

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

5 DATE: Wednesday, March 15, 2023
6 TIME: 6:00 PM
7 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and/or
8 REMOTE ATTENDANCE via ZOOM MEETING VIDEO
9

10 PRESENT: Bolton: Vacant Buel's Gore: Garret Mott
11 Burlington: Andy Montroll Charlotte: Deidre Holmes, Alt
12 Colchester: Absent Essex: Andy Watts
13 Essex Junction: Dan Kerin Essex Junction: Elaine Haney Alt.
14 Huntington: Absent Hinesburg: Mike Bissonnette
15 Jericho: Catherine McMains Milton: Chuck Wilton
16 Richmond: Bard Hill St. George: Absent
17 Shelburne: Jeff Carr, Alt So. Burlington: Chris Shaw
18 Underhill: Absent Westford: Benjamin Bornstein
19 Williston: Andrew Watts Winooski: Mike O'Brien
20 Cons/Env.: Miles Waite VTrans: Amy Bell
21 FHWA: Absent Bus/Ind: Absent
22 GMT: Absent Socio-Econ/Housing: Bruce Wilson
23 Agriculture: Absent

24
25 Others: CCTV, Scott Moody Katherine Otto, VTrans
26

27 CCRPC Staff: Charlie Baker, Executive Director Taylor Newton, Planning Prgrm Mgr.
28 Forest Cohen, Sr. Business Mgr. Amy Irvin Witham, Business Office Mgr.
29 Christine Forde, Sr. Transp. Planner Marshall Distel, Sr. Transp. Planner
30 Dan Albrecht, Senior Planner Emma Vaughn, Communications Mgr.
31 Darren Schibler, Senior Planner Bryan Davis, Senior Planner
32 Mckenzie Spear, Business Office Assoc. Melanie Needle, Senior Planner
33

- 34 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by
35 the Chair, Catherine McMains.
36
37 2. Public Comment Period on Items NOT on the Agenda. There were none.
38
39 3. Staff introductions. Charlie let members know Taylor Newton was running late and introduced
40 CCRPC Senior Planner, Darren Schibler. Darren greeted members. He joined the CCRPC in November
41 2022 as a full-time planner, but worked at the CCRPC previously, as a GIS intern in 2017. Darren is
42 originally from Santa Clara, California. He has a background in natural resources and graduated with
43 a B.S. from the University of Vermont in 2014. Darren's first planning position was a volunteer role
44 for the Essex Conservation Committee. This turned into a full-time position as a Town Planner for
45 Essex in 2017. Darren focused on development review and worked on housing needs assessment,
46 the enhanced energy plan, urban forestry program, and various merger-related efforts. Chris Shaw
47 asked Darren what projects he is currently working on at the CCRPC. Darren said his main projects
48 have been housing needs assessments in Williston and Hinesburg. Chris asked about build-outs?

1 Darren clarified these initiatives do not include buildout analysis, rather they provide a general
2 estimate of how many homes the towns should try to have built to meet the needs of population
3 growth and various income thresholds (though Williston did create some targets for their HNA).
4

5 Taylor Newton introduced himself to members. He explained he was born in Chittenden County and
6 grew up in Colchester, Vermont. Taylor was recently promoted within the CCRPC from a position as
7 a Senior Planner to the Planning Program Manager in September. Taylor's focus of late has been on
8 housing, the West Central Vermont Comprehensive Economic Development Strategy (CEDS), and
9 learning more about the UPWP and budgeting process at CCRPC.
10

11 Chris asked Taylor how valuable he finds the charette process? Taylor replied that he finds the
12 charette process to be extremely valuable and very important. He said it is a great way for the public
13 to break down into small groups and come up with solid ideas in a short amount of time. The
14 charette offers a focused and condensed way to share information very quickly and for the public to
15 interact directly with the project consultant.
16

17 4. Action on Consent Agenda - TIP Amendment (MPO Business)

18 There was one amendment to the FY23-TIP. The FY2023-2026 TIP has not yet been approved by the
19 FHWA so the change will apply to both the FY2022-2025 TIP (which remains in effect) as well as the
20 FY2023-2026 TIP.

- 21 • **Implementation of Stormwater Best Management practices in Moorings Stream**
22 **Watershed, Colchester. Project OT039, Amendment FY23-15.**
 - 23 ○ Description: Move \$259,200 in Federal funds from FY24 to FY23.
 - 24 ○ Reason: The project was awarded a Transportation Alternatives Programs grant
25 (\$295,000) and a 2021 Municipal Highway Stormwater Mitigation Program Award
26 (\$72,000). The project is scheduled to begin construction in the summer of 2023.
27

28 ANDY MONTROLL MADE A MOTION, SECONDED BY BENJAMIN BORNSTEIN, TO APPROVE THE
29 CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. *Note: Only municipal representatives and*
30 *VTrans voted on this MPO action item.*
31

32 5. Approve TIP Amendment Consent item Minutes, February 8, 2023 (MPO Business)

33 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE FEBRUARY 8, 2023,
34 MINUTES OF THE TIP AMENDMENT CONSENT ITEM, WITH EDITS. MOTION CARRIED UNANIMOUSLY.
35 *Note: Only municipal representatives and VTrans voted on this MPO action item.*
36

- 37 • Edit: Chris Shaw noted that South Burlington voted "YES", which counts for 2 votes.
38

39 6. Approve Minutes of the January 18, 2023, Board Meeting

40 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE JANUARY 18, 2023,
41 BOARD MINUTES, WITH EDITS. MOTION CARRIED WITH ONE ABSTENTION FROM GARRET MOTT.
42

- 43 • Edit page 4, Line 15: for consistency, capitalize RAISE Grant.
- 44 • Clarification: Ben Bornstein said he wanted to add a clarification point to *Item 8. Active*
45 *Transportation Plan Approval* (page 6, line 43) regarding the Repa Road Trail discussion
46 between himself and Brad Holden. Amy requested Ben send an email with the clarification
47 points and she will update the Final version of the minutes.
48

1 7. Adopt the West Central Vermont Comprehensive Economic Development Strategy

2 Taylor Newton referred members to the West Central Vermont Comprehensive Economic
3 Development Strategy (CEDS) memo and Resolution included with the packet. Taylor then provided
4 members with an on-screen presentation. The presentation began by reviewing the geographic
5 composition of West Central Vermont (Addison County, Chittenden County, Central Vermont,
6 Rutland County) and work completed to date (Engagement, Economic Profile, SWOT/SOAR, Draft
7 EDD Bylaws, Draft CEDS, Final CEDS).

8
9 Taylor reviewed key findings:

- 10 • CEDS - Key Findings
- 11 ○ Due to multiple factors, including geographic size, population, economic base, GDP,
12 personal income, level of education, and infrastructure, West Central Vermont is the
13 most economically impactful region of Vermont.
 - 14 ○ Growth centered in Chittenden County
 - 15 ○ Diversity
 - 16 ○ COVID Response
 - 17 ○ Economic Stability and long-term growth are challenged due to labor shortages.
 - 18 ○ The Region has a high location quotient value for niche manufacturing and value
19 added agricultural products.
 - 20 ○ The West Central Vermont Region is not immune to economic inequity that exists in
21 the rest of Vermont and the country.
 - 22 ○ Investment in Infrastructure in areas planned for growth is a regional priority
- 23

24 Taylor provided an overview of the six key goals of the CEDS and a few example actions under
25 each goal:

- 26 • Goals and Actions
- 27 ○ Attract new workers and expand the labor force
 - 28 ○ Equity
 - 29 ○ Business Development and Job Creation
 - 30 ○ Workforce Development and Employee Retention
 - 31 ○ Infrastructure and Resilience
 - 32 ○ Quality of Life
- 33

34 Taylor explained that after adoption, CCRPC will send the draft CEDS to EDA for approval.
35 CCRPC will the close out the existing EDA grant before working with the community partners to
36 determine whether or not the partners should create an Economic Development District (EDD).

37
38 Jeff Carr asked what surveys were used for the employment concepts when looking at job changes;
39 specifically what employment survey was used? Taylor replied, in terms of number of jobs per
40 sector, they used American Community Survey (ACS-Census Bureau). Taylor said he will check the
41 economic profile for what was used to gauge this. Jeff feels the way the survey works can potentially
42 skew figures because the statistics are based on where people live versus where people work. Given
43 that so many people work remotely, the location quotients are not true representations. Jeff said he
44 understands this process will ultimately allow us to bring in federal funds. Dan Kerin asked (in
45 response to Jeff's comments) about the impact of employees working from home versus traveling
46 into an office. He wonders how these figures and statistics work with remote options. Jeff said he
47 was not talking about remote work; he was talking about how jobs are counted? He said becomes
48 confusing because we are counting people working remotely even if the company they are working

1 for is located out of our state. Jeff explained many people who live in Franklin County drive to work
2 for companies located within Chittenden County. Taylor said he will make note of these points for
3 the next CEDS.

4
5 JEFF CARR MADE A MOTION, SECONDED BY DAN KERIN, FOR THE CHAIR TO SIGN THE RESOLUTION
6 AND ADOPT THE WEST CENTRAL VERMONT COMPREHENSIVE ECONOMIC DEVELOPMENT PLAN, IN
7 ACCORDANCE WITH THE CEDS RESOLUTION. THE MOTION CARRIED UNANIMOUSLY.

8
9 8. Appointment of Energy Sub-committee to Long Range Planning Committee

10 The Long-Range Planning committee established an energy sub-committee to guide updates to the
11 energy portions of the ECOS Plan. Charlie referred members to the memo included in the packet.
12 The recommended appointees are as follows:

- 13
14
- 15 • Jeff Forward, Richmond
 - 16 • Keith Epstein, South Burlington
 - 17 • Jim Donovan, Charlotte
 - 18 • Dan Perkins, Essex
 - 19 • Henry Bonges, Milton
 - 20 • Dwight Decoster, Underhill
 - 21 • Kevin Thorley, Williston

22 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, FOR THE CHAIR, CATHERINE MCMAINS
23 TO APPOINT THE NOMINEES FOR THE ENERGY SUB-COMMITTEE. MOTION CARRIED UNANIMOUSLY.
24

25 9. Charge to Board Development Committee for FY24 Nominations

26 Catherine McMains charged the Board Development Committee with developing a slate of officers
27 for FY24. Catherine said the current committee is comprised of the following members: Catherine
28 McMains, Dan Kerin, Andy Montroll, Mike O'Brien (Chair), and Jeff Carr. Jeff Carr reminded
29 members this committee plays a very important role within the CCRPC.
30

31 10. Equity Update

32 Charlie provided the update as Anne Nelson was not feeling well. He said our Equity and
33 Engagement Manger, Anne Nelson Stoner, has been working to operationalize the Equity Advisory
34 Committee. The committee is working on a proposed project in the UPWP which will be explained
35 more next month. Charlie said the CCRPC hired two University of Vermont interns, Grace Colbeth
36 and Annika Zimmerman. Annika is working to create the Guide to Community Engagement and
37 Grace is working to create the Residents Guide to the CCRPC. Anne Nelson is reaching out to each
38 municipality see what they need in terms of equity support and to get a sense of what is currently
39 happening with equity within our communities. There is also project level work with equity
40 components going on, like the Winooski Walk-Bike plan.
41

42 11. Chair/Executive Director's Updates

43 a. Annual Meeting

44 Charlie said the annual meeting was discussed at the last Executive Committee meeting. It
45 was decided it would be held as an in-person event. There are budget considerations and
46 some of the venues may be out of our price range. Emma Vaughn is currently working on

1 setting all of this up will share more details once secured. Charlie asked members to save
2 the date of June 21, 2023, at 5:30 PM for this event.

3 b. Financial Report FY23-Q2

4 Charlie referred members to the Statement of Revenues Over Expense spreadsheet included
5 with the packet and asked members for questions. Jeff Carr stated the budget looked very
6 good. Charlie agreed and pointed out that our net revenue shown on line 112 is at \$0. He
7 reminded members we typically have a better second half of the fiscal year since the first
8 half typically includes more staff taking paid time off for vacations and holidays.

9 c. FY24 UPWP Update

10 Charlie said we are on track and have the third and final meeting scheduled for March 29,
11 2023. There is a draft of the FY24-UPWP coming to the board in April. He explained we are
12 in decent shape in terms of funding and projects. There is more money which equates to
13 more work. The only remaining major concerns are staffing capacity and available dues for
14 regional projects.

15 d. Legislative Update

16 Charlie said there is a lot going on in Montpelier. His attention has been focused on two
17 major things; first, funding for RPC's and conversations about RPC's and various areas where
18 RPC help is needed. We requested an increase in regional planning funding and should see a
19 vote in the House in the next couple of weeks, then this will move through the Senate.
20 Second, the Housing Bill S.100 that Senator Kesha Ram-Hinsdale is working on. We are
21 paying attention to this bill as there are some significant zoning and permit process changes
22 proposed. Charlie is hopeful that something will happen to address the housing crisis.

23

24 12. Committee/Liaison Activities & Reports. Catherine noted that minutes of various committee
25 meetings were included in the board packet and the links to the documents that are posted online.

26

27 13. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE BOARD
28 MEETING AT 6:56 PM. MOTION CARRIED UNANIMOUSLY.

29

30 Respectfully submitted,

31 Amy Irvin Witham