smart Growth - Housing

- *See previous.*
- *Invest in housing development, especially affordable.*
- *Invest in weatherization, especially for lower income and **renters***
- *Improve system for ensuring minimum health and safety standards are met for rentals*
- *Review lending practices, increase tax credits*

## Homes Built in Chittenden County **2017-2021**

5-Year Average for Net New Units



# 4. Smart Growth – Climate/Energy

## ~~Initial Climate Action Plan and Draft Comprehensive Energy Plan review~~

- **CCRPC adopted Regional Energy Plan in 2018** to achieve 90% renewable by 2050. ~~Working with municipalities to implement enhanced energy plans~~ Working on updating the Regional Energy Plan to incorporate State Climate Action Plan and 2022 Comprehensive Energy Plan. Equity impacts will be a focus.
  - *Weatherization, energy efficiency, and energy conversions – especially for targeting property owners of rental units*
  - *State energy codes need improved inspection & enforcement options AIA VT supports giving inspection/enforcement authority to Vermont Division of Fire Safety and renaming Division of Fire and Building Safety (DFBS)*
  - *Consider clean heat standard to address thermal conversion to cleaner fuels to cleaner fuels - statewide policy is critical to meet the targets of the Global Warming Solutions Act while ensuring an equitable transition for all Vermonters*
  - *Local renewable energy generation and storage consider affordable housing as preferred sites for net metering to offset the capital and operating costs.*
  - *Alternative modes of transportation – smart growth & investments in broadband, ridesharing, bus, bike, ped, etc. Electric vehicle transition and charging stations (need >89% of passenger cars/trucks to be EV), including e-bikes*
  - *Adaptation - Investments in electric grid distribution transmission system and resiliency of bridges, culverts, and roads*
  - *Thank you for H.518 Municipal Energy Resilience Initiatives*

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2022 Municipal Legislative Briefing

## 5. Smart Growth - Transportation

- 33% of workers in Chittenden County live outside County compared to 25% in 2002. Causes multiple issues: housing, energy, traffic, etc.
- Last 10 years investment in Chit Co has been about **15%** of State \$
- ***Invest in Capital Program & Transportation Improvement Program Projects***
  - ***Circ Alternative Projects need to keep moving***
  - ***Continue to invest in placemaking: streetscapes, walking, biking, transit, electric vehicles, water quality, and climate resilience.***
  - ***Consider using state funds for paths and sidewalks.***
  - ***Re-examine speed limit setting process.***
  - ***Increase investment in technology: smart traffic signals, testing for autonomous and connected vehicles***
  - ***Increase town highway and bridge funding***



# 1. Economic Recovery - Workforce

- CCRPC & GBIC received funding from EDA to update our Comprehensive Economic Development Strategy with Central Vermont, Addison, and Rutland RPCs and RDCs.
  - Vermont and Chittenden County labor market is at virtual full employment. However, both the state and the County have seen a significant decline in available labor (**40,000+ (>10%) drop in Vermont** since 2009).
  - Workforce is one of GBIC's major areas of concentration. Access and exposure to Career Technical Education (CTE) and professionalization of technical & vocational training within education centers is a critical need for both youth and adults. We continue to work with the State to find ways to enhance these opportunities.
  - VSAC-VSC report Senior Survey of the Class of 2012 to 2016
    - ~50% of Vermont High School Graduates either go on to NO higher education or are no longer enrolled within 3 semesters.
- ***Develop Career Pathways program and continue to implement the State workforce development programs in Act 189 report.***

## 2. Economic Recovery - Broadband

- 100/100 service is the standard, improves economic equity and job growth, decreases driving, important for smart electric grid; be careful with encouraging sprawl and forest fragmentation
  - 75% of Chittenden County sites have 25/3 service or less
  - **4% (~2,000) have 4/1 or less service**
- *CUD has been formed by Essex, Essex Junction, Shelburne, South Burlington, and Williston*
  - *Broadband Board has been very supportive – developing planning options for Chittenden County CUD (should be completed by end of 2022)*
  - *More funding that can be used in Chittenden County is likely to be needed – perhaps federal grants*

# 1. Governance/Funding – Racial Equity

- This is one of our ECOS Plan Strategies. Addressing systemic racism will take a concerted effort by everyone and will benefit everyone.
- CCRPC retained a racial equity consultant to deepen our understanding, help our municipalities, and help us create meaningful change. **Completed CCRPC Organizational Equity Assessment Report in 2021. Formed Equity Advisory Committee in 2022. Hired Equity and Engagement Manager – November 2022.**
  - ***Conduct equity impact assessments on plans, policies, and investments recommended above.***
  - ***Environmental justice.***
  - ***Support implementation of VTrans' Transportation Equity Framework.***

## 2. Governance/Funding – Open Meeting Law

- The flexibility allowed during the state of emergency was helpful.
- *Update statute to **permanently** allow for virtual meetings if desired by the public body. +*

### 3. Governance/Funding – Regional Dispatch Start-up

- As the State looks for alternatives to the current system, we created a Chittenden County Public Safety Authority for the purpose of regional dispatch. This is a real need that is increasing as time goes by.
- This concept works financially and operationally in the long term and will provide better service; however, there is a significant amount of capital needed for start-up
  - *There is \$2.1 million total needed for capital.*
  - *So far, the municipalities have come up with about \$325,000; \$750,000 is proposed for funding by Congressman Welch*
  - ***Thank you for supporting State capital funding to help get this project off the ground. Still a gap of about \$1 million.***

## 4. Governance/Funding – Cannabis

- Local municipalities (via voter approval) may opt in to allow retail cannabis sales in their community.
  - Municipalities cannot issue blanket prohibitions of cannabis establishments (cultivation, testing, warehousing, and distribution) via ordinance or zoning, but can regulate via zoning and local licensing boards.
- *Allow municipalities agreeing to allow retail sales to receive a portion of the excise tax revenue*
- *Consider more ability for municipalities to regulate the number of retail establishments?*

## 5. Governance/Funding – Transit Revenue Options

- The limited ability of the State and municipalities to support transit services with local funding is constraining transit agencies from meeting local demands.
  - The demands for more transit service continues to increase as our population ages and we work to provide transportation options to driving to reduce energy use.
  - There are options to continue fare free service and to remove the pressures on the property tax.
- *Consider options offered in the Transit Financing Study developed by CCRPC, GMT, and VTrans.*

## 6. Governance/Funding – Planning Funding

- In order to address our economic, housing, climate, energy, water quality, and transportation challenges, more resources are needed for planning and community engagement by RPCs and municipalities.
- ***THANK YOU for the first significant increase in regional planning funding in 20 years.***
- ***Consider an FY23 Budget Adjustment to fully fund municipal planning grant requests: ~\$500,000.***



# CCRPC Current Work

This is only a snapshot of current CCRPC work; for more information view our **2022** Annual Report at [www.ccrpcvt.org/annual-reports](http://www.ccrpcvt.org/annual-reports)

- **Water Quality** | Road erosion inventories and conceptual designs. **Started up Basin 5** Clean Water Service Provider. Assisting towns with wastewater planning.
- **Transportation Studies** | Corridor studies, scoping, safety, traffic signal timing analyses, and inventories.
- **Emergency Management** | Supplemental SEOC staffing, disaster local liaison, FEMA and LGER grant assistance, local emergency management plans
- **Energy Plans** | Regional Energy Plan; Municipal Energy Plan assistance with CCRPC's Determination of Energy Compliance.
- **Housing** | Building Homes Together campaign and regional housing convenings.
- **Land Use** | Municipal plan, bylaw, and capital program assistance.
- **Equity** | Hosted summit on November 6, 2021. **Completed** Equity Assessment Report. **Formed Equity Advisory Committee. Hired Equity and Engagement Manager. Partner in Dept. of Health – Health Equity grant work.**

# CCRPC Resources

- **ECOS Scorecard** | 90+ indicators tied to our ECOS Plan goals relating to people, place, and prosperity | <https://app.resultsscorecard.com/Scorecard/Embed/8502>
- **Our Communities** | A link to all of our municipalities; our current and past work with each; links to their websites; basic data | <https://www.ccrpcvt.org/our-communities/>
- **Current Transportation Projects** | Organized by topic | <https://www.ccrpcvt.org/our-work/transportation/current-projects/>
- **ECOS Annual Reports** | Data and progress on ECOS Regional Plan implementation | <http://www.ecosproject.com/annual-report> **print copies to hand out**
- **ECOS Map Viewer** | State, regional & municipal data layers | <http://map.ccrpcvt.org/ChittendenCountyVT>
- **Data** | Links to various transportation, socioeconomic, and geo data | <https://www.ccrpcvt.org/our-work/transportation/data>

# Thank you!

## We are a resource to you!

## Questions/Discussion?

Please contact us for any assistance or to find people to testify:

Charlie Baker, Executive Director

[cbaker@ccrpcvt.org](mailto:cbaker@ccrpcvt.org)

802-735-3500 (cell)

[www.ccrpcvt.org](http://www.ccrpcvt.org)

[www.ecosproject.com](http://www.ecosproject.com)

[www.ccrpcvt.org/about-us/commission/policies-positions/](http://www.ccrpcvt.org/about-us/commission/policies-positions/)

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
JOINT EXECUTIVE and FINANCE COMMITTEE MEETING MINUTES  
DRAFT

DATE: Wednesday, November 2, 2022

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

PRESENT:	Chris Shaw, Vice-Chair	Bard Hill, Secretary/Treasurer
	Michael Bissonette, at large <5000	Mike O'Brien, Imm. Past Chair (5:55 PM)
	Jacki Murphy, at large >5000	Jeff Carr, Finance
	Fred Duplessis, CPA, Sullivan, Powers & Co.	
ABSENT:	Catherine McMains, Chair	
STAFF:	Charlie Baker, Executive Director	Eleni Churchill, Transp. Prog. Mgr.
	Taylor Newton, Planning Prog. Mgr.	Forest Cohen, Senior Business Mgr.
	Amy Irvin Witham, Business Office Mgr.	Emma Vaughn, Communications Mgr.
	Mckenzie Spear, Business Office Assoc.	Anne Nelson Stoner, Equity Mgr.

1. Call to Order, Attendance. The Joint Executive and Finance Committee meeting was called to order by Chris Shaw at 5:45 PM.
2. Changes to the Agenda, Members items. Charlie explained agenda item 7. Equity Update should be listed as an action item and proposed we move agenda item 5. CWSP/BWQC behind agenda item 6. FY22 Audit. Members agreed.
3. Approval of the October 5, 2022, Executive Committee Meeting Minutes  
MICHAEL BISSONETTE MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE OCTOBER 5, 2022, EXECUTIVE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.
4. Act 250 & Section 248 Applications. There were none.
5. CWSP / BWQC Interim Public Participation Policy  
Charlie said that since the CCRPC began working as a Clean Water Service Provider (CWSP) there were edits made to administrative procurement policies. The Department of Environmental Conservation (DEC) has requested a public participation policy should be specifically adopted by Basin Water Quality Councils (BWQC) and their CWSPs. Charlie referred members to the CWSP/BWQC Interim Public Participation Policy document included with the packet. Over the course of the next 18 months the policy will be refined and updated as necessary, but staff is currently asking for approval of the interim policy. Chris Shaw wondered how the CCRPC fits into this since the CCRPC is the CWSP. Charlie said the CCRPC staff serves to implement whereas the Basin Water Quality Council is an advisory council. The relationship structure is akin to the CCRPC Board in terms of support of the CCRPC Unified Planning Work Program (UPWP). There is a similar concept in place for water quality projects; the BWQC approves the projects.

Jacki asked why the Public Participation Policy is an interim policy. Charlie said because it is in the infancy stage, the CWSP/BWQC needs a jumping off point with an ability to refine the policy over the coming months.

1 Bard Hill questioned phrasing that implied the policy was already adopted by CWSP and BWQC.  
2 Charlie said the adoption was based on the Basin Water Quality Council vote that occurred at the  
3 recent meeting held on October 19, 2022. It is to be jointly approved by the BWQC and the CWSP.

4  
5 MIKE BISSONETTE MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE INTERIM  
6 WATER QUALITY COUNCIL PUBLIC PARTICPATION POLICY DOCUMENT. MOTION CARRIED  
7 UNANIMOUSLY.  
8

9 6. FY22 Audit

10 Charlie introduced Fred Duplessis, CPA with Sullivan, Powers & Co., Certified Public Accountants.  
11 Fred stated he and his team recently completed the audit of the FY22 CCRPC financial statements  
12 and provided an overview of the Draft Independent Audit Report included with the packet. He  
13 explained the draft audit is a multi-part document and the audit is conducted following generally  
14 accepted accounting principles in accordance with auditing standards applicable to financial audits  
15 contained in Government Auditing Standards, issued by the Comptroller General of the United  
16 States.  
17

18 Fred explained the location of the "Opinion" changed and is now listed at the beginning of the  
19 report. He also said there was a new accounting principle adopted in terms of how lease agreements  
20 are reported. According to the Governmental Accounting Standards Board, No. 87. The new  
21 methodology requires CCRPC to consider the office space lease to be accounted for as a financial  
22 asset. The rule adds a current liability of accrued interest and both a current and long-term liability  
23 of "Lease Payable". Jeff Carr expressed displeasure with the new GASB reporting for leases and he  
24 feels it is an unnecessary addition.  
25

26 Fred reminded everyone the CCRPC is a member of Vermont Municipal Employees' Retirement  
27 System (VMERS). VMERS offers a pension plan and generally accepted accounting principles (rules)  
28 dictate that the CCRPC's portion of the pension plan liability be listed on the balance sheet. Fred  
29 stated, as he has pointed out in the past, this can result in a large expense on our financial  
30 statements that management has no control over. He said the VMERS figures are based on many  
31 assumptions, which makes it very challenging to represent on the books, however, the CCRPC is  
32 doing exactly what it needs to do. VMERS is confusing as it is a large liability that must be  
33 highlighted in the Audit, and it is important that CCRPC's financial position is displayed aside from  
34 the VMERS liability.  
35

36 Fred explained schedules 4, 5 and 6 are required so the State of Vermont can follow and verify the  
37 calculation of the indirect rate. The approved indirect rate for FY22 was 79.83%. The actual indirect  
38 costs for FY22 were 78.75%. This relatively small difference accounts for about \$13K in surplus. It  
39 should be noted that differences within small percentage points are to be expected and can be  
40 managed. The CCRPC has sought to reduce large swings. There won't be much of a future impact  
41 because the mark was hit closely. Schedule 4 details CCRPC's indirect rate. Schedules 5 and 6  
42 present indirect cost recovery and a breakout of direct and indirect costs for FY22. The FY24 indirect  
43 rate calculation and negotiation with VTrans will be based off the FY22 actual figures.  
44

45 Fred explained in a single audit, the focus is the major program spending, which is typically  
46 categorized under the Highway Planning and Construction; the CDFA (Catalog of Federal Domestic  
47 Assistance). There are two reports on compliance at both the federal and state level and there is a  
48 summary of the entire audit. Overall, the audit was very good. There were no findings of any control

1 weaknesses. Fred stated the CCRPC continued to do a great job of having systems in place to meet  
2 federal requirements and manage federal funds. The CCRPC continues to qualify as a Low-Risk  
3 Auditee, since it has maintained *at least* two years in a row of favorable audits. Fred explained this is  
4 an important designation to federal funders, as it ensures grant funds are managed appropriately.

5  
6 Chris Shaw asked if there is more needs to be done since the audit is in draft form. Fred said there is  
7 nothing needed unless the committee had edits.

8  
9 Jeff asked if the Audit Report should be addressed to the Board of Directors, since he understands  
10 the Board to be Commissioners. Charlie checked the bylaws and confirmed the title is "The Board".  
11 Fred was advised to update this and address the Audit Report to "The Board".

12  
13 Jeff asked why we have custodial credit risk. Fred referred to page 19 and explained we do not.  
14 CCRPC's deposits are insured by the National Credit Union Administration (NCUA) up to \$250K.  
15 Amounts more than that are collateralized by a \$550K Stand-by Letter of Credit issued by the  
16 Federal Home Loan Bank of Boston.

17  
18 Jeff said the Finance Committee and Board Members were given a chance to speak with the auditors  
19 privately, with no staff present, during past meetings. He would like this practice to be reinstated.  
20 Bard agreed. Fred said this can be easily accommodated.

21  
22 Jeff said he was happy to see another clean audit. Charlie thanked Fred for joining the meeting and  
23 providing members with the audit overview and thanked the CCRPC Business Office staff for their  
24 work in achieving a clean audit.

25  
26 JEFF CARR MADE A MOTION, SECONDED BY BARD HILL, TO RECOMMEND BOARD ACCEPTANCE OF  
27 THE FY22 DRAFT AUDIT REPORT WITH RECOMMENDED EDITS. MOTION CARRIED UNANIMOUSLY.

28  
29 **The financial portion of the meeting closed at 6:19 PM. Charlie and Chris thanked Fred Duplessis**  
30 **for his overview. Fred and Jeff Carr excused themselves from the meeting.**

31  
32 7. Equity Update

33 Charlie said the Equity Advisory Committee continues to clarify the scope of their work to occur over  
34 the coming months. He said we will continue to work with The Creative Discourse Group for equity  
35 training sessions. The final session in the current series is scheduled for November 9<sup>th</sup> with a focus  
36 on engagement.

37  
38 Charlie introduced Anne Nelson Stoner, CCRPC's newly hired Equity and Engagement Manager.  
39 Charlie noted Anne Nelson started on Monday and is already working on the many opportunities in  
40 our equity work. Anne Nelson introduced herself and said she is excited to be a member of the  
41 CCRPC team.

42  
43 Jacki Murphy asked if all community members who attended the last Equity Advisory Committee  
44 meeting would become new members of the committee, and if so, would she and Mike be able to  
45 step back a bit. Charlie said we will have more discussions on this, but the number of community  
46 members who can commit to every meeting in the longer term will likely be lower.

47

Charlie screen-shared the list of current candidates. This list is comprised of Board members; Mike O'Brien, Elaine Haney, Jacki Murphy and Bruce Wilson as well as the following community members: Cristalee McSweeney, Elaine Wang, FaRied Munarsyah, Rachel Batterson, Meissa Lang, Zoraya Hightower, Virginie Diambou, Ragab Mohamed, Ahmed Mohamed, Lydia Diamond, Omar Derzi and Jasim Muddafar. Charlie asked members to recommend this list for approval by the CCRPC Board.

JACKI MURPHY MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO RECOMMEND THE LIST OF CANDIDATES FOR THE EQUITY ADVISORY COMMITTEE BE PRESENTED TO THE BOARD FOR APPROVAL. MOTION CARRIED UNANIMOUSLY.

8. November Board Training:

Charlie asked members to share any thoughts and comments they have on the Board training sessions to date. Chris Shaw though last month's training was great. He also said he appreciated the staff introductions from Charlie and Dan. He feels bringing examples of the work and providing information on projects staff is working on is very helpful for Board members. Mike Bissonette agreed and said understanding the process is important. Charlie reminded members there is a significant challenge of describing a "typical" project due to the volume of work, we currently have over 100 projects. Charlie said he will allow extra time to field questions and answers.

9. Legislative Breakfast

Emma Vaughn said the Delta Hotel in Burlington can accommodate the in-person meeting on December 8<sup>th</sup>. She explained there is still a question if people are ready to attend meetings in person. Mike O'Brien asked how the State Legislative representatives are currently holding meetings. Emma and Charlie said they are meeting in-person and they do not anticipate any problems. Emma said it could be challenging to hold a hybrid meeting in a hotel setting. Members agreed meeting in-person for the Legislative Breakfast is fine so long as attendance from the State Representatives is not a problem.

Charlie referred members to the Power Point presentation. He said it is comprised of 19 slides and explained there are multiple topics to potentially be covered, including the following:

- Smart Growth Investment
  - Affordable Housing
  - Water and Wastewater
  - Permits/Permitting System
  - Climate/Energy
  - Transportation
- Economic Recovery
  - Workforce
  - Broadband beyond CUD's (Communications Union Districts)
- Governance/Funding
  - Equity and Inclusion initiatives
  - Open Meeting Law
  - Regional Dispatch Start-up
  - Cannabis
  - Transit Revenue Options
  - Planning funding

Chris Shaw said he would like to see childcare as a topic as it is extremely important. Charlie said that could be addressed under the workforce topic. Mike Bissonette said it would be good to discuss the challenges with the permitting process and talk about ways it can be improved. Charlies said the presentation will be updated and he will provide a new version to members before December 8<sup>th</sup>.

10. Chair/Executive Director Report:

- a. National Association of Development Organizations. Charlie referred members to the link to [National Association of Development Organizations](#) (NADO). He explained he was recently elected to serve as the Secretary, which means he will be in line to eventually serve as the Chair. NADO supports 350 rural regional commissions, like the CCRPC.
- b. Building Homes Together. Charlie said a press conference was held last Friday. There was good participation from many State Leaders including Jill Krowinski, Speaker of the House, Becca Balint, currently running for U.S. Congress, and Burlington Mayor Miro Weinberger.
- c. Salary Range Update. Charlie reminded members we are going to look into paygrades and salary ranges and discuss at the December Executive Committee meeting.
- d. Staffing Update. Charlie said three new employees were hired and recently began work; Anne Nelson Stoner, the new Equity and Engagement Manager, Darren Schibler, Senior Planner and Mckenzie Spear, Business Office Associate. Charlie expressed his appreciation to them for joining the CCRPC team.

11. Draft Board Agenda: Charlie referred members to the November Board Meeting draft agenda included with the packet. Eleni said VTrans staff will be invited to speak on the TIP amendment to include funding to start the Winooski River Bridge project, and that we will add an EV charging Station agenda item; Patrick Murphy from VTrans will be provide a presentation on the statewide EV charging plan. The draft Regional Active Transportation Plan will be presented in January. Chris Shaw asked about an Active Transportation Plan (ATP) for South Burlington. Bryan said to the best of his knowledge South Burlington does not have an adopted walk/bike plan but noted they have a very active Bike/Ped Committee and studies and plans have been completed through the UPWP. As part of the Regional ATP update the consultant provided pedestrian specific recommendations for South Burlington, as well as Milton. If South Burlington is interested in pursuing a walk/bike plan, they could apply through the upcoming FY24 UPWP process.

12. Other Business: None needed

13. Executive Session: None needed.

14. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY JACKI MURPHY, TO ADJOURN THE MEETING AT 7:25PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION ADVISORY COMMITTEE  
MINUTES

DATE: Tuesday, November 1, 2022  
TIME: 9:00 a.m.  
PLACE: Virtual Meeting via Zoom

**Members Present**

Bryan Osborne, Colchester  
Amy Bell, VTrans  
Matthew Arancio, VTrans  
Matthew Langham, VTrans  
Chris Jolly, FHWA  
Bob Henneberger, Seniors  
Norm Baldwin, Burlington  
Dierdre Holmes, Charlotte  
Barbara Elliott, Huntington  
Aaron Martin, Essex  
Ravi Venkataraman, Richmond  
Tom DiPietro, South Burlington  
Adam Wechsler, People with Disability  
Katie Martin, CATMA  
Bruce Hoar, Williston  
Jonathon Weber, Local Motion  
Mary Anne Michaels, Rail  
Chris Damiani, GMT  
Jon Rauscher, Winooski

Wayne Howe, Jericho  
Kurt Johnson, Underhill  
Sam Andersen, GBIC

**Staff**

Charlie Baker, Executive Director  
Eleni Churchill, Transportation Program Manager  
Bryan Davis, Senior Transportation Planner  
Christine Forde, Senior Transportation Planner  
Marshall Distel, Senior Transportation Planner  
Chris Dubin, Senior Transportation Planner  
Jason Charest, Senior Transportation Planning Engineer  
Sai Sarepalli, Senior Transportation Planning Engineer

**Guests**

Patrick Murphy, VTrans  
Carolyn Cota, VTrans  
James LaCroix, VTrans

1. Bryan Osborne called the meeting to order at 9:00 AM.

**2. Consent Agenda**

No consent agenda this month.

**3. Approval of October 4, 2022 Minutes**

BARBARA ELLIOTT MADE A MOTION TO APPROVE THE MINUTES OF OCTOBER 4, 2022, SECONDED BY BOB HENNEBERGER. THE MOTION PASSED UNANIMOUSLY.

**4. Public Comments**

No comments from the public.

**5. Statewide Electric Vehicle Infrastructure Plan**

Patrick Murphy, VTrans, provided an update on electric vehicle (EV) adoption strategies and greenhouse gas emission goals in the State's Climate Action Plan, and offered the State's perspective on the National Electric Vehicle Infrastructure (NEVI) guidelines, the funding available for fast charging needs, and how the State has prioritized planned investments within this context. Patrick shared the differences in charging time, capital costs, and operating costs for charging equipment. Sam asked about the wide ranges in costs within each charging equipment level. Patrick explained that some systems are "smarter" than others and can regulate charging times, collect data, provide payment collection, etc. which can affect the cost. Single family chargers are on the less expensive side.

Patrick shared information about the State's continued investment in electric vehicle charging, beginning in 2014 with \$200,000 in the launch of the Electric Vehicle Supply Equipment (EVSE) Program. The FY23 State budget includes \$10 million appropriated for community charging needs and \$6.25 million for

1 fast charging along highway corridors. Through the NEVI formula program guidance, Vermont is  
2 receiving \$21.2 million and must follow rules around how funds are used, with priority along interstates.  
3 For example, there must be charging stations within 50 miles of each other, and within 1 mile from the  
4 exit or highway intersection. Some guidance is yet to be determined (e.g., minimum equipment standards,  
5 Buy America requirements). Note that out of the \$7.5 billion approved, there is \$1.25 billion set aside for  
6 competitive corridor grants and another \$1.25 billion for community charging grants.

7  
8 Vermont currently doesn't have sites eligible for funding. Meeting federal guidance would require adding  
9 or upgrading about 15 fast charging locations. Sites with other amenities (e.g., restrooms, food, etc.) are  
10 desired. Location prioritization factors include highway traffic volumes, travel services and other  
11 employment, walkability, environmental justice factors, multifamily housing, 3-phase power, proximity  
12 to federally designated EV corridor, and distance to qualifying EV charging stations with four 150kW  
13 DCFC ports. Updating the plan is required annually. Next steps include surveying property owners for  
14 interest in participating, contracting to upgrade 5-6 existing and planned locations, issuing an RFP for  
15 further buildout of alternative fuel corridors, conducting public engagement, and continuing to evaluate  
16 and redevelop statewide plans.

17  
18 Bryan Osborne asked that if 80% of charging would occur at home, then the challenge is capturing the  
19 other 20%. If subsidies are likely required, then how sustainable is that model and what opportunities  
20 exist for investment into this so people can privately finance charging? Patrick said the intent behind this  
21 level of investment is to jump start private investment. This is an initial public investment in partnership  
22 with private investment and requires a 20% match. Patrick notes that 25-30% of chargers that show up on  
23 current maps may not be working so that's another key piece to address, the system needs to be reliable.  
24 Some automakers are requiring investment in charging in their service areas. In addition, funds through  
25 the Inflation Reduction Act are also available. Bryan asked about the national perspective on the  
26 transition away from fossil fuel vehicles to electric vehicles and if the electric grid can support the  
27 transition or to what extent that infrastructure will need upgrading. Patrick said it's not really an issue in  
28 Vermont since we have excess capacity but the Infrastructure Investment and Jobs Act (IIJA) will help to  
29 build out that infrastructure.

30  
31 Sam asked if there is software being developed for residents of multi-unit buildings so they can tell when  
32 their vehicle is charged and ready to be moved so others can charge. Patrick said yes, there are different  
33 charging apps and part of the investments are to determine which are most useful, and which can also be  
34 applied to employer locations as well. The smart systems are able to have different time slots and costs  
35 for different audiences if needed.

36  
37 Jonathon asked if chargers will be installed in existing or new parking spaces. Patrick said the State has  
38 been clear that they don't want any new parking, which would also trigger National Environmental Policy  
39 Act (NEPA), so these will be in existing sites. They may have to make some changes based on heavy duty  
40 charging needs.

#### 41 42 **6. Winooski River Bridge Project Update and Transportation Improvement Program (TIP)**

##### 43 **Amendment**

44 Christine said this project was awarded a \$24.8 million federal RAISE grant. This topic is a presentation  
45 from Carolyn Cota and James LaCrois from VTrans but it also requires action by the TAC to amend the  
46 TIP to add funds for project design. Right-of-way and construction amendments will be added later when  
47 more information is known.

48  
49 Bryan asked if the cost would be shared by Winooski and Burlington, Christine said yes.

50 Sam said the cost seems expensive for design only. Bryan noted that given the total project cost, the  
51 design cost seems reasonable.  
52

Carolyn is the structures program manager and James LaCroix, structures design engineer at VTrans. The project received the \$24.8 million RAISE grant but the total project cost is \$46 million. In order to receive the funds, the project needs to be in the TIP, and the State has to fill out the grant application. There is a tight timeframe with these grants, construction funds need to be obligated prior to September 30, 2026, and all funds have to be expended by September 30, 2031. To do this, the State is pursuing a design-build process. James said that design-build helps get a Request for Proposals (RFP) out sooner, when design and right-of-way are ready. This will also be a progressive design-build which allows the team to carry design a bit further since community need for this bridge is high and allows their needs to be heard deeper into the design process. They're currently working to develop solicitation for proposals to be owners' representatives (State and communities) and to help develop the Request for Qualifications (RFQ) and RFP. During that time plans will also progress through NEPA and there will be public outreach to understand community needs for the bridge and timing of construction. Consultant should be on board in early 2023. The TIP amendment will help pay for the owners' representative, which is necessary to get started. Carolyn said eventually the total project amount needs to be in the TIP. Matthew Langham said once the State knows the project schedule a little better, then they'll ask for another TIP amendment.

Bryan Osborne said this will need extensive public outreach to understand how and when to close the bridge and asked if the cost estimate includes a temporary bridge? James said that the grant application mentioned lateral slide and accelerated bridge construction so these have to be shown, if those aren't feasible then need to get federal permission for another process. If design shows that lateral slide isn't feasible then they'll pursue that permission. A lateral slide is building a new bridge on temporary supports, building the permanent supports, then sliding the new bridge onto the permanent supports. This is a way to limit disruption and traffic impacts. A similar project was completed in Hartford. Katie asked about the difference in timeframe between lateral slide and regular on-alignment construction. James said he hesitates to answer but in general a lateral slide could have 14-21 closure days, whereas on-alignment construction could be 40 closure days. Carolyn said there will be disruption no matter the construction method, but the goal is to minimize it as much as possible. Jonathon said the detour will have greater impact for people walking and biking. James agreed and said they will do their best to address these impacts and work with the community to work on these kinds of details.

SAM ANDERSEN MADE A MOTION TO APPROVE THE PROPOSED TIP AMENDMENT AS DESCRIBED IN THE MEMO, SECONDED BY JONATHON WEBER. THE MOTION PASSED UNANIMOUSLY.

## **7. 2023 Metropolitan Transportation Plan (MTP) Update**

Eleni Churchill, CCRPC, reminded the TAC of the draft MTP plan update in September, and since then staff has been updating various sections and plan to bring a draft plan in December. Christine Forde, CCRPC, then described the MTP financial plan. The MTP is fiscally constrained and will include a list of projects. The process is to calculate the funding expected to be available to the State, and then how much is expected for Chittenden County. The next step is to determine the set-aside for system preservation, which is about 70%. The remaining amount is available for new projects. She shared slides showing previous funding available from the past 10 years and what is expected through 2050. There is about \$440 million in constant dollars for new projects available. This is \$734.8 million adjusted for inflation and will be included in the MTP.

Bryan Osborne noted that the MTP is a long-term plan and asked if there has been consideration of the current state of the economy, such as inflation rates, which impact construction and other costs, is this plan too long term to consider these types of impacts? Christine said that the hope is that the rate comes down over time, and these figures should be taken as a planning level estimate based on what we know and the information we have.

Jason Charest, CCRPC, then shared the results of the modeling for the MTP. There are caveats with the model, in particular it is only tool and can't be used to predict what will happen in the future. There were

four alternatives modeled for the MTP: 2020 existing conditions, 2050 with TIP projects, 2050 with the 2018 MTP projects, and 2050 with the 2023 MTP projects. Jason shared a series of slides showing the modeling results for these alternatives relating to vehicle miles traveled (VMT), VMT per capita, delay per capita, transit/walk/bike mode split, and daily vehicle work trips. Jason explained volume to capacity ratio (v/c ratio), which takes the volume of vehicles on a roadway and divides it by the roadway capacity. This gives a ratio of how much roadway capacity is being used/is still available. He then shared a series of maps showing the modeling results for the four alternatives modeled related to v/c and level of delay (per mile). Katie asked if there a target goal for the v/c ratio? Jason said no but it helps us consider which projects to pursue for further study. Jonathon said he's pleased to see movement away from adding capacity and looking to move people to other modes.

## **8. FY2024 UPWP Solicitation**

Marshall Distel, CCRPC, announced the upcoming FY2024 Unified Planning Work Program (UPWP). This is our annual solicitation of projects to be considered for next year's CCRPC work program. Information and materials will be released later in November. Marshall noted that we've tried to streamline the application process and he expects to release the materials on November 18, with requests due January 20. He reviewed the matching fund requirements and process to develop the UPWP throughout the spring. He asked if there are two TAC members interested in serving on the UPWP Committee. Kurt Johnson and Barbara Elliott volunteered.

## **9. Status of Projects and Subcommittee Reports**

See bulleted list at the end of the agenda for current CCRPC projects. TAC members are encouraged to ask staff for more information on the status of any of these ongoing or recently completed projects.

## **10. CCRPC Board Meeting Report**

In October the Board approved the municipal dues increase, approved the Regional Park and Ride Plan, approved the Bolton Enhanced Energy Plan, was introduced to McKenzie Spear, our new Business Office Associate, heard an update on Anne Nelson Stoner, our new Equity and Engagement Manager, and Darren Schibler, our new Planner, and heard Executive Director updates on formation of the Equity Advisory Committee and other items.

## **11. Chair/Members' Items**

- **VTrans 2023 Transportation Alternatives** grant program: projects must relate directly to surface transportation; note that 50% of grant program funds are reserved for environmental mitigation projects relating to stormwater and highways, including eligible salt and sand shed projects. Virtual informational workshop will be held on November 16 and **applications are due by e-mail (preferred) to [Scott.robertson@vermont.gov](mailto:Scott.robertson@vermont.gov) by December 14, 2022.** More information: <http://vtrans.vermont.gov/highway/local-projects/transport-alt>
- **Animating Infrastructure Grant Program:** The Vermont Arts Council is offering a funding opportunity for communities to integrate works of public art into upcoming infrastructure projects. Grants of up to \$15,000 are available. [Workshop](#) scheduled for November 15, with **project pitches due December 12.** More information at <https://www.vermontartscouncil.org/grants/organizations/animating-infrastructure>.
- **[EV Expo at the REV Conference](#)** October 27 & 28 at the DoubleTree Hilton in South Burlington. Check out new vehicles. Potential opportunity to attend just the EV Expo without having to register for the whole conference. Contact Peggy O'Neill-Vivanco [Peggy.ONeill-Vivanco@uvm.edu](mailto:Peggy.ONeill-Vivanco@uvm.edu).
- **Diesel Emissions Reduction Act (DERA)** funding may be coming this fall: <https://dec.vermont.gov/air-quality/mobile-sources/diesel-emissions/vt-diesel-grant>. Contact Leigh Martin at (802) 261-0713 or [leigh.martin@vermont.gov](mailto:leigh.martin@vermont.gov).
- **NOTE:** in December we will have Chris Bruntlett from the [Dutch Cycling Embassy](#) speak about

1 the Dutch experience with bicycle infrastructure design, maintenance, policy, education and  
2 more. Here is an article about [Bicycle's Conquest of Amsterdam](#) to set the stage.  
3

4 The next TAC meeting is scheduled for Tuesday, December 6, 2022.  
5

6 BRUCE HOAR MADE A MOTION TO ADJOURN, SECONDED BY JONATHON WEBER,  
7 APPROVED UNANIMOUSLY. The meeting adjourned at 10:27.  
8

9 Respectfully submitted, Bryan Davis

DRAFT

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
CLEAN WATER ADVISORY COMMITTEE – DRAFT MINUTES

DATE: Tuesday, November 1, 2022  
SCHEDULED TIME: 11 a.m. to 12:15 p.m.  
PLACE: ONLINE VIA ZOOM  
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all online unless otherwise noted)		
Bolton:	Hinesburg: Merrily Lovell	St. George:
Buels Gore:	Huntington:	Underhill:
Burlington: James Sherrard, arr. 11:21 am	Jericho: Tom Joslin	Westford:
Charlotte: Alex Dobbs, Vice-Chair, arr. 11:20 am	Milton: Nicholas Prussock	Williston: Christine Dougherty
Colchester: Karen Adams	Richmond: Ravi Venkataraman	Winooski: Ryan Lambert
Essex: Annie Costandi, Chair	Shelburne: Chris Robinson	VAOT: Tyler Hanson
Essex Junction: Chelsea Mandigo	South Burlington: Dave Wheeler	VANR:
Burlington Airport: Catie Calabrese (EIV)	University of VT: Lani Ravin	CCRPC Board:
Friends of the Winooski River:	Lewis Creek Assoc:	Winooski NRCD: Adelaide Dunn
<b>Other Attendees:</b> Pat Suozzi, Lake Iroquois Association, Dean Pierce (Basin 7 CWSP), Brian Voigt (Basin 8 CWSP)		
<b>CCRPC Staff:</b> Dan Albrecht, Charlie Baker, Anne Nelson Stoner, Sai Sarepalli– arr. 11:27 am		

- 1. Call to Order.** Chair, Annie Costandi called the meeting to order at 11:01 a.m.
- 2. Changes to the Agenda and public comments on items not on the agenda** Costandi asked to move the election of the Vice-Chair to item 4. Albrecht noted that in the update section he will need to solicit two committee members to serve on the FY24 Unified Planning Work Program (UPWP) Committee. Charlie Baker introduced Anne Nelson Stoner, CCRPC Equity & Engagement Manager, which is new position, who introduced herself. Charlie also noted that CCRPC had recently hired Mackenzie Spear as a Business Office Associate and Darren Schibler as a Senior Planner.
- 3. Review and action on draft minutes of October 11, 2022** After a brief recap by Albrecht, *Wheeler made a motion, seconded by Adams to approve the minutes as drafted. MOTION PASSED.*
- 4. Elect Vice-Chair for FY23** Costandi reported that she spoke with Alex Dobbs who was able to report that he was confirmed as the CWAC member for Charlotte by their Selectboard last week and that he remains interested in serving as Vice-Chair. *Dougherty made a motion, seconded by Adams to approve Alex Dobbs as CWAC Vice-Chair for FY23. MOTION PASSED.*
- 5. Presentation on activities & projects of the Lake Iroquois Association (LIA)**  
Pat Suozzi, Board Chair of LIA gave a detailed presentation on the LIA. Topics covered included:  
Basic Information: surround by towns of Williston, St. George, Richmond and Hinesburg; max. depth is 36 feet; originally a small pond, dammed in 1867 to form its current size; public beach and public boat access at north end; has 92 lakefront properties  
LIA founded in 2007 and faced two major problems: high nutrient content and sediment washing into lake and large and spreading Eurasian watermilfoil infestation  
Have undertaken numerous projects to reduce phosphorus and runoff. Several residents have also received the VT DEC Lake Wise Award.

Have undertaken numerous projects to address Eurasian watermilfoil.

Do lots of education, outreach and fun activities to raise funds and increase awareness of LIA and issues

Results: great increase from 2019 thru 2022 in # of boats using hotwash to prevent invasives; successful nesting years for a loon pair from 2018-2022; 14 of 92 properties certified as Lake Wise Awardees; a lot less milfoil in 2022 thanks to herbicide treatment; declines in phosphorus levels;

Outreach & Education links for LIA include: <https://www.lakeiroquois.org/>; <https://www.lakeiroquois.org/news/newsletters>; <https://www.lakeiroquois.org/water/shoreline-health>; and [https://www.lakeiroquois.org/fileadmin/files/Annual\\_Reports/Plans/Lake\\_Iroquois\\_Association\\_Management\\_Plan\\_2020-2025.pdf?1d5658947a04f6a0033818d1a9a3dbb48abaff26](https://www.lakeiroquois.org/fileadmin/files/Annual_Reports/Plans/Lake_Iroquois_Association_Management_Plan_2020-2025.pdf?1d5658947a04f6a0033818d1a9a3dbb48abaff26)

Some upcoming new activities include the 3<sup>rd</sup> year of an Ice-Out Challenge, working with WNRCD and LCA on a watershed action plan grant and grant applications and match fund raising for the Beebe Lane Stormwater Improvement Project in partnership with the four-town Lake Iroquois Recreation District.

Members thanked her for her excellent presentation. In response to a query, she noted that LIA is petitioning ANR to address the issue of wake boat use in the lake. She can be reached at [pasuozzi@gmail.com](mailto:pasuozzi@gmail.com).

**6. Overview of Water Quality projects in CCRPC FY23 Work Program** Albrecht gave a quick rundown of all of the various projects in the CCRPC annual work program that have a water quality component as follows:

Huntington Land Use Regulations & Water/Wastewater & Planning
Westford Water/Wastewater Planning
604(B) Water Quality Project
All Hazards Mitigation Plan Update
Water Quality - Non-transportation
Regional Stormwater Education Program (RSEP) & Chittenden County Stream Team (CCST)
ANR TBP Outreach: FY22 Grant
ANR TBP Outreach: FY23 Grant
Water Quality - Transportation (Regional)
Water Quality - Transportation (Local Projects)
Right-of-Way Condition Inventory for Stormwater Retrofit Feasibility – Phase 1 (Burl)
Essex Stormwater CCTV Inspection - Phase 2
Essex Jct Stormwater CCTV Inspection - Phase 2
Inspection and Inventory of Existing Stormwater System in Winooski (Phase 2)
MRGP & Outfall Improvement Plan
Asset Management Software BMPs
Westford Village Stormwater Treatment Assessment
Colchester Phosphorous Control Plan Update - Phase 1
Essex Phosphorus Control Plan Treatment Practices
Milton Allen Brook Stormwater/Watershed Assessment
Shelburne Stormwater Plan Update and Conceptual Designs
Stormwater Asset Data Update
Clean Water Service Provider Phase 1
Clean Water Service Provider Phase 2
Clean Water Service Provider Phase 3
CWSP Formula Grant Administration
CWSP Formula Grant Project Management

GIA - FY22 BMP
GIA - FY22 Equipment
DI Block Grant - Burlington/CHT/Pomerleau 3 acre project

He noted that the ones in yellow are funded by CCRPC's MPO Federal Highway dollars and are projects that Towns submitted as part of their UPWP requests and noted which staffer (he, Chris Dubin or Sai Sarepalli) manages the projects. The water/wastewater planning efforts are funded by their ACCD dollars and managed by Taylor Newton. Other projects such as TBP Outreach, Clean Water Service Provider, Grants-In-Aid and DI Block Grant are funded by grants mostly from DEC.

**7. Update on Clean Water Service Providers for Northern Lake Champlain, Lamoille & Winooski Basin and Act 76 Implementation**

Dean Pierce, Basin 7: Pierce noted they are reviewing responses to their RFQ for Subgrantee Partners. We just released an RFQ for Contractor Engineering Firm and Construction Firms. The next Basin 7 WQ Council meeting is December 2<sup>nd</sup> and we will be working on a solicitation for projects which will likely be issued in January.

Brian Voigt, Basin 8. Our B8 WQ Council has had some turnover in members, so the replacements. Our last meeting and our next meeting will continue to focus on the issue of co-benefits. We plan to issue an RFQ for Subgrantee Partners in the coming weeks and also hope to solicit for projects in the new year. He noted that he used his 604b grant to do a deeper dive on old reports for Basin 8 in order to clean up a list of potential project locations and then turn it into an interactive website for use by Council members and others.

Dan Albrecht, Basin 5: We have prequalified several engineering firms and several subgrantee partners. The Basin 5 WQ Council has adopted several policies: conflict-of-interest, operating policies and procedures, and public participation policy. We are thinking of some sort of pre-proposals process so applicants can do some initial groundwork and then BWQC can then review and ask for a formal proposal. We are still working on a co-benefits scoring rubric and we continue to work with DEC and other CWSPs on how to score a project for its phosphorus reduction benefit. Hopefully, we can get some design dollars out the door in the next few months.

**8. Updates by Staff, Members and Guests** Albrecht noted that everybody should keep an eye out for UPWP application materials which will likely go out on November 18<sup>th</sup> with replies due back by January 20<sup>th</sup>. Marshall Distel, CCRPC staff, needs two volunteers from the CWAC to serve on the UPWP Committee. Dave Wheeler and Annie Costandi volunteered themselves. Alex Dobbs thanked everyone for their appointment of him as Vice-Chair and said he would try to do a good job.

**9. Items for December 6<sup>th</sup> meeting agenda** Presentation by Lewis Creek Association and perhaps Basin 8 TBP update

**10. Adjournment.** The meeting was adjourned at 12:05 p.m.

*Respectfully submitted, Dan Albrecht*



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
CLEAN WATER ADVISORY COMMITTEE – **DRAFT** MINUTES

DATE: **Tuesday, October 11, 2022**  
SCHEDULED TIME: 11 a.m. to 12:15 p.m.  
PLACE: ONLINE VIA ZOOM  
DOCUMENTS: Minutes, documents, and presentations discussed accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all online unless otherwise noted)		
Bolton:	Hinesburg: Merrily Lovell	St. George:
Buels Gore: Brendan O'Brien	Huntington: Darlene Palola	Underhill:
Burlington:	Jericho:	Westford:
Charlotte:	Milton: Nicholas Prussock	Williston: Christine Dougherty
Colchester: Karen Adams	Richmond: Ravi Venkataraman	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo	South Burlington: Dave Wheeler	VANR:
Burlington Airport: Catie Calabrese (EIV)	University of VT: Lani Ravin	CCRPC Board:
Friends of the Winooski River:	Lewis Creek Assoc:	Winooski NRCD: Remy Crettol, Adelaide Dunn
<b>Other Attendees:</b> DEC: Karen Bates <b>Other:</b> Dean Pierce (Northwest RPC), Alex Dobbs (Charlotte resident)		
<b>CCRPC Staff:</b> Dan Albrecht, Charlie Baker, Chris Dubin, Sai Sarepalli, Jared Carpenter		

1. **Call to Order.** Co-chair, Annie Costandi called the meeting to order at 11:01 a.m.
2. **Changes to the Agenda and public comments on items not on the agenda** None.
3. **Review and action on draft minutes of September 6, 2022** After a brief recap by Albrecht, Palola *made a motion, seconded by Mandigo to approve the minutes as drafted. MOTION PASSED.*
4. **Presentation on activities & projects of the Winooski NRCD, Remy Crettol, District Manager**  
Crettol delivered a detailed summary of the WNRCD's recent activities (see posted powerpoint). Key programs were noted as follows
  - WRNCD's service area is the largest of all the districts in Vermont.
  - They continue to partner with Friends of the Mad River and Friends of the Winooski River on the Storm Smart residential site assessment program. They received a new grant with a goal of conducting 125 new assessments through March 2025.
  - They continue to carry out the Stream Team outreach/engagement effort serving the County's MS4 perimees.
  - They are managing the upcoming Envirothon, a state-wide competition where high school students put their knowledge of forestry, wildlife, soils and water resources to the test.
  - They are less well known for their agricultural programs but plan to get ramped up on that such as technical assistance, Vermont Pay for Phosphorus Program and th Vermont Agricultural Water Quality Partnership.
  - They are partnering with the Lake Iroquois Association and the Lewis Creek Association to develop a Lake Iroquois Watershed Action Plan. They hope to identify 40-50 projects and then prepare 30% Design Plans for a subset of the most promising projects.Crettol then displayed several examples of recent projects including the following: Hands Mill Dam Removal, Aquatic Organism Passage improvement, Morse Farm Gravel Wetland, Shady Rill streambank restoration.  
Crettol concluded his presentation noting the following projects were on their radar for development: Underhill Central School stormwater treatment and various projects from the Richmond SWMP.

Palola asked Remy if WNRCD could help out in Huntington, communicate with their Conservation Commission to investigate how to address sites with bank erosion and steep slopes. Crettol indicated he would be glad to.

#### 5. Draft Municipal Roads General Permit Update, Chris Dubin, CCRPC

Dubin presented a powerpoint regarding the update process. Key points were as follows:

- The second 5-year permit cycle will run from 1/26/23 to 1/26/28.
- Towns will have to re-apply for coverage under the new permit by 1/26/23.
- Municipalities have to conduct a Road Erosion Inventory Reassessment between May 1, 2023, and October 31, 2027.
- Municipalities will have to upgrade on an annual basis at least 7.5% of their non-compliant road segments.
- As part of the 7.5% target, at least 20% of a town's Very High Priority segments will need to be upgraded.
- GSI practices were added as an allowed BMP for Catch Basin Outlet Stabilization.
- For erosion scoring there will no longer be a category of Partially Meets. Additionally, DEC proposes a detailed rubric to generate an Erosion Score such that segments with gully erosion, steeper slopes, are eroded culverts generate a higher score.
- Section 4.1.b of the draft permit notes that DEC will be given the authority to re-assess
- Public comments are due by October 24<sup>th</sup> and a Comment Responsiveness Report will be prepared by DEC.
- The permit will be re-issued in late November 2022.

Regarding CCRPC's assistance to towns, the CCRPC will

- Begin conducting REI Reassessments in the summer of 2023
- These reassessments will be conducted over a 2-to-3-year period.
- They plan to conduct reassessments in both MS4s and non-MS4 towns each year.

Dubin asked members if they had any comments on the draft permit and if they felt that the Committee should draft a formal comment letter. He is getting some clarification by email from Jim Ryan at DEC but he does not plan to send comments. Dougherty expressed concerns around the timeline for getting Very High Priority sites done in 2 years. That should be removed or extensions allowed out to 3-5 years since it takes time to get design done, line up contractors, etc. Dubin noted there are still 68 VHP segments out there in the county. She also expressed that permits need to be made simpler and encouraged CCRPC to express such comments. Other members did not feel that the Committee needed to send a letter. Costandi noted that she did not have strong opinions and they have been getting segments upgraded due to the use of the Grants-in-Aid fund. Wheeler stated that nothing immediately jumps out to him as worthy of comment. Constandi concluded noting that members have comments they can send them individually to the DEC. [Note: the link to the draft permit is here: <https://dec.vermont.gov/watershed/stormwater/permit-information-applications-fees/municipal-roads-program>]

#### 6. Update on Clean Water Service Providers for Northern Lake Champlain, Lamoille & Winooski Basin and Act 76 Implementation

Dean Pierce, Basin 7: Their Water Quality Council met on September 22. Their next meeting is December 1<sup>st</sup>. They are still feeling their way along. They may issue a survey to potential project partners to get a better sense of what the demand for Basin 7 CWSP subgrants must be. They have issued an RFQ for Project Subgrantee Partners with responses due by October 24.

Basin 8: Albrecht reported that Voight could not make the meeting but asked him via email to report the following: 1) CVRPC signed their Formula Grant & 2) ED (Bonnie) is leaving CVRPC and Christian Meyer (Senior Planner – CVRPC) will be the Acting Director until Bonnie's replacement has been identified.

1 Dan Albrecht, Basin 5: We have eight water quality firms prequalified to provide subcontracted  
2 engineering services to CCRPC. CCRPC has also prequalified eleven entities ( four land conservation  
3 and/or water quality organizations, three NRCDs and two municipalities). He will be reissuing this RFQ in  
4 case there are more organizations or municipalities that want to be certified as potential subgrantees. They  
5 are at least a month or two away from issuing any call for proposals.  
6

- 7 **7. Elect Vice-Chair for FY23** Costandi asked for a volunteer to serve which should come from a non-MS-4  
8 community. Alex Dobbs of Charlotte stated that he had already interviewed once with their Selectboard to  
9 be their CWAC member. He is not yet confirmed but anticipates being confirmed on October 24<sup>th</sup>. He  
10 stated he is willing to serve as vice-chair if no one else wants to step up. He has a background in  
11 advertising and marketing and believes he could be an asset to the Committee. Costandi stated that the  
12 Committee will table this item until the November 1<sup>st</sup> meeting.  
13

- 14 **8. Updates by Staff, Members and Guests** None  
15

- 16 **9. Items for November meeting agenda**

17 Costandi will work with Albrecht to develop the agenda with at least one item being action on the Vice-  
18 Chair.

- 19 **10. Adjournment.** The meeting adjourned at 12:17 p.m.  
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21

*Respectfully submitted, Dan Albrecht*

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
**MS4 SUBCOMMITTEE**  
OF CLEAN WATER ADVISORY COMMITTEE – **Draft** MINUTES

DATE: **Tuesday, November 1, 2022**  
SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
PLACE: ONLINE via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance (all attending online unless otherwise noted)</b>		
Burlington: James Sherrard	Burlington Airport: Catie Calabrese	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Nicholas Prussock	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne:	VAOT: Tyler Hanson
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler	Univ. of VT:
DEC: Christy Witters, Sam Hughes		
<b>Other Attendees:</b> Winooski NRCD: Adelaide Dumm		
<b>CCRPC Staff:</b> Dan Albrecht, Sai Sarepalli		

**1. Changes to the Agenda and Public Comments on Items not on the agenda:**

The meeting was called to order at 12:15 p.m. by Chelsea Mandigo. No changes to the agenda were made. No public comments were made.

**2. Review and approval of minutes (October 11, 2022)**

After a brief recap by Albrecht, *on a motion by Wheeler, with second by Costandi, the minutes of October 11<sup>th</sup> were approved unanimously.* (Editor's note: correction made to posted October 11<sup>th</sup> minutes to correct to read that the minutes of June 6<sup>th</sup> were approved.)

**3. Consider adoption of FY24 Budget & final action on proposed \$7,000 FY24 Dues.**

Albrecht recapped the proposed budget which was the same as presented at the October meeting except he added in an operational reserve of \$1,230 to round up the budget to \$84,000 to match the funds raised if dues were \$7,000. *A motion was made by Sherrard, with second by Adams to adopt the FY24 Budget of \$8,4000 as proposed and also approve a dues level of \$7,000 for FY24. The motion was approved unanimously.*

Ravin asked  
Consider adoption of FY24 Budget & final action on proposed \$7,000 FY24 dues

**4. Consider authorization to CCRPC to issue RFP for 2023 Survey**

Albrecht walked through the proposed RFP which he hopes to issue later this week. *A motion was made by Constandi, with second by Adams to authorize CCRPC to issue the RFP as presented. The motion was approved unanimously.* Albrecht then displayed the most recent version of the proposed survey noting which were old questions and which were new.

**5. Continued discussion of EPSC enforcement**

Item tabled as Mr. Benoit was not available.

**6. Rethink Runoff Stream Team update**

Dumm walked through the update quickly which is posted to the website. Highlights included:

- Spending down the FY22 budget allocation, currently at \$2,666.29
- Adopt a drain update: 483 lbs of debris removed, 167 drains adopted, and 122 storm drain adopters!
- Milton rain garden signage coordination
- Project development for Williston rain garden

**7. Staff, member and guest updates as needed**

1 Prussock reported that the Town of Milton is advertising for a new Town DPW Director. Sherrard reported  
2 that the City has not yet figured out yet what to do about replacing Jenna Olson. Albrecht asked, and Calabrese  
3 agreed, that she will check in with Larry Lackey of BTV and then reach out to Dave Barron regarding  
4 placement of new Rethink Runoff advertising materials near the baggage claim. Wheeler reported that they  
5 have two new employees starting in November: a new Stormwater Superintendent and Monica Ingalls will be  
6 the new Stormwater Project Manager.

7  
8 **8. Items for December 6<sup>th</sup> meeting**

9 In addition to the EPSC discussion and presentation by Tom Benoit on same, other items will include action  
10 on stormwater survey RFP. Mandigo, Costandi and Sarepalli volunteered to serve with Albrecht on the  
11 proposal review subcommittee.

12  
13 **9. Adjournment**

The meeting was adjourned at approximately 12:52 p.m.

14  
15 *Respectfully submitted, Dan Albrecht*  
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CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
**MS4 SUBCOMMITTEE**  
OF CLEAN WATER ADVISORY COMMITTEE – **Draft** MINUTES

DATE: **Tuesday, October 11, 2022**  
SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
PLACE: ONLINE via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

Committee Members in Attendance (all attending online unless otherwise noted)		
Burlington:	Burlington Airport: Catie Calabrese	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Nicholas Prussock	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Chris Robinson	VAOT: Jennifer Callahan
Essex Junction: Chelsea Mandigo, co-chair	South Burlington: Dave Wheeler	Univ. of VT: Lani Ravin
DEC: Christy Witters, Sam Hughes		
<b>Other Attendees:</b> DEC: Keith Fritschie, Basin 8 Planner; Pluck: Dave Barron; Winooski NRCD: Remy Crettol, Adelaide Dumm		
<b>CCRPC Staff:</b> Dan Albrecht, Sai Sarepalli,		

**1. Changes to the Agenda and Public Comments on Items not on the agenda:**

The meeting was called to order at 12:19 p.m. by Chelsea Mandigo. No changes to the agenda were made. No public comments were made.

**2. Review and approval of minutes (September 6, 2022)**

After a brief recap by Albrecht, *on a motion by Costandi, with second by Mandigo, the minutes of August 2<sup>nd</sup> were approved unanimously with a correction to the schedule time to read 12:15-1:30 p.m.*

**3. Review of 2<sup>nd</sup> draft of FY24 Budget.**

Albrecht noted that this is the same version as was presented at the last meeting except for a correction for 1) the Ad Ho Design for Stream Team element to show a range of \$1,500 to \$2,500 2) for the Social Media Content Development element to show a range of \$1,500 to \$3,000 and to have the Stream Team services vendor listed as t.b.d since we will be issuing an RFQ for those services later this winter. Total budget would be \$82,770 which could be covered if dues were \$84,000. Wheeler expressed some concern about the increase in dues. Albrecht explained why the overall costs are project to increase. Mandigo and Costandi noted that for the last several years dues have been kept fairly consistent for several years. Now, due to inflation as well as the need for new creative, we can't avoid increasing dues. Robinson and Barron noted that perhaps we could set aside funds each year so that money is accrued to cover costs for New Creative when it does occur. Albrecht and Barron noted that small amounts of new creative work gets done fairly regularly so it is harder to predict costs. Albrecht noted that it could create confusion as to how much money is available in a given year. Dougherty expressed support for the \$7,000 dues level and did not want to constrain the abilities of our vendors.

Ravin asked for and members expressed support for Albrecht to draft and distribute a memo detailing why costs are increasing so that members can use it to show their municipalities so they can decide whether or not they support that level. Albrecht indicated he would do so.

**4. Review first draft of early 2023 stormwater awareness survey**

Albrecht and members walked through the first set of edits proposed by him and the ad hoc group which consisted of select members, Dumm and Barron. Consensus was reached on various edits by the members and the ad hoc. The ad hoc group will review the edits and the Subcommittee will look to finalize it on 11/1.

**5. Continued discussion of EPSC enforcement**

Item tabled since this will be discussed at the 11/1 meeting.

**6. Rethink Runoff Stream Team update**

Dumm walked through the update quickly which is posted to the website. Highlights included:

- Spending down the FY22 budget currently at \$3,028.79
- Burlington Adopt a Drain Storm drain mural coordination
- Adopt a drain update: 257 lbs of debris removed, 158 drains adopted, and 117 storm drain adopters!
- Milton rain garden signage coordination
- Winooski Morehouse Brook stream clean up coordination

**7. Staff, member and guest updates as needed**

Keith Fritschie is the new Basin 8 Planner. His email is [Keith.Fritschie@vermont.gov](mailto:Keith.Fritschie@vermont.gov). Albrecht noted that he still needs signed FY23 MOA from Burlington, Milton, UVM and the Airport.

**8. Items for November 1 meeting**

In addition to the EPSC discussion and presentation by Tom Benoit on same, other items will include finalizing the FY24 budget and dues and finalizing the 2023 survey and the RFP for same.

**9. Adjournment**

The meeting was adjourned at approximately 1:36 p.m.

*Respectfully submitted, Dan Albrecht*