

REGULAR MEETING AGENDA
Wednesday, March 15, 2023, 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/84423682723>

One tap mobile: + 16468769923,,84423682723#

Dial in: +1 646 876 9923 Meeting ID: 844 2368 2723

CONSENT AGENDA –

C.1 Minor TIP Amendment*

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 – Taylor and Darren (Discussion; 6 minutes)
4. Consent agenda – TIP Amendment* (MPO Action; 1 min.)
5. Approve TIP Amendment Consent Item Minutes of February 8, 2023* (MPO Action; 1 min.)
6. Approve Minutes of January 18, 2023* (Action; 1 min.)
7. Adopt West Central Vermont Comprehensive Economic Development Strategy* (Action; 20 minutes)
8. Appointment of Energy Sub-committee to Long Range Planning Committee*
(Chair Action with Board concurrence; 2 minutes)
9. Charge to Board Development Committee for FY24 Nominations (Chair Action; 1 minute)
10. Equity Update (Discussion; 10 minutes)
11. Chair/Executive Director's Updates (Information; 1 min.)
 - a. Annual Meeting
 - b. Financial Report FY2023 Q2*
 - c. FY24 UPWP update
 - d. Legislative Update
12. Committee/Liaison Activities & Reports * (Information; 1 min.)
 - a. [Executive Committee](#) ([final minutes](#) February 1, 2023; [final minutes](#) February 15, 2023; [draft minutes](#) March 1, 2023)*
 - i. Act 250/248 Applications
 - b. [Clean Water Advisory Committee](#) ([draft minutes](#) February 7, 2023) *
 - c. [MS4 Sub-Committee](#) ([draft minutes](#) February 7, 2023) *
 - d. [Equity Advisory Committee](#) ([draft minutes](#) February 20, 2023) *
 - e. [Planning Advisory Committee](#) ([draft minutes](#) January 11, 2022) *
 - f. [Long Range Planning Committee](#) ([draft minutes](#) December 13, 2022) *
 - g. [Transportation Advisory Committee](#) ([draft minutes](#) March 8, 2023) *

*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, no later than 3 business days prior to the meeting for which services are requested.*

13. Adjournment

(Action; 1 min.)

**Attachment*

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

- Equity Advisory Committee – Wednesday, March 29, 2023, 5:00pm
- Transportation Advisory Committee – Tuesday, April 4, 2023, 9am
- Clean Water Advisory Committee - Tuesday, April 4, 2023, 11am
- CWAC MS4 Subcommittee - Tuesday, April 4, 2023, ~12:30pm
- Executive Committee – Wednesday, April 5, 2023, 5:45pm
- Long Range Planning Committee - Tuesday, April 11, 2023, 2022, 7pm
- Planning Advisory Committee – Wednesday, April 12, 2023, 2:30pm
- CCRPC Board Meeting - Wednesday, April 19, 2023, 6:00pm

Tentative future Board agenda items:

April 19, 2023	Warn Draft FY24 UPWP and Budget Public Hearing for May Warn Metropolitan Transportation Plan Public Hearing for May Equity Update
May 17, 2023	FY24 UPWP and Budget Adoption Metropolitan Transportation Plan Public Hearing and Adoption Enhanced Energy Plan update Federal Urbanized Area Approval Equity Update
June 21, 2023 Annual Meeting	Election of Officers for FY24 FY24 Meeting Schedule Approval Warn FY24-27 TIP

Other potential topics:

Burlington Airport Master Plan

West Central Vermont Economic Development District MOU;

ECOS Plan

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Chittenden County Regional Planning Commission

March 15, 2023

Agenda Item C.1: Consent 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 this change will apply to both the FY2022-2025 TIP, which remains in effect, and the FY2023-2026 TIP.

Implementation of Stormwater Best Management Practices in Moorings Stream Watershed, Colchester (Project OT039, Amendment FY23-15)

Description of TIP Change: Move \$259,200 in federal funds from FY24 to FY23.

Reason for the Change: The project was awarded a 2018 Transportation Alternatives Program grant (\$295,200) and a 2021 Municipal Highway Stormwater Mitigation Program award (\$72,000). The project is scheduled to begin construction in the summer of 2023.

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

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 CONSENT ITEM MINUTES
3 **FINAL**

4
5 DATE: Monday, February 8th, 2023
6 PLACE: via email
7

8
9 1. Email to CCRPC Board Members:

10
11 From: Christine Forde
12 Sent: Monday, February 6, 2023 3:50 PM
13 To: Christine Forde <cforde@ccrpcvt.org>
14 Cc: Charles Baker <cbaker@ccrpcvt.org>; Eleni Churchill <echurchill@ccrpcvt.org>
15 Subject: Request Approval of Proposed TIP Amendments
16

17 Dear Commission Members,
18

19 VTrans requested the three Transportation Improvement Program (TIP) amendments listed below.
20 These are Consent Agenda items according to CCRPC's TIP Amendment Policy. However, the
21 Commission is not meeting in February, so we are asking you to consider approving these
22 amendments via email. The TAC also reviewed these amendments via email and recommended
23 Commission approval. VTrans wants to advertise the US2 Bridge over I-89 for construction on
24 February 15 and the TIP amendment must be in place before the project can be bid.
25

26 These changes will be made to both the FY2022-2025 and the FY2023-2026 TIP because the FY2023-
27 2026 TIP has not yet been approved by FHWA.
28

29 BR29 on US2 over I-89, Richmond (Project BP059, Amendment FY23-12)

30
31 Description of TIP Change: Increase construction funding for this project from \$8,697,759 (federal)
32 to \$18,264,708 (federal). This is a 91% increase in total project cost (PE+ROW+CON). As an interstate
33 project this cost increase is defined as a Minor Amendment according to CCRPC's TIP Amendment
34 Policy. Minor Amendments require approval by the TAC and Board.
35

36 Add \$4,566,949 in FY23 and \$5,000,000 in FY24.
37

38 Reason for the TIP Change: VTrans has developed a more refined design and cost estimate that
39 includes significant inflation factors to reflect projected current and future inflation.
40

41 US7/Middle Road/Railroad Street Intersection, Milton (Project HP007, Amendment FY23-13)

42
43 Description of TIP Change: Reduce federal funds in FY23 by \$3,866,949 (\$193,051 remains) and
44 reduce federal funds in FY24 by \$1,500,000 (\$149,756 remains). Delaying funding for a project that
45 is not ready to go is defined as a Minor Amendment according to CCRPC's TIP Amendment Policy.
46

47 Reason for the TIP Change: This project is currently in the right-of-way phase and property
48 acquisition is required for utility relocation. The current schedule for this project shows bid

1 advertisement in the fall of 2024 and construction beginning in the spring of 2025. Construction
 2 funds are not needed in FY23 or FY24.

3
 4 VT2A/Industrial Avenue/Mountain View Road Intersection, Williston (Project HP123, Amendment
 5 FY23-14)

6
 7 Description of TIP Change: Reduce federal funds in FY23 by \$700,000 (\$61,250 remains) and reduce
 8 federal funds in FY24 by \$3,500,000 (\$105,788 remains). Delaying funding for a project that is not
 9 ready to go is defined as a Minor Amendment according to CCRPC’s TIP Amendment Policy.

10
 11 Reason for the TIP Change: The project is currently in the right-of-way phase and there are a
 12 significant number of property owners to negotiate with. The current schedule shows bid
 13 advertisement in the summer of 2024 and construction beginning in the winter of 2024, which is
 14 federal FY25. Construction funds are not needed in FY23 or FY24.

15
 16 If you have questions or comments please let me know.

17
 18 Christine Forde, AICP
 19 Senior Transportation Planner
 20 Chittenden County Regional Planning Commission
 21 110 West Canal Street, Suite 202
 22 Winooski, VT 05404
 23 (802) 846-4490 ext. 113
 24 www.ccrpcvt.org
 25

Motion: Approve TIP Amendments FY23-12, FY23-13 and FY23-14				
MUNICIPALITY	# VOTES	YES	NO	ABSTAIN
Bolton	1			
Burlington	4			
Charlotte	1	1		
Colchester	2	2		
Essex Junction	1	1		
Essex Town	1			
Hnesburg	1	1		
Huntington	1	1		
Jericho	1	1		
Milton	1	1		
Richmond	1	1		
St. George	1			
Shelburne	1	1		
South Burlington	2			
Underhill	1			
Westford	1			

Williston	1	1		
Winooski	1	1		
VTrans	1	1		
Business (TAC)				
CATMA (TAC)				
Bike/Ped (TAC)				
TOTAL:	24	13		
Motion carried with 13 of 24 votes; and 12 of 18 communities voting yes.				

1

DRAFT

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

5 DATE: Wednesday, January 18th, 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: Absent
11 Burlington: Andy Montroll Charlotte: Dana Hanley
12 Charlotte: Deidre Holmes, Alt Colchester: Jacki Murphy
13 Essex: Andy Watts Essex Junction: Dan Kerin
14 Essex Junction: Elaine Haney Alt. Huntington: Barbara Elliott
15 Hinesburg: Mike Bissonnette Jericho: Catherine McMains
16 Milton: Chuck Wilton Richmond: Bard Hill
17 St. George: Absent Shelburne: Jeff Carr, Alt
18 So. Burlington: Chris Shaw Underhill: Brad Holden
19 Westford: Benjamin Bornstein Williston: Andrew Watts
20 Winooski: Mike O'Brien VTrans: Matthew Arancio
21 Cons/Env.: Miles Waite VTrans: Amy Bell (7:45pm exit)
22 VTrans: Matthew Langham FHWA: Absent
23 Bus/Ind: Tim Baechle GMT: Absent
24 Socio-Econ/Housing: Bruce Wilson (6:15 PM) Agriculture: Absent
25
26 Others: CCTV, Scott Moody Michael Arnold, Community Member
27 Deb Sachs, Executive Dir. Net Zero Ryan Thornton, Community Member
28 Katharine Otto, VTRANS Georgi de Rham, Community Member
29
30 CCRPC Staff: Charlie Baker, Executive Director Taylor Newton, Planning Prgm Mgr.
31 Eleni Churchill, Transp. Prgm Mgr. Forest Cohen, Sr. Business Mgr.
32 Amy Irvin Witham, Business Office Mgr. Christine Forde, Sr. Transp. Planner
33 Marshall Distel, Sr. Transp. Planner Dan Albrecht, Senior Planner
34 Bryan Davis, Sr. Transp. Planner Emma Vaughn, Communications Mgr.
35 Anne Nelson Stoner, Equity & Engmt. Mgr. Chris Dubin, Senior Transp. Planner
36 Mckenzie Spear, Business Office Assoc. Jason Charest, Senior Transp. Planner
37

- 38 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by
39 Catherine McMains, Chair.
40
41 2. Public Comment Period on Items NOT on the Agenda. There were none.
42

43 Mike O'Brien asked if the consent agenda items needed to be discussed. Jeff Carr explained that the
44 consent agenda items were outlined in the documents provided in the packet. Both are routine
45 items. Jeff asked if any members wanted to make a motion to remove the items off the consent
46 agenda and add them as regular meeting agenda items to discuss and then subsequently vote on.
47 Members agreed that was not necessary.
48

- 1 3. Open Public Forum for FY24 UPWP. Catherine requested to open the public forum at 6:04 PM for
2 comments from any members of the public regarding the FY24 Mid-Year Adjustment UPWP and
3 Budget.

4
5 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO OPEN THE PUBLIC FORUM FOR
6 THE FY24 MID YEAR ADJUSTMENT UPWP AND BUDGET. MOTION CARRIED UNANIMOUSLY.

7
8 Catherine asked if there were any public comments. Michael Arnold introduced himself and asked
9 for a few considerations and some transportation related recommendation. His focus is on
10 improvements to transit, particularly bike infrastructure. He feels the modeling from the December
11 2022 bike report looked great. Some other considerations were:

- 12
13 • Assist GMT with planning for service and infrastructure improvements that lower bus
14 operating costs and improve average operating speeds, things like:
- 15 ▪ Transit signal priority
 - 16 ○ Queue jump
 - 17 ○ Dedicated lanes
 - 18 ○ Removing bus station pull-offs to stop cars from passing at minor stops
19 (Pearl St).
 - 20 ○ Increased frequency on routes with >10-minute layovers between runs at
21 DTC.
 - 22 ○ stop consolidation closer to the optimal spacing of 300-400 meters.
 - 23 ○ studying a new Winooski route to improve resident access to UVM/UVMCC
 - 24 ○ studying trolley wire installation and IMC equipped trolley buses along the
25 Pearl St / Colchester Ave Corridor.

- 26
27 4. Staff introductions. Charlie introduced CCRPC staff members Emma Vaughn, Communications
28 Manager, Anne Nelson Stoner, Equity & Engagement Manager, and McKenzie Spear, Business Office
29 Associate.

30
31 Emma said she has been working at the CCRPC for just over nine years. She has a background in
32 traditional marketing. At the CCRPC, she works on all items that are communications related.
33 Internal communications include support for staff, partners, and our municipalities as well as
34 individual project support, public participation, committee appointments, event planning, and
35 graphic design. External public-facing communications support includes press releases, media
36 communications, newsletters, Front Porch Forum, and more. Emma said she has been spending a lot
37 of time on equity and getting our new Equity Advisory Committee established. She is currently
38 working on a content audit of the CCRPC website over the month of January to refresh information
39 and make sure everything is up to date.

40
41 Anne Nelson said she started working with CCRPC on November 1, 2022. She moved to Vermont
42 from Virginia. She has a Master's in Urban Planning from the University of Virginia. Prior to the
43 CCRPC, she worked in conflict resolution and mediation work in the planning world. Equity has
44 always been her focus. Her work at the CCRPC includes leading the Equity Advisory Committee and
45 developing a structured way to review and be involved in the larger CCRPC work. She is rewriting the
46 mission statement and code of conduct, an Equity Action Plan and creating a guide to community
47 engagement that will replace the public participation plan.

48

1 Mckenzie Spear said she has been with the CCRPC for almost 3 months. Previous to working at the
2 CCRPC she managed her own online business. Additionally, she assisted in the start-up and
3 management of DerekCo construction. She holds an Associates in Business and is currently working
4 toward finishing her bachelor's in business management at Champlain College.
5

6 5. MPO Action on Consent Agenda. There were two items on the consent agenda.
7

8 • Accept the annual Transportation Safety Performance Targets

9 Safety Performance Targets are established every year by VTrans, in collaboration with the
10 CCRPC. The TAC and the Board conduct a review and accept these targets annually. The CCRPC is
11 asked to act on the 2023 VTrans statewide safety targets as reported in the 2022 Highway Safety
12 Improvement Program (HSIP) Report, for the metropolitan planning area. CCRPC staff
13 recommends the CCRPC Board accept the 2023 VTrans statewide safety targets.
14

15 • TIP Amendments

16 The Transportation Advisory Committee (TAC) and CCRPC Staff recommend approval of the
17 proposed FY23-TIP Amendments:

- 18 ○ **Champlain Parkway, Burlington, Project HC001, Amendment FY23-05.** Add \$1,425,000 in
19 federal funds for Preliminary Engineering (PE) in FY23. \$8,323,616 was previously obligated
20 to PE. This is a 17% increase in PE cost.
- 21 ○ **Resurface VT289, Essex, Project HP157, Amendment FY23-06.** Reduce federal funds in FY23
22 by \$1,691,969. \$610,000 remains in the TIP in FY23 for this project.
- 23 ○ **I-89 Northbound Rest Area Preventative Maintenance, Williston, Project OT052,**
24 **Amendment FY23-08.** Add \$2,700 for design and \$22,500 for construction in FY23 for a
25 preventative maintenance project at the I-89 Northbound Rest Area in Williston. The project
26 will replace the fire alarm system.
- 27 ○ **I-89 Culvert Replacement, Richmond, Project BR069A, Amendment FY23-09.** Transfer
28 \$450,000 of federal funds designated for construction to design and transfer \$25,200 in
29 federal funds to project OT052, I-89 Northbound Rest Area Preventative Maintenance,
30 Williston. The design funds will be used to begin design for replacement of the culvert
31 under the northbound lanes of I-89 in this location.
- 32 ○ **East-West Alternative Transportation Crossing, South Burlington, Project BP117,**
33 **Amendment FY23-11.** Revise the project funding amounts as listed below. This change does
34 not reflect an increase in project cost.
 - 35 ▪ FY2023 - \$1,150,000 for design, \$30,000 for right-of-way
 - 36 ▪ FY2024 - \$605,119 for design, \$122,632 for right-of-way
 - 37 ▪ FY2025 - \$100,000 for design, \$4,202,000 for construction
 - 38 ▪ FY2026 - \$3,561,083 for construction

39
40 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE CONSENT AGENDA
41 ITEMS. MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS WITH 22 OF 24 VOTES AND 16 OF 18
42 MUNICIPALITIES.
43

1 6. Approve Minutes of the November 16th, 2022, Board Meeting

2 CHRIS SHAW MADE A MOTION, SECONDED BY DAN KERIN, TO APPROVE THE NOVEMBER 16, 2022,
3 BOARD MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.

- 4
- 5 • Amy confirmed with Dan Kerin he was *not present* at the November CCRPC Board meeting.
- 6

7 7. FY23 Mid-year UPWP and Budget

8 Charlie referred members to the FY23 UPWP Draft Mid-Year Adjustment and Budget documents
9 included with the packet. Charlie reviewed our process of adopting the work program each year and
10 adjustments made to the budget and work program at midyear to ensure we are on track. He
11 provided an on-screen overview of the Budget, discussed new projects, and funding.

12

13 Charlie highlighted various revenue items, including:

14

- 15 • The Federal Raise grant has a placeholder. The CCRPC applied for and received the US
16 Department of Transportation RAISE Grant. The grant is \$2.1 million dollars to be spent over
17 a three-year period. He explained it will take some time to be under a formal contract. The
18 CCRPC has staff and consultant dollars allocated to this and pointed out the budget line of
19 \$100,000 for consultants.
 - 20 • The CCRPC will likely have close to \$100,000 in Brownfields monies coming in, however, we
21 did not receive the Brownfields Grant through the EPA. We will apply again next year.
 - 22 • There is \$6,500 in new funding for a floodplain map and bylaw update project. We have a
23 contract with Department of Environmental Conservation (DEC).
 - 24 • There is a smaller line item as the health department has a hot weather emergency
25 response project with \$6,676 budgeted.
 - 26 • There is \$26,183 in Broadband funding budgeted in staff time for Communications Union
27 District (CUD) support. The CCRPC is facilitating this process. Ann Janda is staffing. We do
28 not expect to support long term, but we will help get this started. There may be a total of
29 \$300,000 coming through our budget.
 - 30 • There was an increase in ACCD funds; this is the first time the CCRPC has been in a situation
31 with an increase in ACCD funding between the time when the budget was adopted and the
32 mid-year.
 - 33 • The Regional Planning funds saw a significant increase in funds approved by the Legislature
34 of an amount of around \$500K. This is split between Regional Planning and Energy work as
35 well as \$100K in line 22 to match MPO funds. This is the first time we've been in this
36 situation, allowing more of a draw down in MPO Funds, this is good synergy.
- 37

38 Jeff asked Charlie to address the indirect rates. Charlie explained this is a process to cover costs
39 unrelated to any of our grants. The process is based on federal rules from the Office of
40 Management and Budget (OMB) and is referred to as an Indirect Rate. For instance, our Board
41 meeting is not associated with a particular grant or project. Indirect costs benefit the entire
42 organization and all our projects. The indirect rate is calculated in advance, based on audited
43 financial information from two years previous. Because the Indirect Rate is calculated prior to
44 the fiscal year it is often either over or under-estimated. Discrepancies between our calculated
45 rate and our actual experience through a given year results in us either over or under- collecting
46 indirect costs. We must adjust our Indirect Rate in subsequent years to correct the over or
47 under-collection. This can result in swings where our revenue can go positive one year and then

1 negative in another. We have had large swings in the past, but we are working hard to control
2 the swings, and have had much smaller swings in recent years. Jeff thanked Charlie and said he
3 agreed and if we are doing this correctly, we do not get a lot of grief. He cautioned we don't
4 want to overestimate and over collect on our overhead; we want to work hard to adjust within
5 the year and correct these before they become an issue.

6
7 JEFF CARR MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE FY23 CCRPC MID-YEAR
8 ADJUSTMENT UPWP AND BUDGET AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

9 *[ED Note: THIS IS BOTH AN MPO AND RPC ACTION ITEM. MPO MEMBERS VOTED AFFIRMATIVELY
10 WITH 22 OF POSSIBLE 24 VOTES AND 16 OF 18 MUNICIPALITIES. RPC VOTE WAS UNANIMOUS.]*

11
12 8. Active Transportation Plan Approval

13 Bryan Davis referred members to the Active Transportation Plan and Active Transportation Plan
14 memo included with the packet. He provided members with an on-screen presentation of the Active
15 Transportation Plan. He explained consultant Toole Design completed four data/mapping analyses
16 (equity, bicycle network, trip potential, unpaved trails), the results of which were combined with
17 public input and walk/bike projects on the TIP and MTP to create the recommended countywide
18 active transportation network. To facilitate project prioritization and implementation, the project
19 team divided the network into distinct projects and used a project prioritization process based on a
20 common set of criteria that stakeholders agreed upon. To complement the network/engineering
21 recommendations, the consultant team developed a comprehensive set of program and policy
22 recommendations that address the opportunities and needs identified through prior tasks. Bryan
23 stated CCRPC staff, and the Transportation Advisory Committee (TAC) recommended the CCRPC
24 Board adopt the plan.

25
26 Bryan reminded members the plan and memos could be found on the CCRPC website through the
27 following link: <https://www.ccrpcvt.org/our-work/our-plans/regional-bikeped-plan/>

28
29 Dan Kerin asked about numbers for bikes using trails and routes. Bryan said yes we collect walk/bike
30 data and the CCRPC count program is managed by Chris Dubin. Walk/bike data are captured through
31 roadway intersection counts, tubes on bike lanes, and eco counters with infra-red technology used
32 on paths. One of the challenges is that for decades much of the transportation planning and data
33 collection has been focused on automobiles, so technology and modeling for walking and bicycling is
34 not as advanced. The UVM Transportation Research Center provided recommendations for creating
35 a regional walk/bike count program that will allow us to track data over time and we could compare
36 changes over the years based on weather and infrastructure improvements. Dan said he wanted an
37 idea of numbers for bike traffic. He was just curious on the usage. Bryan said the numbers vary by
38 location and some data is available on the online platform we use from VTRANS. Dan said he thinks
39 it would be handy to know where the heaviest usage is, and we could target those areas for
40 expansion of bike lanes and paths.

41
42 Dana Hanley asked if the master plan has the Charlotte/Mt. Philo to beach route on the map. Bryan
43 said we do have Mt. Philo Road listed as a recommended route and there is an existing trail shown
44 to the west. Dana said the idea is to keep this pathway going all the way through to the beach. Bryan
45 explained a lot of the smaller local networks are not captured; however, we do have detail like this
46 on other online maps, and the three Town Link sections in Charlotte are identified on other maps.

47

1 Chris Shaw asked about specific problem areas for pedestrian and bike crossings. He wondered if
2 hazardous areas were highlighted in the plan? Also, he wondered about increased use of E-Bikes on
3 bike trails and paths, if there are rights of way with traffic? Bryan explained that some of these
4 specific areas are not mentioned in the plan its. However, over the years there are definitely areas
5 of concern that do come up. There are major regional areas that are being looked at and addressed.
6 What this plan provides is the vision for a regional walk/bike network and can help our towns decide
7 what areas they would like to study further. Chris gave a specific example in South Burlington, Exit
8 12, which now has an addition of a sidewalk. Bryan said that was identified as part of the regional
9 plan. Eleni Churchill stated in areas with major safety issues, we typically conduct scoping studies.
10 These proposals are mainly for bike and pedestrian safety. We want to provide protection at
11 crossings. She said she understands the wish to have safety issues for pedestrians and bicyclist
12 included. Chris asked if E-Bikes were included. Bryan said this plan doesn't have specific information
13 for e-bikes but they are growing in popularity and attracting new riders since they make it easier and
14 more comfortable to get places over longer distances by bike. There are different types of e-bikes
15 and they can be regulated at the local and state level.

16
17 Bruce Wilson thanked Bryan for his presentation. He asked how the word equity is being used in
18 reference to discussion of this plan. Bryan said the plan uses it to mean that all people have equal
19 access and that when developing plans, we are not creating more barriers, we are working on
20 identifying populations of people within communities who could benefit from other transportation
21 choices. We want to prioritize investments into the communities that have not benefited in the
22 past. Bruce said we mentioned in the past that some communities are not being served properly
23 and he is trying to figure out how we make sure these types of services for economically challenged
24 people are extended. Bryan said the plan used race, population, age and other factors to help
25 identify areas and prioritize investments into these communities. He added that we are currently
26 working on a walk-bike plan for Winooski which will help further the regional plan.

27
28 Bard Hill thanked Bryan for the presentation. He said he is impressed with the depth and breadth of
29 the study. He asked if origin and end point of destination is baked in. Bryan said yes and that the
30 methodology of the origin-destinations are mixed and matched using population centers,
31 employment centers, parks, schools, and transit. Bard referenced the map on page 32. The town of
32 Richmond cannot feasibly access public transit. They do not have the population to justify public
33 transit, but this remains an issue due to the population size and density. Bryan thanked Bard and
34 said he will share this information when applicable, to prioritize the regional plan, to help identify
35 what needs to happen. Bard said his observations that there are a lot of bike paths built in other
36 places, but Richmond is not a priority. Development of access points are very expensive. This is a
37 catch 22, small numbers and high cost.

38
39 Brad Holden noticed on page 32 shows a connection using Repa Road in Underhill into Westford. He
40 said he believes this trail may be very different from the others depicted on the plan. This road is
41 close to impassable, it boasts very rugged ledges and would be extremely challenging to navigate.
42 He understands it provides an east west connection. Bryan agreed, he said this path may not be
43 feasible at this time, but it could give a visual that there is a regional connection. Benjamin Bornstein
44 stated this is a town trail for Westford and there is access, although he agreed with Brad it is very
45 rugged. Westford is interested in this as well. The selectboard has a court order for access. The town
46 has encouraged use by outdoor enthusiasts for skiing, walking, perhaps biking in the future. The
47 conservation commission is interested in keeping it clear and accessible. There is an active program
48 going on to encourage this.

1
2 ANDY MONTROLL MADE A MOTION, SECONDED BY BARBARA ELLIOT, TO APPROVE THE PROPOSED
3 ACTIVE TRANSPORTATION PLAN. MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS WITH 22 OF
4 24 VOTES AND 16 OF 18 MUNICIPALITIES.

5
6 Jeff Carr stated he wanted us to carefully navigate our MPO voting when approving Federal funds.
7 Charlie and members agreed. Charlie explained the MPO stands for Metropolitan Planning
8 Organization. The U.S. Department of Transportation requires every metropolitan area with a
9 population of over 50,000 to establish a designated MPO to qualify for the receipt of federal
10 highway and transit funds. With this, there are rules and regulations. The Chittenden County
11 municipalities except Buel's Gore, are a part of the MPO and can vote on items with federal funding.
12 Whereas special interest groups cannot. The vote is a weighted vote. Each town in the MPO has one
13 vote, except Colchester (2), South Burlington (2), and Burlington (4). *[ED NOTE: There were questions
14 and comments in the Chat that are at the end of the minutes.]*

15
16 9. Draft Metropolitan Transportation Plan Review

17 Eleni Churchill referred members to the Draft 2023 Metropolitan Plan (MTP) document included
18 with the packet. Eleni, Jason Charest, and Christine Forde provided members with a presentation.
19 Eleni began with an overview. The MTP is the region's principal long term transportation plan that
20 sets the regional transportation vision and goals. It includes strategies and projects that address
21 transportation needs that lead to the development of an integrated, intermodal transportation
22 system that facilitates the efficient movement of people and goods and supports livable, equitable,
23 and healthy communities. Along with the TIP, UPWP and PPP, the MTP is one of four key
24 responsibilities of our MPO. The last version of the MTP was adopted in 2018. We update the plan
25 every five years. Christine discussed the financial aspects of the plan. The MTP is fiscally constrained,
26 and the MTP financial plan determines how much money is projected to be received from VTrans to
27 be used toward plan implementation. This is developed in a four-step process using a conservative
28 estimate of FHWA and FTA formula funds. Transportation projects are funded by the capital
29 program and the amount varies. Jason Charest provided an overview of the scenario results with
30 members. Catherine thanked Eleni, Christine, and Jason for their presentation. *[ED NOTE: There
31 were questions and comments in the Chat that are at the end of the minutes.]*

32
33 10. Draft CEDS Review

34 Charlie referred members to the West Central Vermont Comprehensive Economic Development
35 Strategy (CEDS) memo included with the packet. He said the second draft was released for public
36 comment and they are fielding questions through January 20, 2023. This will be in the packet for
37 action at the March Board meeting.

38
39 11. Equity Update

40 Anne Nelson Stoner and Charlie said we are in process of scheduling the next Equity Advisory
41 Committee Meeting. She is currently working on the CCRPC's internal equity statement, the South
42 Burlington Climate Action Plan, and the Winooski Walk-Bike plan. She is conducting a lot of
43 community outreach and getting to know many people. There were no questions from members.

44
45 12. Legislative Breakfast De-brief and 2023 Priorities:

46 Charlie referred members to the Policy Participation Topics document included with the packet.
47 Regarding the Legislative Breakfast held in December, Charlie said that less than half of the
48 legislators that registered, attended. Charlie wonders if we need to change the nature of the event.

1 He thought the towns coming together was very productive. Chris Shaw said it was under prescribed
2 based on his experience in previous years. Chris agreed with Charlie, the greatest benefit was having
3 town managers and staff together. Jeff feels strongly it is important to have the members of the
4 Legislature in attendance. He thinks we need to do a better job at outreach to bring people
5 together. Andy Watts said the Vermont League of Cities and Towns does a lot of outreach similar to
6 this. The town fair is one where municipalities can get together and there is also a local government
7 day where there is community interaction with our Vermont legislators. Charlie said we can look at
8 opportunities and explore various options. Charlie asked members to provide any feedback they
9 may have. Charlie said the housing bill is a hot topic, currently, and we were asked to look at how to
10 strengthen the implementation of regional plans. Charlie said he will continue to update the policy
11 list and asked members to reach out to him with suggestions and questions at any time.
12

- 13 13. Close Public Forum for FY24 UPWP Catherine asked if there were any other questions or comments.
14 There were none. The public comment period closed at 8:08 PM.
15

16 CHRIS SHAW MADE A MOTION, SECONDED BY JEFF CARR TO CLOSE THE PUBLIC FORUM PERIOD.
17 MOTION CARRIED UNANIMOUSLY.
18

19 14. Chair/Executive Director Updates

- 20 a. Chittenden County Communications Union District. Charlie said the initial organizational
21 board meeting happened last week. Ann Janda is providing support to the startup and the
22 Vermont Community Broadband Board is expected to provide funding.
23 b. Municipal energy resilience program (MERP) grant. Charlie said there \$42 million dollars in
24 funding and the contract document Act 172 Grant Agreement was recently finalized. This is
25 \$200K worth of work for us to lend support over the next three years. There are some
26 questions about the criteria to be considered as a cost burdened community and Chittenden
27 County does not necessarily score well. Charlie is hoping there will be more discussion on
28 how the factors are determined. He said the Legislature wanted to enable smaller towns to
29 apply for this.
30 c. Legislative Update. Charlie said he had nothing to add.
31

- 32 15. Committee/Liaison Activities & Reports. Minutes for various committees are included with the
33 packet and links to the documents posted online. Committees included were Executive/Finance
34 Committee with Act 250/Section 248 letters, Transportation Advisory Committee, Clean Water
35 Advisory and the MS4 sub-Committee, and the Long-Range Planning Committee.
36

- 37 16. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE
38 BOARD MEETING AT 8:10 PM. MOTION CARRIED UNANIMOUSLY.
39

40 Respectfully submitted,
41 Amy Irvin Witham
42
43
44
45
46
47
48

1 ZOOM CHAT TRANSCRIPT:

2 Michael Arnold to Everyone 6:44 PM. Maybe this is too early in the planning process, but have you
3 considered looking at parallel, but separated ROWs for important regional bike/ped routes? I think
4 anyone who has use the new Route 14 multi-use path can understand why you might not want to place
5 an important bike way right next to fast moving traffic. Including an alternative ROW parallel to
6 Williston Rd.

7
8 Christine Forde to Everyone 6:47 PM The project is on the MTP project list

9
10 Georgi de Rham to Everyone 6:54 PM. That is very true about South Burlington sidewalk maintenance
11 over the interstate as well as in the Route 2 area near many essential services.

12
13 Deirdre Holmes to Everyone 7:00 PM. I will be in The Netherlands next week, including visiting family in
14 Utrecht, where the Dutch Cycling Embassy (who presented to the TAC) is located. If I can be helpful to
15 anyone while I'm there, please reach out.

16
17 Michael Arnold to Everyone 7:00 PM. Are there plans for regional incentives or standards to push
18 lagging municipalities in the right direction? For instance, in Burlington, parts of the regional network
19 are being planned as unprotected lanes like on N Winooski Ave. How can we make sure we're building
20 to high enough safety standards that users of all abilities can access the whole network?

21
22 Bryan Davis to Everyone: 7:05 PM Cities/towns (and us) need to hear from people about their
23 preferences for facilities. There are resources that help planners consider different types of facilities
24 based on factors such as traffic speeds and volumes (for ex, see Fig 11 in the Plan). Other factors are
25 safety (have there been crashes?), is there space available for wider/protected bike lanes or paths, etc.
26 When we do a plan for a specific area -- like Winooski Ave -- we come up with different alternatives for
27 us and the public to consider. I can report that the long-term recommendation for Winooski Ave (north
28 and south) is protected bike lanes, but the city is pursuing shorter term changes as a first step. That
29 study, which then led to a parking management plan, is available here:

30 [https://www.ccrpcvt.org/our-work/transportation/current-projects/corridors-circulation/winooski-](https://www.ccrpcvt.org/our-work/transportation/current-projects/corridors-circulation/winooski-avenue-corridor-study/)
31 [avenue-corridor-study/](https://www.ccrpcvt.org/our-work/transportation/current-projects/corridors-circulation/winooski-avenue-corridor-study/)

32
33 Michael Arnold to Everyone 7:39 PM. Is there an accountability mechanism for these plans? The 2018
34 ECOS plan had the following goals: Establish 15-minute headways on major transit routes, and installing
35 transit signal priority, neither of which have happened. The stated goals of doubling trips by bike and
36 tripling transit service look great, but how can we ensure the funding is allocated to make it happen?

37
38 Deb Sachs to Everyone 7:40 PM. Could we add in the scenario double walking trips?

39
40 Michael Arnold to Everyone 7:48 PM. Is there a model of mode choice happening behind the scenes
41 here, and if so, how are you reducing transit trip times to induce mode shift? Is it mostly increases in
42 frequency, or are there increases in average speeds for transit as well?

43
44 Jason Charest | CCRPC to Everyone 7:58 PM. Hi Michael - There is a mode choice model in our travel
45 demand model. Increases in transit trips are accomplished through increases in transit frequency and an
46 additional route in Colchester. There are no specific increases in average transit speeds in the model.
47 Any reductions in transit trip times are achieved through general reductions in delay on the

- 1 transportation network. Outside of our model capabilities would be reductions in transit trip times via
- 2 transit signal priority.



Chittenden County Regional Planning Commission

March 15, 2023

Agenda Item 7: Action Item

West Central Vermont Comprehensive Economic Development Strategy (CEDS)

Issues: Chittenden County Regional Planning Commission (CCRPC) received a Planning and Technical Assistance Grant from the US Department of Commerce Economic Development Administration (EDA) in September 2020 to develop a CEDS for West Central Vermont. CCRPC developed the CEDS in cooperation with our regional planning commission (RPC) and regional development corporation (RDC) partners in Addison County, Rutland County, and Central Vermont.

A CEDS is a strategy-drive plan for regional economic development. EDA requires that a CEDS, at minimum, be composed for an economic profile (Appendix E), SWOT analysis (strengths, weaknesses, opportunities, threats) (Appendix C), strategic direction/action plan (Section IV) and an evaluation framework (Section IV). The CEDS is also required to address “economic resilience.”

The West Central Vermont CEDS partners began development of the CEDS by conducting SWOT and SOAR (strengths, opportunities, aspirations, results) exercises with our community partners and drafting the regional economic profile. Information gathered from this work was shared during our community outreach and engagement campaign beginning in mid-2021. Our outreach and engagement efforts included public workshops, an employer survey, one-on-one meetings, informational videos, and focus groups for members of underrepresented communities coordinated by Vermont Professionals of Color Network. A summary of our public process, and the feedback we received, is located in Appendix A.

A draft CEDS was released for public comment in June 2022. A second draft CEDS, with revisions in response to stakeholder comments, was released in November 2022. CCRPC staff specifically consulted with the VT Professionals of Color Network and our Equity Advisory Committee (EAC) after the release of the second draft to ensure that the CEDS sufficiently addresses equity and includes implementation actions that will provide opportunities to develop projects that will further equitable economic development in West Central Vermont. CCRPC staff also reviewed the CEDS with the Long-range Planning Committee (LRPC) on November 8, 2022 and the Planning Advisory Committee (PAC) on November 9, 2022.

A Final CEDS was released on February 1, 2023.

The Final CEDS is composed of 4 sections:

- Introduction: This section provides an overview of the West Central Vermont geography and partnership. This section also provides a basic overview of the EDA-required CEDS components.

- Economic Profile: This section reviews existing demographic and economic conditions in the Region with a specific focus on resilience within the context of recovery from the COVID-19 pandemic.

- Key Findings: This section explains key concepts and findings about the state of the West Central Vermont economy.
- Strategic Direction, Action Plan, and Evaluation Framework: This section synthesizes our SWOT/SOAR analysis and economic profile with input and direction received during our public engagement process to define clear goals and associated actions that can be accomplished by regional partners to implement the CEDS.

The West Central Vermont CEDS is now being considered for adoption by the Board of each RPC and RDC partner. CCRPC anticipates submitting the CEDS to EDA for approval in April 2023 contingent upon approval of all eight RPC and RDC Boards.

Staff recommendation: Board adopts the West Central Vermont CEDS via attached resolution.

For more information contact: Taylor Newton
tnewton@ccrpcvt.org

Plan and Memos: [West Central Vermont CEDS](#)

Chittenden County Regional Planning Commission (CCRPC)
Resolution
Adoption of the West Central Vermont Comprehensive Economic Development Strategy (CEDS)

WHEREAS, Title 24, V.S.A. §4345a in part requires that regional planning commissions promote the mutual cooperation of its municipalities and assist municipalities, compacts, and authorities within the region to facilitate economic development programs for the appropriate development, improvement, protection, and preservation of the region’s physical and human resources; and

WHEREAS, regional development corporations are private, not-for-profit corporations governed by a Board of Directors with a mission to promote sound economic development in their regions; and

WHEREAS, Chittenden County Regional Planning Commission applied for and received a Planning and Technical Assistance Grant from the US Department of Commerce Economic Development Administration (EDA) in 2020 to develop a comprehensive economic development strategy (CEDS) in cooperation and partnership with Addison County Economic Development Corporation, Addison County Regional Planning Commission, Central Vermont Economic Development Corporation, Central Vermont Regional Planning Commission, Chamber and Economic Development of the Rutland Region, Greater Burlington Industrial Corporation, and Rutland Regional Planning Commission (hereafter referred to as the CEDS Partners); and

WHEREAS, West Central Vermont includes the geographic service territory of Addison County Regional Planning Commission, Central Vermont Regional Planning Commission, Chittenden County Regional Planning Commission, and Rutland Regional Planning Commission; and

WHEREAS, the CEDS Partners engaged in a two-year and a half planning process from 2020 to 2023 to develop the *West Central Vermont Comprehensive Economic Development Strategy* in compliance with 13 CFR 303.6; and

WHEREAS, the CEDS Partners solicited public comment on the draft *West Central Vermont Comprehensive Economic Development Strategy* on June 21, 2022, and again on November 1, 2022, and incorporated feedback into the document; and

NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION, that, in compliance with 13 CFR 303.6, CCRPC adopts the *West Central Vermont Comprehensive Economic Development Strategy*.

Dated at Winooski, this 15th day of March, 2023.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

Catherine McMains, Chair



CCRPC Board

March 15, 2023

Agenda Item 8: Discussion/Action

Long Range Planning Committee Energy Sub-Committee Members Appointment

Issues:

The Long-Range Planning Committee agreed to establish an energy subcommittee to guide the update to the energy portions of the ECOS Plan. An Energy Sub-Committee of the LRPC will be responsible for guiding the update to the energy portions of the ECOS Plan which serves as the region's enhanced energy plan. The ECOS Plan must meet certain requirements (outlined below) for the ECOS Plan to comply with statute and be given greater weight in the State's Public Utility Commission's Section 248 permitting process for renewable energy generation facilities. CCRPC also relies on the enhanced energy plan to guide participation in the Section 248 process, per CCRPC's policy for [reviewing Section 248 Applications](#).

The Energy Sub-Committee will focus on 4 main content areas as outlined below. These 4 content areas relate to the [Public Service Department's \(PSD\) Energy Planning Standards](#) which PSD uses for determining compliance with the standards. These standards also serve as the requirements for writing/updating town and regional energy plans.

- **Analysis & Targets:** Analysis and targets will include existing and future energy consumption across the heating, transportation, and electric sectors; as well as targets for renewable energy generation. Data will be available at the regional and town levels.
- **Energy Policies:** The policies are courses of action the CCRPC and its partners will implement to achieve targets established for efficiency, transportation, land use, and renewable energy generation.
- **Mapping:** Maps are used to identify potential renewable energy resource areas.
- **Equity Assessment:** This is a new standard that was added when the energy planning standards were updated in 2022. An equity assessment is needed to assess the potential equity impacts of efficiency, transportation, land use and renewable energy generation policies.

Staff solicited volunteers for the Energy Sub-Committee from past energy sub-committee members from the 2018 ECOS Plan update and municipal energy committees. Staff are looking for seven (7) members to participate in five meetings beginning in March 2023.

At their March 1, 2023 meeting, the Executive Committee discussed the possible list of members and recommend the following list of nominees to the Board to form the Energy Sub-Committee. The table below includes the names of volunteers and the municipality they represent.

Name	Municipality	Past Energy Sub-Committee Member
Jeff Forward	Richmond	Yes
Keith Epstein	South Burlington	Yes
Jim Donovan	Charlotte	Yes
Daniel Parkins	Essex	No
Henry Bonges	Milton	No
Dwight Decoster	Underhill, Director at CVOEO Weatherization Services	No
Kevin Thorley	Williston	No

Executive Committee Recommendation: MIKE O’BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO BRING THIS LIST OF NOMINEES TO THE BOARD FOR APPOINTMENT TO THE ENERGY SUB-COMMITTEE. MOTION CARRIED UNANIMOUSLY.

Staff Recommendation: Recommendation that the Chair appoint, with Board concurrence, the volunteers that will serve as the energy sub-committee.

For more information contact: Melanie Needle
mneedle@ccrpcvt.org or 846-4490 ext. 117

	A	B	C	D	E	F	G	H	I	J	Q	R	S	T
1	Revenue over Expenses Against Budget		Approved FY23		July	August	September	October	November	December		To Date	% of Budget	
2	Program Revenue		FY23											
3	Municipal - Regional												50.0%	
4	Regional Planning Grant - ACCD		\$422,336		\$20,893	\$37,108	\$36,759	\$24,420	\$36,406	\$35,102		\$190,688	45.2%	
5		direct	\$106,864			\$131	\$348	\$187	\$163	\$2,816		\$3,645	3.4%	
6	Regional Planning Grant Pandemic Recovery - ACCD		\$13,974		\$1,240	\$3,465	\$1,812	\$622	\$830	\$4,457		\$12,426	88.9%	
7		direct	\$30,000									\$0	0.0%	
8	Local/Town Dues (exclusive of MPO match)		\$20,219		\$1,055	\$622		\$758	\$184	\$57,929		\$60,548	299.5%	
9	GIS Revenue		\$1,000		\$0	\$80	\$30		\$20	\$60		\$190	19.0%	
10	Interest		\$2,000		\$237	\$238	\$231	\$239	\$232	\$239		\$1,416	70.8%	
11	Other Revenue		\$500		\$100	-\$100						\$0	0.0%	
12	Municipal Assistance		\$71,539		\$1,295	\$7,315	\$698	\$6,434		\$5,172		\$20,914	29.2%	
13		direct	\$0									\$0		
14	EDA Planning Grant - West Central VT CEDS		\$23,735		\$2,041	\$2,109	\$6,355	\$2,782	\$1,707	\$1,170		\$16,164	68.1%	
15		direct	\$50,000				\$35,045			\$7,095		\$42,140	84.3%	
16	ARPA Municipal Assistance		\$8,000		\$708	\$59		\$506	\$84	\$815		\$2,172	27.2%	
17	Transportation		\$563,303											
18	MPO Transportation Funding - FHWA, FTA, VTrans		\$1,536,450		\$130,287	\$125,264	\$119,277	\$118,235	\$122,370	\$112,709		\$728,142	47.4%	
19	Municipal Dues		\$170,717									\$0	0.0%	
20	Match - ACCD		\$0		\$14,291	\$13,800	\$13,202	\$12,951	\$13,512	\$12,490		\$80,246		
21	Match for Regionally Matched Consultants & Direct Costs		\$64,472		\$4,458	\$5,490	\$3,913	\$2,557	\$836	\$3,238		\$20,492	31.8%	
22	MPO - Municipality Matched Consultants & Direct Costs		\$3,145,331		\$98,980	\$93,876	\$211,428	\$110,915	\$172,506	\$190,193		\$877,898	27.9%	
23	Trans Prog Mgmt Services		\$13,809			\$730	\$1,509	\$535	\$0	\$3,212		\$5,986	43.3%	
24		direct	\$0									\$0		
25	Real Time Traffic - AID - FHWA		\$6,178										0.0%	
26	Total - MPO		\$4,936,957		\$248,016	\$239,160	\$349,329	\$245,193	\$309,224	\$321,842		\$1,712,764	34.7%	
27	Natural Resources		\$1,727,154											
28	Brownfields 2018 Petroleum		\$ -		\$183	\$42	\$408					\$633		
29		direct	\$5,000				\$2,979					\$2,979	59.6%	
30	Brownfields 2018 Hazardous		\$ -									\$0		
31		direct	\$15,000			\$2,956						\$2,956	19.7%	
32	ACCD Brownfields - MARC		\$ 3,035		\$1,430	\$425	\$149	\$597	\$124	\$75		\$2,800	92.3%	
33		direct	\$90,000		\$1,295	\$1,133	\$19,140	\$1,754	\$1,933			\$25,255	28.1%	
34	Brownfields 2022 - EPA (not awarded)		\$ 4,040										0.0%	
35		direct	\$200,000										0.0%	
36	Regional Planning Grant Energy Implementation - ACCD		\$ 20,334		\$7,135	\$10,819	\$8,258	\$8,964	\$7,331	\$3,887		\$46,394	228.2%	
37	Municipal Building Energy Implementation - BGS		\$ 88,686							\$265		\$265	0.3%	
38	RSEP/MS-4 Lead Agency Services		\$ 6,030		\$448	\$2,414	\$448	\$647	\$896	\$2,091		\$6,944	115.2%	
39		direct	\$0									\$0		
40	Water Quality Project Development & Implementation Grants		\$ 4,020		\$25	\$448	\$299	\$50	\$24	\$299		\$1,145	28.5%	
41		direct	\$97,387			\$8,177	\$2,017	\$2,835	\$603	\$4,334		\$17,966	18.4%	
42	604b Water Quality - ANR		\$ 3,636		\$25	\$174	\$348	\$622				\$1,169	32.2%	
43	Water Quality - Tactical Basin Planning - ANR		\$ 31,701		\$2,264	\$1,519	\$2,142	\$2,365	\$1,332	\$1,302		\$10,924	34.5%	
44		direct	\$218,299		\$3,803		\$38,912			\$34,803		\$77,518	35.5%	
45	Clean Water Service Provider start-up		\$ 21,383		\$3,708	\$3,203	\$4,266	\$3,546	\$3,110	\$2,708		\$20,541	96.1%	
46		direct	\$10,000		\$150		\$175	\$150	\$125	\$325		\$925	9.3%	
47	Clean Water Service Provider Formula Grant		\$ 79,306						\$1,294	\$622		\$1,916	2.4%	
48			\$550,000									\$0	0.0%	
49	ANR Floodplain Bylaw Update - LCPC		\$ -						\$545	\$89		\$634		
50			\$0									\$0		
51	Grants in Aid Program - NRPC		\$ 4,114		\$1,416	\$1,504						\$2,920	71.0%	
52		direct	\$0									\$0		
53	Emergency Management/Health		\$266,285											
54	Emer Mgmt Perf Grant - Chittenden - VEM		\$ 58,036		\$6,290	\$2,692	\$5,982	\$3,367	\$2,149	\$1,959		\$22,439	38.7%	
55		direct	\$0									\$0		
56	All Hazards Mitigation Plan Update - IEM		\$ 2,010									\$0	0.0%	
57		direct	\$0									\$0		
58	Prevention Center of Excellence (United Way RPP)		\$ 4,311					\$106				\$106	2.5%	
59		direct	\$0									\$0		
60	COVID-19 Impact on Racial Health Disparities - VDH		\$ 2,000		\$261	\$157		\$52				\$470	23.5%	
61		direct	\$178,000			\$52,455						\$52,455	29.5%	
62	Healthy Community Design and Equity		\$ 20,034		\$1,563	\$1,803	\$2,803	\$2,018	\$1,036	\$1,825		\$11,048	55.1%	
63	Hot Weather Emergency Response Planning		\$ 6,711				\$114					\$114	1.7%	
64	DEMHS MOU - DPS		\$ -							\$1,183		\$1,183		
65		direct	\$0									\$0		
66														
67	Subtotal - Operations Support		\$2,649,844		\$196,895	\$215,890	\$205,090	\$189,816	\$193,186	\$249,660		\$1,250,537	47.2%	
68	Subtotal - Direct Project Revenue		\$4,760,353		\$108,686	\$164,218	\$313,957	\$118,398	\$176,166	\$242,804		\$1,124,229	23.6%	
69														
70	Total Revenue		\$7,410,197		\$305,581	\$380,108	\$519,047	\$308,214	\$369,352	\$492,464		\$2,374,766		

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

5 DATE: Wednesday, February 1, 2023
6 TIME: 5:45 PM
7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
10 Bard Hill, Secretary/Treasurer (5:55 PM) Michael Bissonette, at large <5000
11 Mike O'Brien, Past Chair Jacki Murphy, at large >5000
12 Amy Bell, VTrans Matthew Arancio, VTrans
13 Carolyn Cota, VTrans Matthew Langham, VTrans
14 STAFF: Charlie Baker, Executive Director Eleni Churchill, Transp. Prog. Mgr.
15 Taylor Newton, Planning Prog. Mgr. Forest Cohen, Senior Business Mgr.
16 Amy Irvin Witham, Business Office Mgr. Mckenzie Spear, Business Office Assoc.
17 Anne Nelson Stoner, Equity Mgr. Bryan Davis, Senior Planner
18 Emma Vaughn, Communications Mgr.
19

- 20 1. Call to Order, Attendance. The Executive Committee meeting was called to order by Catherine
21 McMains at 5:45 PM.
22
23 2. Changes to the Agenda, Members items. There were none.
24
25 3. Approval of the January 4, 2023, Joint Finance and Executive Committee Meeting Minutes
26 MIKE O'BRIEN MADE A MOTION, SECONDED BY MICHAEL BISSONETTE TO APPROVE THE JANUARY 4,
27 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
28 UNANIMOUSLY.

- 29
30 • Edit: Pg 1, Line 33: Update Mercer to Mercier regarding the Colchester Solar Siting address.
31 • Edit: Pg 2, Line 30: Delete duplicated word 'this'.
32

33 4. Act 250 & Section 248 Applications.

34 a. O'Brien Eastview, LLC; South Burlington; #4C1106-5

35 Taylor Newton referred members to the application and supporting documents included
36 with the packet. He noted the project was seen previously. Taylor shared his screen with
37 members to review the map and explained the CCRPC has no issues in terms of land use
38 perspectives or criterion 5 as we found no issues with the project in terms of impact on
39 safety or capacity.
40

41 This project is described as the development of approximately 102 acres of land including
42 subdivision of 42 new lots, construction of 155 dwelling units and construction of
43 infrastructure improvements consisting of 7608 feet of roadways, recreation paths and
44 sidewalks. The project location is South Burlington, Vermont adjacent to Old Farm Road,
45 Kimball Avenue, Kennedy Drive and Eldredge Street. The City of South Burlington Planning
46 Commission has approved the project. CCRPC found the proposed project in conformance
47 with the Planning Areas as defined in the 2018 Chittenden County ECOS Plan.
48

1 CHRIS SHAW MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE ACT 250
2 APPLICATION LETTER, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

3
4 *Charlie asked to move item 6. TIP Amendments in front of item 5. Admin/Personnel Policy updates.*
5 *He felt this would better accommodate VTrans staff attending the meeting, Catherine and members*
6 *agreed.*

7
8 5. Admin/Personnel Policy updates

9 Forest Cohen referred members to the selection of pages from the CCRPC's Administrative Policy
10 document. He said a grant compliance audit with the Department of Environmental Conservation
11 (DEC) for the Clean Water Service Provider (CWSP) start-up grant prompted changes to our policy.
12 The DEC recommended all-staff training for Fraud Protection and the Business Office formalizing a
13 monthly review of accounts receivable. Forest said a review of the policies took place and resulted
14 in several additional minor updates. Chris Shaw asked if the DEC defined aging receivables; did they
15 have a set number of days? Forest explained no, they simply recommended a monthly scheduled
16 review of aging accounts. Amy Bell stated that she liked Forest's practice of reaching out via e-mail if
17 a receivable is delayed. His approach and demeanor are appreciated when the CCRPC is waiting on
18 payments due from VTrans. Forest thanked Amy for her comment and added that the Business
19 Office does review aging accounts, but we need to formalize the process and add it to our policies.
20 Forest reviewed each of the proposed changes with members. Members discussed. Bard requested
21 a person/position be named responsible within the accounts receivable policy for acting on the
22 monthly overdue account collection. Members agreed. Forest said he would make the update.

23
24 MIKE O'BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO RECOMMEND APPROVAL OF THE
25 PROPOSED UPDATES TO THE ADMIN/PERSONNEL POLICY DOCUMENT WITH EDITS. MOTION
26 CARRIED UNANIMOUSLY.

27
28 6. Tip Amendment:

29 Christine Forde referred members to the TIP Amendments memo distributed via email and posted
30 to the CCRPC website prior to this meeting. She explained these would normally have been added to
31 the TAC agenda and the CCRPC Board agenda as a minor amendment on the consent agenda in
32 February. VTrans plans to advertise the Richmond project soon. Since the next TAC and Board
33 meetings will not be held until March, waiting will delay the project. We are asking the Executive
34 Committee review and discuss the TIP amendment requests and request approvals from the TAC
35 and Board via e-mail, if there are no objections. The three projects are as follows:

- 36 • **BR29 on US2 over I-89, Richmond, Project BP059, Amendment FY23-12.** Increase
37 construction funding for this project from \$8,697,759 (federal) to \$18,264,708 (federal). As
38 an interstate project this cost increase is defined as a Minor Amendment according to
39 CCRPC's TIP Amendment Policy. Minor Amendments require approval by the TAC and Board.
40 Add \$4,566,949 in FY23 and \$5,000,000 in FY24. VTrans has developed a more refined
41 design and cost estimate that includes significant inflation factors to reflect projected
42 current and future inflation.
- 43 • **US7 Middle Road/Railroad Street Intersection, Milton, Project HP007, Amendment FY23-**
44 **13.** Reduce federal funds in FY23 by \$3,866,949 (\$193,051 remains) and reduce federal
45 funds in FY24 by \$1,500,000 (\$149,756 remains). The current schedule for this project shows
46 bid advertisement in the fall of 2024 which is State FY25. Construction funds are not needed
47 in SFY23 or SFY24.

- 1 • **VT2A/Industrial Avenue/Mountain View Road Intersection, Williston, Project HP123,**
2 **Amendment FY23-14.** Reduce federal funds in FY23 by \$700,000 (\$61,250 remains) and
3 reduce federal funds in FY24 by \$3,500,000 (\$105,788 remains). The project is currently in
4 the right-of-way phase and there are a significant number of property owners to negotiate
5 with. The current schedule shows bid advertisement in the summer of 2024 which is State
6 FY25. Construction funds are not needed in SFY23 or SFY24.

7 Charlie acknowledged this was challenging because we were not planning to hold February TAC or
8 Board meetings. He asked VTrans staff what the communication had been with the towns involved
9 with these projects. Matthew Langham, VTrans, said there was communication with both Williston
10 and Milton. The reason for the delay was due to right-of-way issues. He explained there are 50
11 parcels in the Williston project and although they are not large pieces, they are significant to the
12 owners, and in lieu of this, VTRANS is taking time. There is no financial reason for the delay, it is
13 purely due to right-of-way in both cases. Charlie thanked Matthew. Mike O'Brien asked if the money
14 being reduced from the Milton and Williston projects would be used for the Interstate project.
15 Christine said yes, since those two projects do not need the funds, VTrans is moving funds from one
16 project to another. Matthew agreed and said VTrans is asking the MPO to release funds allocated to
17 other projects and reallocate to the bridge project. Mike asked if the fiscally constrained funds are
18 reduced. Matthew explained projects with constrained funds decreases and projects with
19 unconstrained funds will increase. Mike asked if when the projects are reinstated, will the funds be
20 replaced? Matthew explained yes, funds will be replaced when the projects are ready for
21 construction. Charlie requested clarification as to whether the fiscal constraint is year by year or
22 over the 4-year program? Matthew said it is a 4-year constraint because the TIP is four years. When
23 a new TIP is adopted, there will be a new constraint.
24

25 Carolyn Cota said VTrans plans to advertise the Richmond Bridge project publicly on February 15,
26 2023. Charlie asked VTrans if they could notify us of these types of changes earlier in the process. He
27 explained last minute changes and requests for amendments are a challenge. It is easier for us to
28 bring information out to the members with more forewarning. VTrans members agreed and said
29 they understood the concerns of such a quick turnaround. Bard said he appreciated the significant
30 cost increases involved with such large-scale projects. He wondered if we needed to have a
31 conversation about the inflationary pressures. Matthew Langham said, these types of increases are
32 across the board. Carolyn Cota explained projects that take 2 to 3 construction seasons present
33 significant challenges with budget forecasts. Currently, there is a long wait for structural steel.
34 Additionally, there is inflation and a labor shortage which add multiple layers of complication. She
35 said some of the smaller projects are coming in under budget, but the large projects have very few
36 contractors who can even bid on them. Jacki asked Matthew if Willison is also in the loop on these
37 changes. Matthew said yes, all affected municipalities were made aware.
38

39 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO RECOMMEND THE
40 TRANSPORTATION ADVISORY COMMITTEE (TAC) AND CCRPC BOARD, RECEIVE THE PROPOSED TIP
41 AMENDMENTS FOR APPROVALS VIA E-MAIL. MOTION CARRIED UNANIMOUSLY.
42

- 43 7. Equity Update: Anne Nelson Stoner greeted members. She said she continued meeting with
44 community partners, working to build relationships, join trainings and team with local equity groups.
45 The CCRPC hired two interns from UVM. They will work on creating a resident's guide for the CCRPC
46 and a guide for community engagement for our municipalities. The next Equity Advisory Committee
47 meeting will be scheduled soon. Anne Nelson is strategizing how members can be involved in the

1 equity work. She is also developing the Equity Action Plan, updating the Mission Statement and
2 Code of Conduct. She is researching how Federal Highway Administration funds can be used to
3 support the work of the Equity Advisory Committee.
4

5 8. Chair/Director Report

6 a. Chittenden County Communications Union District.

7 Charlie said the CUD recently held its first of twice monthly board meetings. They submitted
8 a \$300K grant application to the Vermont Community Broadband Board. If approved, which
9 is likely, it will provide start-up funding. He said there are two additional towns, Underhill,
10 and Westford, interested in joining the CUD.
11

12 b. Legislative Update

13 Charlie said there is a lot going on in the Vermont Legislature currently and he shared a
14 broad overview with members. He said Representative Bongartz took the lead on the
15 housing bill in the fall. The bill serves to lessen restrictions within zoning laws in Vermont.
16 Charlie is not sure how far this will go in terms of making changes. Charlie explained Regina
17 Mahony had started work with the advisory committee working on the bill last year and
18 Taylor Newton has picked up where she left off. Charlie said we are looking at this but not
19 taking any strong position. There is a lot in it, everything from emergency shelters to
20 duplexes by-right, to parking requirement reductions. There is a long list of items that could
21 reduce barriers to housing development caused by zoning. Charlie wants members to be
22 aware the Vermont Planners Association and Regional Planning Commissions statewide are
23 providing input on the bill.
24

25 Mike O'Brien asked if the RPC's have taken a position regarding the state dictating zoning
26 for municipalities. Charlie said no, not at this point.
27

28 Taylor said when he testified, he made the point that the bill supports gentle density and
29 improvements that will take place over time. He does not feel the bill supports fast, massive
30 changes. The bill is about a long-term change. Taylor encouraged members to reach out to
31 him directly if they had more questions.
32

33 Charlie said another item to discuss is the Vermont Rural Caucus. Made up of over 50
34 members of the Vermont House of Representatives to support Vermont's rural communities
35 and economies. Charlie said he has some concerns the focus could impact areas of funding
36 being taken away from Chittenden County. There was a proposal that the Regional Planning
37 Commission funding provided by the Agency of Commerce be reduced. This proposed
38 reduction would decrease our ACCD funding by 40% and would have a huge impact on how
39 we help our towns with planning. The proposal would shift funds to the Northeast
40 Kingdom, where leaders have stated the increased funding is not needed. Charlie said he
41 may ask members for support on this to discuss the great value of these funds in their
42 communities. There is a misconception that our larger towns do not need these funds.
43 Charlie said it is concerning. Regional Planning Commissions across the state are trying to
44 figure out how to engage in and address this issue. Catherine said this is reminiscent of Jeff
45 Carr's sentiments that the investment of funds in Chittenden County helps serve the entire
46 state. Members agreed.
47

Meeting Minutes

1 Charlie said the Budget Adjustment Act has a million dollars for brownfields assessment to
2 be passed to the regional planning commissions, which is great, because we are currently
3 out of brownfield assessment dollars.
4

5 Charlie said there is also a bill that is looking to have river corridor protection permitting
6 authority be passed from the municipalities to the Department of Environmental
7 Conservation (DEC). This came about after the disasters caused by Irene. There is also a
8 larger habitat bill being presented to have 30% of the state land in preservations by 2030
9 and 50% by 2050.
10

11 Charlie reminded members his annual evaluation is coming up. He said he is thinking about
12 some changes in the annual review process and ways to develop an employee satisfaction
13 survey. He asked members to let him know if they have ideas of how other places provide
14 feedback and evaluations.
15

16 9. February Board Meeting Charlie said there were no agenda items, aside from the TIP Amendments,
17 for the February Board meeting. He asked if members objected to canceling the meeting. There
18 were no objections.
19

20 10. Other Business: Mike O'Brien thanked Taylor and other CCRPC staff for running the recent
21 Chittenden County Housing Convening meeting. Meeting notes, presentation(s) and the recording
22 are available online at: [https://www.ccrpcvt.org/our-work/economic-](https://www.ccrpcvt.org/our-work/economic-development/housing/#convenings)
23 [development/housing/#convenings](https://www.ccrpcvt.org/our-work/economic-development/housing/#convenings)
24

25 11. Executive Session: None needed.
26

27 12. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY MIKE BISSONETTE, TO ADJOURN THE
28 MEETING AT 7:09 PM. MOTION CARRIED UNANIMOUSLY.
29

30 Respectfully submitted,
31 Amy Irvin Witham

February 3, 2023

Kaitlin Hayes
District Coordinator
111 West Street
Essex Junction, VT 05452

RE: O'Brien Eastview; South Burlington; #4C1106-5

Dear Ms. Hayes,

The Chittenden County Regional Planning Commission's (CCRPC) Staff and Executive Committee have reviewed this Act 250 application for the above-referenced project described as the development of approximately 102 acres of land including subdivision of 42 new lots, construction of 155 dwelling units and construction of infrastructure improvements consisting of 7608 feet of roadways, recreation paths and sidewalks. The project is located in South Burlington, Vermont, adjacent to Old Farm Road, Kimball Avenue, Kennedy Drive and Eldredge Street. The City of South Burlington Planning Commission has approved the project.

CCRPC understands that full findings of fact are requested for the residential, infrastructure, and park space components of the project (including lots 16, 18-20, 24, 31-39, 47-48), and only Master Plan findings are requested for the remaining lots (17, 21-23, 25-30, 40-46, 49-57).

CCRPC offers the following comments on the proposed project:

The proposed project is located within two Planning Areas as defined in the Chittenden County Regional Plan, entitled the *2018 Chittenden County ECOS Plan*.

The residential and some commercial components of the project are in the Metro Planning Area. CCRPC finds these proposed components of the project to be consistent with this planning area for the following reasons:

1. The Metro Planning Area is identified in the Plan as an area planned for growth, and therefore the proposed project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth. The Metro Planning Area is identified in the plan as an area that provides for jobs and housing in a compact development pattern.
2. The proposed project is served by municipal water and sewer, is in proximity to public transit, and is within walking distance to many services/jobs.
3. The proposed land uses are consistent with the local regulations, as evidenced by the City of South Burlington's approval of the project.

The industrial/commercial component of the project is in the Enterprise Planning Area. CCRPC finds this proposed component of the project to be consistent with this planning area for the following reasons:

1. The Enterprise Planning Area is identified in the Plan as an area planned for growth, and therefore the proposed project helps implement Strategy #2 of the Plan, which calls for 80% of new development in the areas planned for growth. The Enterprise Planning Area is identified in the plan as an area planned for a concentration of employment uses that attract workers from the County and multi-county region.
2. The proposed project is served by municipal water and sewer, is in proximity to public transit, and is within walking distance to many services/jobs.
3. The proposed land uses are consistent with the local regulations, as evidenced by the City of South Burlington's approval of the project.

Therefore, CCRPC finds the proposed project to be in conformance with the Planning Areas of the *2018 Chittenden County ECOS Plan*.

The Traffic Impact Analysis (TIA) dated 3/30/2022, and associated supporting documents, assembled by Lamoureux & Dickinson Consulting Engineers, TCE, and WCG were reviewed. The CCRPC would like to clarify that the VT 116/Kimball Avenue/Tilley Drive Area Land Use & Transportation Plan analyzed the transportation network effects of constructing Exit 12B. The study does not recommend or endorse the construction of Exit 12B. The I-89 2050 Study further evaluated Exit 12B along with a full build-out of Exit 13 and reconstruction of Exit 14. The final I-89 Implementation Plan (<https://envision89.com/>) recommends initiation of a NEPA process for Exit 12B and Exit 13, as a long-term alternative, once certain conditions are met as articulated in the plan.

The CCRPC sincerely appreciates the additional Technical Memorandum dated 1/18/2023 that examined the effects of exclusive pedestrian phases at the Kennedy Drive intersections. The proposed development is anticipated to increase walking and biking which the CCRPC fully supports. With transportation planning becoming increasingly multimodal in nature it is critical to understand the effects of pedestrian phasing on intersection capacity. Reductions in intersection levels of service when pedestrian phases are utilized should be an acceptable trade-off in areas planned for growth.

The CCRPC does not have any concerns with the proposed development's effects on traffic. We further commend the use of connected roads and gridded streets in the project's layout. This design improves roadway capacities and emergency response times by providing multiple access points.

Due to the detailed level of development review in most Chittenden County municipalities, and the environmental permit reviews at the Vermont Department of Environmental Conservation, CCRPC focuses its Act 250 reviews on the type of proposed land use and the Planning Areas section of the *2018 Chittenden County ECOS Plan*. The CCRPC also focuses its review on transportation-related issues, where appropriate, in accordance with the Metropolitan Transportation Plan, which is within the *2018 Chittenden County ECOS Plan*.

These comments are based on information currently available; we may have additional comments as the process continues.

Thank you for the opportunity to comment on the application. Please do not hesitate to contact me at (802) 846-4490 or cbaker@ccrpcvt.org.

Sincerely,

Charlie Baker
Executive Director

Cc: CCRPC Board
Certificate of Service

CERTIFICATE OF SERVICE

I hereby certify on this 2nd of February 2023, a copy of the foregoing letter concerning Act 250 Land Use Permit Application #4C1106-5 was sent by U.S. mail, postage prepaid to the following individuals without email addresses and by email to the individuals with email addresses listed

O'Brien Eastview LLC
1855 Williston Road
South Burlington, VT 05403
andrew@obrienbrothersvt.com

O'Brien Brothers LLC
1855 Williston Road
South Burlington, VT 05403
andrew@obrienbrothersvt.com

O'Brien Family Limited Liability Company
1855 Williston Road
South Burlington, VT 05403
andrew@obrienbrothersvt.com

O'Brien Home Farm, LLC
1855 Williston Road
South Burlington, VT 05403
andrew@obrienbrothersvt.com

Gravel and Shea
Attn: Bob Rushford
rrushford@gravelandshea.com

Krebs and Lansing
Attn: Scott Homsted
scott.homsted@krebssandlansing.com

South Burlington City Council
Helen Riehle, Chair 180 Market Street
South Burlington, VT 05403
hriehle@sburl.com

South Burlington Planning Commission
Jessica Louisos, Chair 180 Market Street
South Burlington, VT 05403
jlouisos@sburl.com

Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901
anr.act250@vermont.gov

FOR YOUR INFORMATION

District #4 Environmental Commission
Tom Little, Chair
Monique Gilbert/Pam Loranger
111 West Street
Essex Junction, VT 05452
NRB.Act250Essex@vermont.gov
Nrb.act250agenda@vermont.gov

Seven Days/Classified Ad
Section 255 South Champlain St.,
PO Box 1164 Burlington, VT 05402
legals@sevendaysvt.com
(The newspaper receives an abbreviated notice for publishing.)

South Burlington City Clerk
Donna Kinville 180 Market Street
South Burlington, VT 05403
dkinville@sburl.com

State of Vermont/Dept. of Public Service
112 State Street, Drawer 20
Montpelier, VT 05620-2601
barry.murphy@vermont.gov
PSD.VTDPS@vermont.gov

Vermont Agency of Transportation
Barre City Place 219 N. Main Street
Barre, VT 05641
AOT.Act250@vermont.gov

Vermont Agency of Ag., Food and Markets
116 State Street, Drawer 20
Montpelier, VT 05620-2901
AGR.Act250@vermont.gov

Vermont Division for Historic Preservation
National Life Building, 6th Floor, Drawer 20
Montpelier, VT 05620-0501
ACCD.ProjectReview@vermont.gov

NRCS, District Conservationist
Natural Resources Conservation Service
356 Mountain View Drive, Suite 105
Colchester, VT 05446
joe.buford@usda.gov

Winooski NRCD Office 617 Comstock Road,
Suite 1 Berlin, VT 05602
info@winooskinrcd.org

Ethan Tapper, County Forester/FPR
John Gobeille & Toni Mikula/ANR - Dept. Of Fish & Wildlife
111 West Street
Essex Junction, VT 05452
ethan.tapper@vermont.gov
john.gobeille@vermont.gov
toni.mikula@vermont.gov

Green Mountain Power Corporation
c/o Kim Jones 163 Acorn Lane
Colchester, VT 05446
kim.jones@greenmountainpower.com

Vermont Gas Systems PO Box 467
Burlington, VT 05402
efficiency@vermontgas.com
Efficiency Vermont 128 Lakeside Ave.,
Suite 401 Burlington, VT 05401
pics@veic.org

Michael Barsotti, Water Quality Director
Champlain Water District 403 Queen City Park Road
South Burlington, VT 05403
mike.barsotti@champlainwater.org

Dated at Winooski, Vermont, this 2nd day of February 2023.

HILLSIDE @ O'BRIEN FARM

Old Farm Road and Kennedy Drive,
South Burlington, Vermont



164 Main Street, Suite 201 P: (802) 878-0375
Colchester, Vermont 05446
email@krebssandlansing.com

**ISSUED FOR PERMIT REVIEW
NOT FOR CONSTRUCTION**

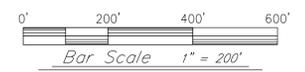
OWNER AND APPLICANT:

O'BRIEN BROTHERS
1855 WILLISTON ROAD
SOUTH BURLINGTON, VT 05403

PROPERTY INFORMATION:



EASTVIEW



REV. NO.	REVISIONS/COMMENTS	DATE
1	Staff comments, IC lots, Act 250	09/21/22

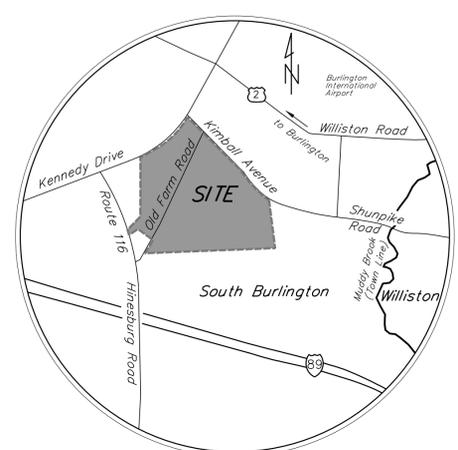
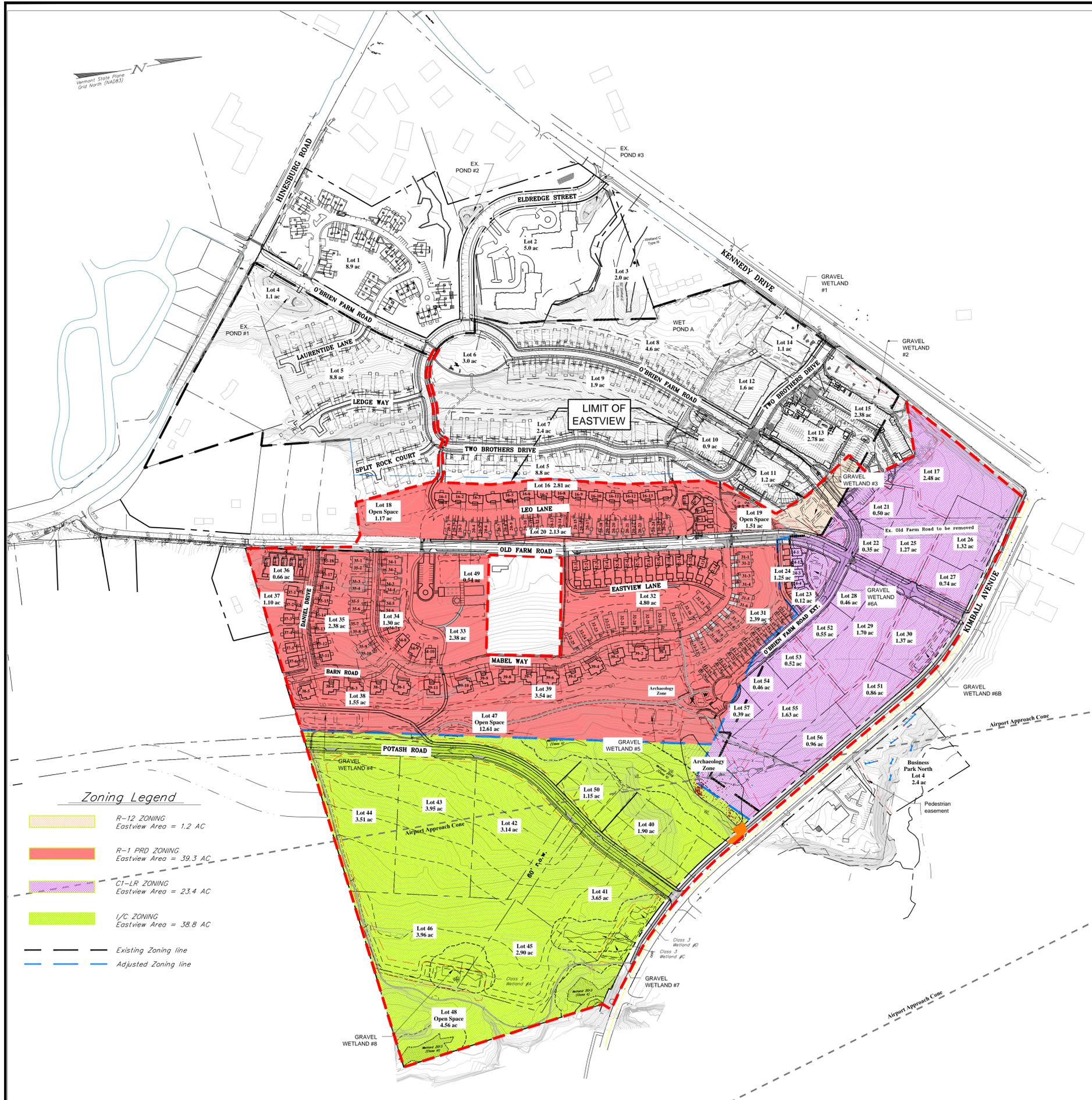
DATE ISSUED:	DRAWN BY:	CHECKED BY:
04/1/22	SWH	

DRAWING TITLE:

OVERALL ZONING PLAN

PROJECT NO.:	SCALE:
19182	1" = 200'

DRAWING NO.: **C-1.** REV. NO.:



Location Map
N. T. S.

Legend

- Existing property line/ right of way
- - - Proposed Right of way
- Existing contour line
- WL --- Delineated wetland
- 5' --- 50' wetland buffer
- Zoning line
- Existing wood line
- Existing Setback
- Existing Easement
- 112 --- Survey Control Point
- Existing Sign
- Existing Light Pole
- Existing Deciduous Tree
- Existing Evergreen Tree
- g --- Existing Gas Line/Valve
- s --- Existing Sewer Line/Manhole
- st --- Existing Storm Line/Manhole/Basin
- ue&t --- Existing Underground Electric & Telephone Line
- w --- Existing Water Line/Hydrant/Valve/Shutoff
- New stone retaining wall
- Proposed road/recreation path/parking
- Proposed 5' sidewalk
- S --- New Sewer Line/Manhole
- W --- New Water Line/Hydrant/Valve/Shutoff
- ST --- New Storm Line/Manhole/Catch basin
- 338 --- Finish Contour
- G --- New Gas line
- UD --- New Underdrain
- New Clearing Limits
- UGP --- New underground electric
- UE&T --- New underground electric/telephone/cable
- --- New utility pedestal cluster
- x338.5 --- New finish spot grade
- PRG 338.5 --- Average pre-construction grade for unit

Zoning Legend

- R-12 ZONING
Eastview Area = 1.2 AC
- R-1 PRD ZONING
Eastview Area = 39.3 AC
- C1-LR ZONING
Eastview Area = 23.4 AC
- I/C ZONING
Eastview Area = 38.8 AC
- Existing Zoning line
- Adjusted Zoning line

Notes:

- This plan is not a boundary survey. See plans entitled "Boundary Survey, O'Brien Home Farm, O'Brien Family Limited Partnership and O'Brien Home Farm, LLC" dated June 20, 2002, and "Final Plat, O'Brien Home Farm" dated February 25, 2002 last revised July 7, 2004, as well as sheets PL-1 through PL-5 prepared by Krebs & Lansing Consulting Engineers Inc. for boundary information.
- The location of existing underground utilities are approximate and not warranted to be exact or complete. Dig Safe shall be contacted prior to any excavation.
- Elevations are based on the NAVD 88 (Geoid 12A) vertical datum.
- Project Horizontal Coordinates derived from GPS observation using reference frame NAD83 (2011) 2010.00 epoch.
- The building footprints for single family and duplex units shown are illustrative. The applicant reserves the right to select an approved model which differs in footprint from the illustrative plan.

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 SPECIAL JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES
3 FINAL
4

5 DATE: Wednesday, February 15, 2023

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
10 Bard Hill, Secretary/Treasurer (5:55 PM) Michael Bissonette, at large <5000
11 Mike O'Brien, Past Chair Jacki Murphy, at large >5000
12 Jeff Carr, Finance (5:54 PM)
13
14 STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Prog. Mgr.
15 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
16 Mckenzie Spear, Business Office Assoc.
17

- 18 1. Call to Order, Attendance. The Executive Committee meeting was called to order by Catherine
19 McMains at 5:48 PM.
20
21 2. Changes to the Agenda, Members items. Charlie Baker requested to add a discussion on the Housing
22 Bill under agenda item 4.
23
24 3. Request to Legislature for full funding per the statutory formula
25 **Draft Motion:** To approve the following request to the Legislature and authorize the Executive
26 Director to circulate it to the rest of the CCRPC board members to allow them to sign onto this
27 request.
28

29 *As regional planning commission board members, we are requesting support from the Legislature to*
30 *provide full statutory formula funding to regional planning commissions. The capacity of our towns is*
31 *strained, which has resulted in towns not taking advantage of federal and state funding*
32 *opportunities. The continued underfunding of RPC's has resulted in lost opportunities and support for*
33 *our towns. The Property Transfer Tax funding is the foundation that RPC's use to provide support to*
34 *leverage federal and state resources. We hereby ask the Legislature to support full statutory formula*
35 *funding for the RPC's, increasing the funding from \$4,574,416 in FY23 to the full property transfer tax*
36 *formula amount of \$10,134,624.*
37

38 Catherine McMains stated she is excited about the number and variety of projects we currently
39 have. She expressed concerns about the inevitable need to hire additional staff. She wonders what
40 the longevity of this funding is and asked Charlie if there is a way to gauge the sustainability of this
41 funding. Charlie explained past funding has been available with allocations geared to specific
42 projects or programs and this request is intended to change that dynamic. Charlie shared a graph
43 that provided an overview of a ~20-year history of the Property Transfer Tax revenue dollar funding.
44 He explained that with a third of the Vermont Legislators being new, there are different
45 perspectives coming into play. Within the rural caucus there is a big emphasis on helping smaller
46 towns. Charlie said there will be a bigger conversation about increased base funding and we are
47 hopeful the Legislature will continue seeing us a resource for different programs. Chris asked why
48 we are receiving less funding from the property transfer tax than previously stated and wondered if
49 it would be easy to have extra money injected into the Regional Planning Commissions? Charlie said

Meeting Minutes

1 there are numerous ways to fund specific programs, however, what we really want to do is move
2 away from the “one year at a time” pigeon-holed, specific program funding and receive larger base
3 amounts each year. The RPCs want funds that can be used to address the needs of the State and our
4 municipalities more flexibly. Charlie said, we are not necessarily asking for more money, we are
5 asking for more flexibility in what we can spend the money on. Jeff reminded members that this
6 funding source and funding formula was established in Kunin’s administration, with 33% of the
7 property transfer tax going to the general fund per statute. The remainder of the revenue is split
8 with 50% going to VHCB and 17% to planning (RPCs with 70% of this portion, 20% to municipal
9 planning grants, and 10% to VCGI). Despite the statutory language, the legislature has not allocated
10 funding at these levels, but has used portions of the allocations for the general fund. He said the
11 bottom line is we need to ask the state for this funding. Bard asked how the State manages requests
12 for more money, and wondered if, with this type of flexibility, there is a loss of control? Jeff agreed.
13 Charlie said RPC’s do want the funds to be flexible to address all of the needs (housing, natural
14 resources, climate/energy, etc.) with the accountability the legislature wants. We are trying to make
15 things easier for the Appropriations Committee. Jeff Carr said this is a double-edged sword. When
16 the economy hit a low in 2009 and 2010 the property transfer tax was very low. It is a challenge, and
17 this is a sensitive matter. He feels the message should be if the State is giving RPC’s a lot of projects,
18 the State needs to provide funding. Charlie agreed and said a specific example is when Hinesburg
19 needed support with Housing. We do not have funds to cover staff or consultants. Charlie said this is
20 a statewide strategy and all RPC’s are having the same discussion with their Board members.

21
22 MIKE O’BRIEN MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE LEGISLATIVE REQUEST
23 FOR FULL STATUTORY FORMULA FUNDING. MOTION CARRIED UNANIMOUSLY
24

25 4. Other Business: Charlie wanted to let everyone know there have been a lot of conversations about
26 the draft housing bill. He explained this has been the case for some time and he and Taylor Newton
27 were technical resources during summer and fall. This is an awkward situation. The question of how
28 we address and encourage more housing, while at the same time, recognize local control issues that
29 concern our municipalities. Chris Shaw said he is a bit confused about the talk of a merged bill.
30 Representative Bongartz introduced H.68 and Senator Kesha Ram-Hinsdale has borrowed a lot of
31 the content of H.68 for the draft housing bill in the Senate. This will go to the Senate, Natural
32 Resources and Energy for a couple of weeks after Senate Economic Development and Housing votes
33 it out next week. Charlie explained housing is one of the major priorities for the State right now.
34 Density and parking issues appear to be the biggest items of contention with this bill. Charlie said
35 there two other sections that restrain town development review boards (DRBs) to negotiate down
36 density and the second part dials down the ability for appeals. Catherine asked about density. Taylor
37 explained the basic density-related provisions in the bill. Taylor addressed her concerns. Charlie
38 added that Vermont is unique in the way that our zoning is set up. Charlie stated the CCRPC
39 suggested when the State conducts their next housing needs assessment that they add State and
40 regional housing goals or targets. Charlie encouraged members to provide feedback, questions, or
41 suggestions they have.

42
43 5. Executive Session: None needed.
44

45 6. Adjournment: CHRIS SHAW MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO ADJOURN THE
46 MEETING AT 6:37 PM. MOTION CARRIED UNANIMOUSLY.
47

48 Respectfully submitted,

Meeting Minutes

1 Amy Irvin Witham

FINAL

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 JOINT EXECUTIVE AND FINANCE COMMITTEE MEETING MINUTES
3 DRAFT
4

5 DATE: Wednesday, March 1, 2023

6 TIME: 5:45 PM

7 PLACE: Remote Attendance via ZOOM
8

9 PRESENT: Catherine McMains, Chair Chris Shaw, Vice-Chair
10 Bard Hill, Secretary/Treasurer (left 6:42PM) Michael Bissonette, at large <5000
11 Mike O'Brien, Past Chair Jacki Murphy, at large >5000
12 Jeff Carr, Finance

13
14 STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Mgr.
15 Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Business Office Mgr.
16 Mckenzie Spear, Business Office Assoc. Anne Nelson Stoner, Equity Mgr.
17

- 18 1. Call to Order, Attendance. The Executive Committee meeting was called to order by Catherine
19 McMains at 5:45 PM.
20
21 2. Changes to the Agenda, Members items. There were none.
22
23 3. Approval of the February 1, 2023, Joint Finance and Executive Committee Meeting Minutes
24 CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE FEBRUARY 1, 2023,
25 JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED
26 UNANIMOUSLY.
27
28 • Edit: Pg 5, Line 1: add "to" after the word assessment
29 • Edit: Pg 5, Line 8: add "land" after the word State
30 • Edit: Pg 5, Line 5: change word "power" to "authority"
31

32 Bard Hill requested bill numbers be included in minutes. [example: Housing Bill S.100].

- 33 4. Approval of the February 15, 2023, Special Meeting Joint Finance and Executive Committee Meeting
34 Minutes MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE FEBRUARY 15,
35 2023, SPECIAL MEETING JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES AS PRESENTED.
36 MOTION CARRIED UNANIMOUSLY.
37

38 Catherine turned the meeting over to Bard Hill for the financial portion of the meeting at 5:54 PM.
39

- 40 5. FY23 Quarter 2 Financials

41 a. Journal Entries

42 Bard referred members to the FY23 second quarter Journal Entries dated October 2022 to
43 December 2022 included in the meeting packet.
44

45 JEFF CARR MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE QUARTERLY JOURNAL
46 ENTRIES FOR OCTOBER 2022 THROUGH DECEMBER 2022. MOTION CARRIED UNANIMOUSLY.
47

1 b. FY23 Quarter 2 Financial Report

2 Forest Cohen referred members to the 2nd Quarter Financial Report included with the packet
3 covering the first half of the Fiscal Year 2023, from July 2022 through December 2022. Jeff asked
4 if we were under-recovering on our indirect. Forest said yes, as detailed in the report we are
5 slightly under-recovering at 80% with our approved rate of 76.8%. Charlie reminded members
6 that staff tends to take more vacation and holiday time during the first half of the year. Jeff Carr
7 said he thought the financials looked great. Forest provided an overview of the financial reports
8 to members and agreed with Jeff, this was a very healthy balance sheet. Bard and Jeff asked if
9 funds can be transferred from the operating account into the money market to earn a bit more
10 in interest. Members agreed. Charlie and Forest said they planned to do so. They will discuss
11 and make the transfer soon.

12
13 Balance Sheet, as of December 31, 2022

- 14 • Cash in checking (Operating): \$308,058
- 15 • Cash in Money Market (Reserve): \$308,464
- 16 • Current assets over Current liabilities: \$944,653
- 17 • Deferred Income Communities/Match: \$194,862
- 18 ○ Please note that we are using ACCD funds for the first \$100K of match to MPO
- 19 funds. Through December 31, 2022, we have used \$98,151 of ACCD funds for
- 20 match.
- 21
- 22

23 Income Statement through December 31, 2022

24 Before allocating local dues to match our expenses through December, the expenses exceeded
25 revenues by ~ \$58,000. This is the result of our indirect costs being slightly higher than our
26 approved rate. We expect our actual indirect rate to be around 80% this year. The approved rate
27 is 76.8%. The rest of the discrepancy comes from the ratio of billable hours versus non-billable
28 hours which is due to staff taking paid time off over the summer months and the recent holiday
29 season. The result is being lower in the first half of the year than the second half of the year.
30 Because we have more than a \$100,000 increase in our ACCD funds for FY23, we decided to use
31 \$100,000 of those funds to match transportation projects before using the local dues, which
32 freed up a corresponding amount of local dues revenue. Instead of allocating the entire
33 remainder of local dues in the final month (or months) of the fiscal year, it makes more sense to
34 start matching expenses earlier in the fiscal year. In addition to the nominal amount needed to
35 match ineligible expenses in December, Forest allocated \$57,850 of local dues to match the first
36 half of FY23 expenses. We will match expenses again at the end of March and will allocate the
37 remaining local dues in June.

38
39 Cash Flow through January 2022

40 The cash position is trending toward exceeding the initial projection. The Cash Flow/Targets
41 sheet indicates that there's potential to move more than \$75,000 from the operating account
42 into reserve. Row 22 of the sheet tracks the Local Dues funds described at length above.

43
44 The financial portion of the meeting concluded at 6:06 PM. Jeff said goodbye and excused
45 himself from the meeting.

46
47 6. Act 250 & Section 248 Applications. There were none.

48

1 7. Long Range Planning Committee Energy Sub-Committee Members

2 The Long-Range Planning committee established an energy sub-committee to guide updates to the
3 energy portions of the ECOS Plan. Charlie referred members to the memo included in the packet. He
4 also thanked our chair, Catherine McMains, for volunteering to serve as chair of the Energy Sub-
5 Committee the last time. Charlie explained we had 10 volunteers and only need 7. Since Catherine is
6 already the CCRPC Board Chair, she can pass on this role. Catherine thanked Charlie. The
7 recommended appointees are:

- 8
- 9 • Jeff Forward, Richmond
 - 10 • Keith Epstein, South Burlington
 - 11 • Jim Donovan, Charlotte
 - 12 • Dan Perkins, Essex
 - 13 • Henry Bonges, Milton
 - 14 • Dwight Decoster, Underhill
 - 15 • Kevin Thorley, Williston
- 16

17 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO BRING THIS LIST OF NOMINEES TO
18 THE BOARD FOR APPOINTMENT TO THE ENERGY SUB-COMMITTEE. MOTION CARRIED
19 UNANIMOUSLY.

20

21 8. Equity Update: Anne Nelson Stoner greeted members and shared a presentation from the recent
22 Equity Advisory Committee meeting held on February 20, 2023.

23

24 Priorities for the Equity Advisory Committee include:

- 25
- 26 • Support the Equity Engagement Manager
 - 27 ○ Build relationships within the community.
 - 28 ○ Build an internal equity foundation.
 - 29 ○ Sustain, and strengthen the EAC.
 - 30 ○ Support municipalities in their equity efforts.
 - 31 ○ Explore funding.
 - 32 • Provide Accountability
 - 33 ○ Update CCRPC's Mission Statement and Code of Conduct
 - 34 ○ Develop an Equity Action Plan
 - 35 ○ Develop a Residents Guide and Guide for Community Engagement
 - 36 ○ Update Public Participation Plan and the Stipend Policy
 - 37 • Identify Opportunities for Direct Action
 - 38 ○ CCRPC Power - Funding
 - 39 ○ Funding for Equity work? Project idea - \$100K for the EAC to build civic
40 infrastructure.
 - 41 ○ Steps:
 - 42 ▪ Develop Project Proposal
 - 43 ▪ Obtain approvals from FHWA and the CCRPC Board
 - 44 ▪ Define funding availability timeline (July)
 - 45 ▪ EAC Budget to carry out projects.
 - 46 • Engage with Chittenden County Residents
 - 47 ○ Winooski Walk/Bike Plan.

- 1 ○ Serve on Project Advisory Committee.
- 2 ○ Review Public Engagement Plan.
- 3 ○ Learn the life cycle of a project.

4
5 Mike O'Brien had additional clarification for members on *Priority 2; Provide Accountability*. Mike is a
6 member of the EAC and asked Anne Nelson to explain the work the interns are doing. Anne Nelson
7 stated we have two University of Vermont interns, Grace Colbeth and Annika Zimmerman. Annika is
8 helping to create the *Guide to Community Engagement* and Grace is working to create the *Residents*
9 *Guide to the CCRPC*. The Residents Guide will be very easy to read and feature user friendly visual
10 graphics to explain what the CCRPC is and various ways people from our communities can become
11 involved in the work of the CCRPC.

12
13 Bard asked Anne Nelson about funding. He wondered if the EAC has authority over funding since
14 most committees within the CCRPC cannot allocate funds. Anne Nelson said there will be a review
15 and approval process in place for allocations coming from Transportation funding. Charlie explained
16 the process is similar to how the Transportation Advisory Committee (TAC) recommends funding
17 allocations for the TIP amendments; it is not the TAC making the decision, they make a
18 recommendation and the CCRPC Board has the final decision. Additionally, the amount of funding
19 requested is relatively low, it likely will not exceed \$100,000. The intent is to run the decision
20 through the EAC and have this committee recommend ways the funds can be used. Charlie said our
21 bylaws do not specify how funds are to be distributed.

22
23 Chris Shaw asked for more information on *Priority 3; Identify Opportunities for Direct Action* and
24 examples of what accountability by the CCRPC would look like. Anne Nelson explained the current
25 equity work is geared toward providing a foundation and different ways communities can hold the
26 CCRPC accountable. She explained the EAC is working to provide our communities with a tool to
27 help track and gauge how well the CCRPC is doing in terms of equity. Anne Nelson said we need to
28 define what equity looks like for the CCRPC and ensure there is transparency in the work.

29
30 Bard asked for a reminder of what the scope of equity means for the CCRPC? Anne Nelson said in
31 terms of equity for the CCRPC, the work needs to include all communities, particularly those who
32 have historically have been and continue to be left out of the planning process. She explained the
33 EAC is taking a broad approach to this. We want to collaborate and decide what this looks like for
34 the CCRPC.

35
36 Mike O'Brien asked Anne Nelson if she feels she is being supported by the CCRPC Board and Staff.
37 Anne Nelson said it is too early in the process and perhaps there has not been enough content to
38 feel any push back from the CCRPC Board. Anne Nelson recognizes there will inevitably be many
39 challenges as we move forward.

40 41 9. Chair/Director Report

- 42 • Annual Meeting.

43 Charlie asked members for preliminary feedback on our annual meeting and said we need to
44 decide if the meeting will be in person or remote. Members discussed and agreed an in-
45 person meeting would be welcomed. Venue proposals included Maquam Barn in Milton,
46 Philo Ridge Farm and The Old Lantern in Charlotte, the Monitor Barn in Richmond, and The
47 Sleepy Hollow Inn in Huntington. Charlie will refer these suggestions to Emma Vaughn to
48 plan the in-person event.

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- Legislative Update
 - Rural Capacity Charlie said the Budget Adjustment Act with \$3 million for rural capacity was recently approved. This will be a one-time effort to help under-resourced towns take advantage of American Rescue Plan Act (ARPA) and other available funding. RPCs will be asked to help with these efforts. The Town of St. George is one of our municipalities that falls into the under-resourced category. Jacki asked if there is a time-limit to spend down the ARPA funds. Charlie said yes, and this is one of the issues because the funds need to be committed by the end of 2024 and spent by the end of 2026.
 - RPC funding

Regional Planning Commissions received a 30% increase in FY23. Commissions are asking for full formula funding in FY24. This would approximately double ACCD funding. Charlie testified on this recently. He explained increased funding will help improve staff capacity to assist our municipalities and meet many of the needs that we are not currently able to address. These funds could help planners work on bylaws, housing issues, grant administration, and project management services. This will allow Ann Janda to do more energy work beyond the MERP program. There have been discussions of shared services, particularly around zoning administration, with our smaller towns. We could have one staff member dedicate time to assist three or four towns for zoning administration and lister services. Charlie asked members if they had any other suggestions. Taylor said he thinks we could allocate a certain amount of funding that municipalities could apply for that would help cover their match requirements. Catherine asked if emergency response services could be added to the list of items towns need. Chris said there are challenges where emergency response services are called upon for mental health and substance abuse issues. Members agreed. Charlie said he will add emergency response to the list of services towns may need help with.
 - Brownfields

The RPCs statewide will receive \$1 million dollars for Brownfields Assessment as a result of the FY23 Budget Adjustment Act. We are still waiting to hear if we were awarded a separate EPA grant for this work. We should know for certain in May. The State money from the Agency of Commerce is a big help in the meantime.
 - Housing bill S.100

Charlie referred members to the link to the housing bill embedded in the packet: [Housing bill S.100](#). Kesha Ram Hinsdale has been championing the effort. This bill is considered a high priority as it offers general support for addressing the housing issues within the state. Charlie noted that we are walking a fine line between the bigger policy issue and municipal control issues. Charlie believes this will be voted through the Senate within a couple of weeks and there will be substantive debate when it moves to the House in March. There is a lot in the bill. Members discussed some of the details and the overall impact of this bill. Charlie said housing is an important issue, we do not have enough housing and we have been working on the housing challenges for the past 20 or 30 years, so it is a good time to look at some system changes.

1 10. March Board Meeting Agenda Charlie referred members to the draft board agenda for March. He
2 said we have a minor TIP amendment and ratification, staff introductions for Taylor Newton and
3 Darren Schibler, an action item for the West Central Vermont Comprehensive Economic
4 Development Strategy, the charge to the Board Development Committee for FY24 nominations, and
5 an Equity update. He said he will include updates for the Annual Meeting, the FY23 2nd Quarter
6 financials, the FY24 UPWP, and a Legislative update within his update.

7
8 Chris Shaw suggested adding an item on the Burlington Airport master plan update. Charlie said he
9 has not heard any updates on this so he will ask Nic Longo about this. Chris also suggested a
10 discussion on the electrical grid in Chittenden County; specifically, what is Green Mountain Power's
11 plan to deal with restrictions in the power grid? Taylor noted VELCO is working on transmission
12 lines. Chris asked for a chart to show what energy can be produced in-state vs imported and other
13 issues related to how we meet our energy goals. Taylor noted that he is on the Vermont Systems
14 planning committee and these topics will be discussed with the board over the next few months as
15 we start work to update our energy plan.

16
17 11. Other Business: Mike O'Brien asked Charlie if we were going to discuss his evaluation. Charlie said it
18 will be an agenda item at the April Executive Committee meeting. He has been reviewing various
19 ways to solicit feedback from staff and thinks it will likely be a survey on his performance and their
20 satisfaction. He plans for this to be done in time for the April meeting.

21
22 12. Executive Session: None needed.

23
24 13. Adjournment: MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADJOURN THE
25 MEETING AT 7:13 PM. MOTION CARRIED UNANIMOUSLY.

26
27 Respectfully submitted,
28 Amy Irvin Witham

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

DATE: **Tuesday, February 7, 2023**
 SCHEDULED TIME: 11 a.m. to 12:15 p.m.
 PLACE: In-person @ CCRPC office and 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: Darlene Palola	Underhill: Nick Atherton (11:17)
Burlington:	Jericho:	Westford:
Charlotte:	Milton: Lisa Schaeffler	Williston: Christine Dougherty
Colchester: Karen Adams (11:20)	Richmond:	Winooski: Ryan Lambert
Essex: Annie Costandi, Chair	Shelburne:	VAOT: Tyler Hanson (11:22)
Essex Junction:	South Burlington: Dave Wheeler	VANR:
Burlington Airport: Catie Calabrese (EIV)	University of VT: Claire Forbes	CCRPC Board:
Friends of the Winooski River:	Lewis Creek Assoc:	Winooski NRCDC:
Other Attendees: Dean Pierce (Basin 7 CWSP), Brian Voigt (Basin 8 CWSP); Keith Fritschie & Karen Bates, DEC; Amy Macrellis, Stone Environmental)		
CCRPC Staff: Dan Albrecht, Taylor Newton, Chris Dubin, Sai Sarepalli		

1. **Call to Order.** Chair, Annie Costandi called the meeting to order at 11:02 a.m.
2. **Changes to the Agenda and public comments on items not on the agenda** No changes.
3. **Review and action on draft minutes of December 6, 2022.** After a brief recap by Albrecht, *Dougherty made a motion, seconded by Lambert to approve the minutes as drafted with a correction to note that Darlena Palola was present. All in favor. MOTION PASSED.*
4. **Report on current Winooski River Basin (8) Tactical Basin Plan Update, Keith Fritschie**
 Tactical Basin Plans (TBP) are Surface Water Management Plan required by VT Clean Water Act. The plan includes geographically specific actions to address water quality degradation. The plan is focused on reducing major pollutants/stressors including nutrients, toxins, pathogens, invasive species, altered flows, and temperature produced by five major sectors: agriculture, developed lands – stormwater, developed lands – roads, wastewater, and natural resource restoration. A major goal of the project is to achieve the TMDL for Lake Champlain.

 The update to the Basin 8 TBP started in 2022. Most of the year focused on gathering information. Hope to finish first draft of the plan by July 2023. This would be followed by public comment on the plan. The likely date for CCRPC review is August and September. Adoption is anticipated by December 2023.

 DEC with help of RPC distributed a public survey in the fall to obtain input from residents on what they think the top issues are. They have received about sixty responses and definitely did see a boost in responses when it was promoted to towns via Front Porch Forum. A. Costandi asked when the survey was originally distributed. D. Albrecht said that the survey was distributed in the fall of 2022. D. Albrecht said he will redistribute to CWAC. [Editor's note: [see survey link here](#):]

 He encouraged members to look at the current 2018 Plan especially the strategies noted in the "Implementation Table" to help form their thoughts when they take the survey. [Editor's note: see

1 plan here,

2 <https://dec.vermont.gov/water-investment/watershed-planning/tactical-basin-planning/basin8>

3
4 Dougherty asked about the graph and what makes up the “river” portion of reduced TMDL. Fritschie
5 stated that it is looking at the result of floodplain enhancements and easements.
6

7 **5. Update on operations of Clean Water Service Providers for Basins 5, 7 and 8**

8
9 Pierce (Basin 7) stated that the CWSP issued the first call for application in Basin 7. Still working on
10 FAQs. Hope to meet with some possible applicants to meet one-on-one with CWSP staff.
11

12 Voight (Basin 8) noted they’ve spent a lot of time reviewing co-benefits evaluation process. The
13 CWSP signed an amendment to their startup contracts to have the CWSP go through training for
14 operations and maintenance.
15

16 Albrecht (Basin 5) said they received three applications in response to call for applications that ended
17 on February 3rd. They are all design level at this point and not for construction. Will meet later this
18 month to evaluate proposals.
19

20 **6. Updates by Staff**

21 Albrecht mentioned that the UPWP process has begun.
22

23 Dubin discussed road erosion inventories. Mentioned that all technicians will need to use VTrans app.
24 He also mentioned that a lot of the focus this spring will be on training to ensure that new road erosion
25 inventories are done correctly. C. Dubin also mentioned that he is beginning to reach out to
26 communities about MS4 reporting.
27

28 **7. Items for March 8th meeting agenda**

29 March meeting may be cancelled. TBD.
30

31 **10. Adjournment.** The meeting was adjourned at 12:15 p.m.
32
33

Respectfully submitted, Taylor Newton and Dan Albrecht

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

DATE: **Tuesday, February 7, 2023**
 SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.
 PLACE: In-person @ CCRPC office and 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: James Sherrard	Burlington Airport: Catie Calabrese (EIV)	Williston: Christine Dougherty
Colchester: Karen Adams	Milton: Lisa Schaeffler	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne:	VAOT: Jennifer Callahan, Tyler Hanson
Essex Junction:	South Burlington: Dave Wheeler	Univ. of VT: Claire Forbes
DEC: Sam Hughes		
Other Attendees: Winooski NRC: Adelaide Dumm; Probolsky Research: Adam Probolsky and Katie Thompson; Dave Allerton-Town of St. Albans, Gianna Petito, Sam Hughes, Bill – Town of Rutland, Chip Sawyer, City of St. Albans; DEC: Keith Fritschie, Karen Bates, Gianni Petito, Rachel Wood, Emily Schelley, and Emily Bird; DEC/LC Sea Grant: Jill Sarazen		
CCRPC Staff: Dan Albrecht, Chris Dubin, Sai Sarepalli, Taylor Newton		

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

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

2. Review and approval of minutes (January 3, 2023)

Albrecht recapped the draft minutes. Costandi mentioned that item number 5 needs to be amended to include staff updates.

On a motion by Adams, with second by Dougherty, the minutes of January 3, 2023, with minor corrections to be made by Albrecht, were approved unanimously.

3. Update on current 2023 Stormwater Awareness Resident Survey

Probolsky provided an overview of survey responses. Over 500 responses to survey from multiple forms (online, phone, text). Some highlights of the results included:

- Majority associate stormwater runoff with residential/commercial and agricultural landscapes.
- 47% think Lake Champlain is more polluted than ten years ago.
- 55% think that stormwater runs into the nearest bodies of water without being treated
- About 79% of respondents indicated that their personal actions affect water quality in Lake Champlain.
- Most respondents don't use fertilizer but of those that do, only 13.8% do so in the fall.
- Reported picking up of dog waste similar to previous years, around 80%
- Over 90% of respondents have not heard of Rethink Runoff.

Albrecht said that we'll have Probolsky Research back when the draft report is released. He will also provide them the raw data from the 2003 and 2008 surveys for further comparison as there are a few questions from then that were also asked in 2023.

4. Report on Planned MS4 Community Formula Grants

Wood provided an overview of the statutory context of the program. The goal of the program is to assist MS4 communities to meet the requirements of their phosphorus control plans (PCPs). Program can fund design/implementation of stormwater projects.

1 Formula is a base award of \$200,000 to each community. Remaining budget is based on formula. About
2 \$7.4 million total program. Funding from state funding and ARPA. Tentative award amounts between
3 \$200,000 and \$900,000. There is a 50% leverage requirement (match).

4 Enrollment in the program would include an initial award estimate and grant agreement draft. Every
5 agreement needs an estimate of phosphorus reduction. May be a second round of enrollment if some
6 communities opt out. Grant execution will follow. Will finalize enrollment in May-June 2023. Project
7 must be completed by October 2026 and all funds expended by December 2026. Will provide an in-depth
8 training with VT Division for Historic Preservation on March 8 from 2-3:30.

9 Dougherty asked if the project needs to be in the project watershed database. The answer was yes. She
10 indicated she is somewhat uncomfortable moving forward with any projects as the Phosphorus Control
11 Plans are still not yet approved. Schelley indicated DEC hopes to get those approvals issued in the coming
12 months.

13
14 **5. Review and Vote on draft 2022 MCM#1 Annual Report from Pluck**

15 Barron said that most of this year was focused on maintenance levels of advertising in usual media
16 with Facebook being the most common. He introduced search-based ads this past year. Ad interaction rate
17 is starting to go up. Next year will re-rollout new creative. Likes and social media visits are up. He is
18 putting together the ad buy for this spring and summer. Going to avoid broadcast and focus on radio and
19 web. Our limited dollars go farther on digital platforms.

20 *Adams motioned to approve the 2022 MCM#1 Annual Report, seconded by Dougherty. The report was*
21 *approved unanimously with no abstentions.*

22
23 **6. Review and Vote on draft 2022 MCM#2 Annual Report from WNRCD**

24 Dumm recapped the annual report related to outreach, projects, and water quality monitoring.

25 *Schaeffler motioned to approve the 2022 MCM#2 Annual Report, seconded by Adams. The report was*
26 *approved unanimously with no abstentions.*

27
28 **7. Review and Approve 2023 RR Stream Team Workplan**

29 Dumm reviewed the proposed work plan for 2023.

30 *Adams motioned to approve the work plan for 2023, seconded by Costandi. The report was approved*
31 *with no abstentions and one nay vote from Dougherty.*

32
33 **8. Recommendation on vendor selection by CCRPC for MCM#2 Effort**

34 Albrecht recapped the submitted bid from WNRCD which was the only one received in response to
35 the RFP posted by CCRPC for several weeks on www.vermontbidsystem.com and the CCRPC website.

36 *Costandi motioned to authorize CCRPC to issue the contract with WNRCD, seconded by Lambert. The*
37 *motion was approved unanimously with no abstentions.*

38
39 **9. Staff, member, and guest updates**

40 Costandi noted that as reported at the CWAC meeting this morning Dubin will be working to provide
41 MRGP related data to members to use in their Annual Reports.

42
43 **10. Items for Wednesday, March 8th meeting**

44 Receive final report from Probolsky.

45
46 **11. Adjournment**

47 The meeting was adjourned at approximately 1:41 p.m.

48
49 *Respectfully submitted, Taylor Newton and Dan Albrecht*
50

CCRPC Equity Advisory Committee Meeting

Monday, February 20, 5:00-6:30pm | Via Zoom

Attendees: Anne Nelson Stoner, Charlie Baker, Emma Vaugn, Bryan Davis (CCRPC Staff); Mike O'Brien, Jacki Murphy, Bruce Wilson (EAC Members & CCRPC Board Members); Annika Zimmerman, Grace Colbeth (UVM Interns); Mona Tolba (Translator); Ragab Mohamed, Rachel Batterson, Omar Derzi, Ahmed Mohamed, Melissa Heitkamp, Catarina Campbell (EAC Members)

1. **Welcome, updates, & announcements**

Anne Nelson introduced two UVM interns working with her this semester. Annika is working on a Community Engagement Guide for Chittenden County Municipalities and Grace is working on a Resident's Guide to the CCRPC.

2. **Revisit group agreements & priorities**

Anne Nelson reviewed the group agreements and priorities for involvement and reminded the group that these can change over time.

3. **Discuss regular EAC meetings**

Anne Nelson proposed establishing regular EAC meetings monthly or bi-monthly and suggested the 2nd or 4th Wednesday of the month, based on survey results. Ragab shared a desire to meet monthly and the importance of frequent meetings to keep group momentum going. Rachel shared a desire to meet bi-monthly due to busy schedules. The group decided to establish monthly meetings on the 4th Wednesday of the month (based on survey results and Mona's availability to translate). The whole EAC will meet bi-monthly, with the off-month meeting times held for work groups.

4. **Priority 1: Support the Equity & Engagement Manager**

Anne Nelson provided an update on her priorities, including:

1. Learning and building relationships;
2. Building an internal equity foundation;
3. Sustaining and strengthening the EAC;
4. Supporting municipalities in equity work; and
5. Exploring funding.

She asked whether there was anything important missing from this list and how the EAC can best support and hold her accountable. Catarina asked Anne Nelson what she would find helpful. Anne Nelson shared that in-person meetings have been helpful and suggested sending emails with quick bullet-point updates. Catarina suggested a monthly email update would be useful. Melissa proposed a shared spreadsheet to provide updates on specific tasks.

5. **Priority 2: Provide Accountability**

Anne Nelson reviewed tasks/workgroups building an internal CCRPC equity foundation, through:

1. Updating the CCRPC Mission Statement & Code of Conduct (workgroup)
2. Developing an Equity Action Plan (workgroup)
3. Creating a Resident's Guide to CCRPC (Anne Nelson & Grace)
4. Creating a Guide to Community Engagement for Chittenden County Municipalities (Anne

Nelson & Annika)

5. Updating the CCRPC Public Participation Plan & Stipend Policy (workgroup)

6. Priority 3: Identify Opportunities for Direct Action

Anne Nelson explained that some of CCRPC's power is distributing funds that come from the Federal and State government. CCRPC has been exploring how they could use funding for equity-specific projects, particularly to enhance public participation in planning projects from underserved communities. The Federal Highway Administration (FHWA) has an explicit equity goal to build civic infrastructure. Thus, CCRPC is exploring whether they could set aside \$100,000 from FHWA for the EAC to use to build civic infrastructure within Chittenden County. For example, the EAC could decide to give funds to The People's Kitchen to support hosting regular events to get feedback and involvement in planning projects, transportation related and beyond. This allows for the establishment of reciprocal and sustainable relationships.

Rachel shared that the State is updating the Consolidated Plan and CCRPC could be helpful in their process. Charlie asked whether that entity uses State funds for their own outreach. He shared this link: <https://accd.vermont.gov/housing/plans-data-rules/hud/how>. Melissa asked what participatory models have worked well. It could be useful to review what engagement methods are working in other places throughout the country. Catarina requested a definition of civic infrastructure. Charlie shared this link:

https://www.transportation.gov/sites/dot.gov/files/2022-04/Power_of_Community.pdf and

shared that there would be more guidance expected from USDOT/FHWA in March. Mona expressed concern around too many engagement requests from different agencies and a need to consolidate/streamline efforts. She also emphasized the need to use clear/plain language.

Mona asked how long these funds would last and whether the program would sustain beyond, expressing worry that \$100k is not enough. Anne Nelson explained that the funds would last for one year, with the hope of continuing and growing into the future. This first year would be a "pilot" to test the concept out. Anne Nelson will prepare a draft project proposal for these funds and share it with the EAC. Melissa suggested sharing a Google Doc so people can share edits and feedback.

7. Priority 4: Engage with Chittenden County Residents

Bryan gave a brief introduction to the project and noted that Lydia and Bruce have volunteered to serve on the Project Advisory Committee. He will share the Public Involvement Plan with the EAC for feedback. Omar shared that he lives in Winooski and would like to help with outreach and engagement. He also asked about the Exit 16 interchange work, expressing gratitude for the establishment of a sidewalk.

8. Conclusion & next steps

Anne Nelson summarized the meeting and next steps, which include: writing up a meeting summary and sharing with EAC members, establishing workgroups, sending calendar invitations for regular EAC meetings, sending a draft project description to EAC for review, and being in touch with other updates as the work continues.

Bruce expressed he would like to hear the words diversity, equity, and inclusion more frequently in our work and discussions. Anne Nelson shared that each workgroup's work will help build DEI language into the structure of CCRPC.

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 PLANNING ADVISORY COMMITTEE - MINUTES
3

4 DATE: Wednesday, January 11, 2023
5 TIME: 2:30 p.m. to 4:00 p.m.
6 PLACE: Virtual Meeting via Zoom with link as published on the agenda
7

Members Present:

Joss Besse, Bolton
Alex Weinhagen, Hinesburg
John Alden, Essex Junction
Katherine Sonnick, Essex Town
Eric Vorwald, Winooski
Larry Lewack, Charlotte
Cathynn LaRose, Colchester
Virginia Clarke, Richmond
Paul Conner, South Burlington
Cymone Bedford, Milton
Melinda Scott, Williston

Staff:

Taylor Newton, Planning Program Manager
Dan Albrecht, Senior Planner
Melanie Needle, Senior Planner
Darren Schibler, Senior Planner
Ann Janda, Senior Energy Project Manager
Charlie Baker, Executive Director
Eleni Churchill, Transportation Program Manager
Christine Forde, Senior Transportation Planner
Jason Charest, Senior Transportation Planner

Guests:

None

8
9
10 **1. Welcome and Introductions**

11 T. Newton called the meeting to order at 2:33 p.m.
12

13 **2. Approval of November 9, 2022 Minutes**

14 Approval of minutes was postponed until after the MTP presentation due to lack of quorum.
15

16 **3. Draft Metropolitan Transportation Plan (MTP)**

17 E. Churchill, C. Forde, and J. Charest presented the draft MTP to the PAC, noting that it is still in draft form and that
18 comments are welcome until February 24.
19

20 P. Conner noted that the stormwater funding amount seems low given the amount of work in this realm. C. Forde
21 responded that the table shows prior (not future) funding, and that some of the stormwater work is funded under
22 comprehensive work through other categories – this stormwater line is just the grant projects. T. Newton noted that
23 the numbers also account only for federal and not state funds.
24

25 A. Weinhagen asked, and E. Churchill confirmed, that the mileage-based fee (5 cents / mile) included in the MTP
26 Scenarios is purely aspirational at this point. However, VTrans is looking at this seriously in light of the proliferation
27 of electric vehicles.
28

29 A. Weinhagen made the following comments:

- 30 • Under the Goals & Objectives – Safety: what is a “safe system” approach to planning?” E. Churchill stated
31 that this will be explained in a forthcoming draft, but it involves looking at all modes of transportation and
32 how they interact with each other.
- 33 • In the second bullet under Goals & Objectives – Livable and Healthy Communities: the term “commuter
34 stops” is too vague. Weinhagen suggested “Villages and Downtowns served by transit.”
- 35 • In the third bullet under the same goal relating to improving public health: Complete Streets should be
36 mentioned since many roads don’t have off-road infrastructure and users need to share the road.
- 37 • Under Goals & Objectives – Equity: what does VTrans’ Transportation Equity Framework include?
38 Churchill clarified that it is currently a broad approach to equity, but specifically includes incorporating
39 equity into decision-making on the capital program and hiring decisions.
40

41 P. Conner commented that the vision and goals (at least in staff’s presentation) don’t directly connect to the land use
42 goals (though it’s indirectly referenced through sustainability). The importance of this should be elevated.

1
2 **Approval of November 9, 2022 Minutes**

3 Eric Vorwald made a motion, seconded by Alex Weinhagen to approve the November 9, 2022 minutes. No further
4 discussion. MOTION PASSED.
5

6 **4. West Central Vermont – Comprehensive Economic Development Strategy (CEDS)**

7 T. Newton noted that this was reviewed at the previous meeting, and that public comments on the current draft are
8 due this week. Partners will review these comments to incorporate into a final draft at the end of January / beginning
9 of February for formal adoption by all 8 partner boards by March.
10

11 A. Weinhagen asked for more details about the Regional Priority Project Matrix. T. Newton stated that this is
12 requested annually by the Agency of Commerce and Community Development. CCRPC and the Greater Burlington
13 Industrial Corporation (GBIC) collaborate to solicit projects and rank them before approval by the GBIC Board.
14

15 **5. Vermont Buildings and General Services (BGS) Municipal Energy Resiliency Program (MERP) Grants**

16 A. Janda provided an update on this program. It will be administered through BGS, which has taken some time to
17 organize their first-ever grant program (which is modeled after their work on upgrading the state's buildings). The
18 program has three pieces:

- 19 1. All municipalities can get free energy efficiency audits / walkthroughs. These are likely to be done in the
20 spring in coordination with several municipalities.
- 21 2. All municipalities are \$4,000 for outreach and education on energy efficiency and greenhouse gas reductions.
- 22 3. There is up to \$500,000 available to municipalities for implementation of the energy audit's
23 recommendations. Most recommendations will be related to weatherization and heating systems, but the
24 funding may also be used for rooftop solar.
 - 25 a. However, BGS will prioritize implementation grants for municipalities with high energy burden as
26 identified by Efficiency Vermont, none of which are in Chittenden County. Funds would only be
27 available if the program isn't fully subscribed elsewhere. However, it is still worth going through the
28 application process, especially for smaller communities with high need and minimal resources.
29

30 At Weinhagen's question, A. Janda clarified that funds are not available for construction of new buildings.
31

32 **6. Legislative Items**

33 T. Newton noted few bills have been introduced yet, though a housing and zoning reform bill created by
34 Representative Seth Bongartz with collaboration from a range of housing partners is forthcoming.
35

36 T. Newton also noted that Rep. Bongartz has also introduced H.5. The bill would strengthen the effectiveness and
37 coordination of regional plans and land use maps.
38

39 D. Schibler provided an update on H.42. The bill would extend the pandemic-era measures set to expire on January
40 15, 2023 and allow fully-remote meetings for public bodies (including for Town Meeting, which could also be
41 postponed). If approved in the coming days, this would extend flexibility until July 1, 2024.
42

43 J. Besse asked about a rumor of Sen. Ram-Hinsdale's proposed housing bill that would restrict municipal zoning /
44 permitting processes, but possibly restricted to designated areas. A. Weinhagen stated that the senate bill is likely to
45 incorporate language proposed by Rep. Bongartz, with other (unrelated) pieces to be added. T. Newton will circulate
46 the current draft of the Bongartz bill.
47

48 J. Alden noted that AIA VT is also interested in looking at improvements to municipal permitting. At T. Newton's
49 question about potential legislation related to energy codes, Alden responded that AIA will continue to advance
50 legislation that will improve compliance with energy codes. T. Newton noted that the state is collaborating with the
51 nonprofit Energy Futures Group on an application for a Department of Energy grant (the Building Codes
52 Implementation for Efficiency and Resilience Program). This would fund a 5-year study identifying who should have
53 jurisdiction over energy codes and structural / administrative changes needed to support this.
54

1 **7. Members Items Open Forum**

2 L. Lewack is researching municipal regulations for cannabis and can share his work with the PAC. He and D.
3 Schibler also noted that Charlotte and Shelburne were awarded Bylaw Modernization Grants in the latest round.

4
5 **8. Regional Act 250/Section 248 Projects on the Horizon**

6 PAC members should email Taylor and Darren any Act 250/Section 248 updates.

7
8 **9. Other Business**

- 9 **i. Essentials of Land Use Training.** CCRPC is seeking interest from municipalities that would like to host an
10 “Essentials of Land Use” training for municipal board members. The training provides a basic introduction to
11 land use planning and regulation and is particularly aimed at new municipal board members. If interested,
12 please email Taylor and Darren.
- 13 • T. Newton also noted that CCRPC is interested in hosting a training for the numerous new municipal
14 planning and zoning staff members, tentatively on Friday Feb. 24th. There was general interest.
- 15 **ii. Development Activity Reports.** Melanie will be sending out the request development activity reports for
16 2022 (due date TBD). This request asks municipalities to provide information about residential and
17 commercial development that received an approved CO and for Bike/Ped infrastructure built in calendar year
18 2022.
- 19 **iii. Updated Regional and Municipal Energy Data and Maps.** Statewide energy planning data has been
20 delayed again. CCRPC staff revised the list of proposed local known and possible environmental constraints
21 used for enhanced energy plan mapping based on PAC comments in September and November. Please
22 contact Melanie ASAP if your municipality has any additional local constraints to add to the list.
- 23 **iv. Right to Charge.** For those interested in EV charging infrastructure for multi-family housing: Right to
24 charge legislation could be a helpful tool for existing condo owners/renters who are seeking to install EV
25 charging but may encounter resistance from HOAs / landlords. [This Drive Electric Vermont presentation](#)
26 covers the basics of this type of legislation that has been approved in several other states. A more
27 detailed resource is available at the [NESCAUM](#).
- 28 **v. FEMA Flood Map and Bylaw Updates.** RPCs have entered into a contract with VT DEC to support NFIP
29 map and bylaw updates in municipalities. RPC staff has begun this work by auditing each municipality’s
30 NFIP regulations and will contact any municipalities that are out of conformance with NFIP minimum
31 standards.
- 32 **vi. BHT Dashboard and the CCRPC Housing Dashboard** have been updated. Also, the next Chittenden
33 Housing Convening is scheduled for Monday, January 30th at 7:00pm and will focus on creating municipal
34 rental inspection programs.
- 35 **vii. VT UCF Funding Webinar.** The Vermont Urban & Community Forestry Program expects to have a large
36 amount of grant funding available through 2031. [Learn more here](#) or at their [Feb 14 webinar](#) which will focus
37 on how grant funds can be best allocated to serve municipal, regional, and state projects.

38
39 **10. 9. Adjourn**

40 The meeting adjourned at 4:03pm..

41
42 Respectfully submitted, Darren Schibler

1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 LONG RANGE PLANNING COMMITTEE - MINUTES
3

4 DATE: Tuesday, December 13, 2022
5 TIME: 7:00 p.m. to 9:00 p.m.
6 PLACE: Virtual Meeting via Zoom with link as published on the agenda
7

Members Present:

Eric Vorwald, PAC Rep from Winooski
Andrew Watts, Board Rep from Williston
Dana Hanley, CCRPC Alternate from Charlotte
Abby Bleything, CCRPC Alternative from
Winooski
Bob Henneberger, TAC Rep

Staff:

Taylor Newton, Planning Program Manager
Melanie Needle, Senior Planner
Darren Schibler, Senior Planner
Charlie Baker, Executive Director
Christine Forde, Senior Transportation Planner
Marshall Distell, Senior Transportation Planner
Eleni Churchill, Transportation Program Manager

8
9
10 **1. Welcome and Introductions**

11 T. Newton welcomed everyone at 7:02pm.

12
13 **2. Approve November 8, 2022 Minutes**

14 *E. Vorwald. motioned to approve the November meeting minutes. B. Henneberger seconded. All in favor.*

15
16 *A. Watts motioned to approve the September meeting minutes. E. Vorwald seconded. All in favor.*

17
18 **3. Review draft Metropolitan Transportation Plan (MTP)**

19 E. Churchill began a page-by-page review of the MTP.

20
21 Population and Diversity

22 E. Vorwald requested that this section provide more information about the location of diverse populations within the
23 Region.

24
25 Vision

26 E. Vorwald requested that the word “reliable” be added to the first sentence.

27
28 Land Use Goal

29 E. Vorwald requested that this section highlight that growth in the county is being focused in areas planned for
30 growth, yet not meeting goal of 90% of new housing units in areas planned for growth.

31
32 System Map

33 E. Vorwald requested that staff confirmed that there aren’t any facilities located in Huntington.

34
35 Active Transportation Plan

36 E. Vorwald asked if the map could include information about the locations of shared use paths and other facilities
37 that connect communities or at least have the plan mention in text the location of those facilities. C. Baker noted that
38 we could identify the number of homes with a certain distance of shared-use facilities. M. Needle can show those
39 facilities on map or the plan could direct folks to the ECOS Map Viewer.

40
41 Public Transit Ridership

42 The Committee discussed public transit ridership. A. Bleything stated that an edit is needed in text because buses do
43 not have 15 minute headways anymore. E. Vorwald requested additional information about the context related to
44 dropping public transit ridership before the pandemic.

45
46 Park and Ride Facilities

1 E. Vorwald asked for more explanation within the plan about the differences between park-and-ride lots versus
2 intercept facilities

3
4 Transportation Demand Management Programs

5 E. Churchill stated that the definition of TDM was changed based on feedback from Sandy Thibault. The definition is
6 now based on a proposed change to the definition of TDM in Federal law. E. Vorwald said it made sense to
7 differentiate Go Vermont! as a program instead of an organization within this section

8
9 Regional Travel Characteristics

10 D. Schibler questioned if it would be worth tracking where Chittenden County residents are going to work outside of
11 the County in this section. Discussion about the validity of LEHD On the Map data followed.

12
13 A. Bleything asked if the plan could more fully discuss GMT ridership trends over time. E. Churchill stated that the
14 plan could discuss trends, but J. Charest suggested that much of what we know is anecdotal and without much data to
15 support.

16
17 A. Bleything asked about VMT trends. She stated that nationally VMT is rising post-pandemic due to telecommuting
18 and less trip chaining. J. Charest said VTrans just uploaded their 2021 data and that that data will be in next draft in
19 spring.

20
21 Safety

22 E. Churchill stated that the graph was changed to include death and injuries of people instead of just counting the
23 number of crashes. A. Bleything noted that the Y-axis title needs to be updated.

24
25 Capacity and Congestion

26 The committee discussed congestion. E. Churchill stated that the text should better explain intersection delays. A.
27 Bleything asked staff to highlight what intersections are of concern and what are not of concern within text. The
28 Committee discussed the high prevalence of asthma rates in Vermont.

29
30 Transportation Equity

31 B. Henneberger suggested including programs to purchase electric vehicles and ebikes that are targeted at low- and
32 moderate-income Vermonters.

33
34 Financial Plan

35 C. Forde walked through the fiscal constraints related to future federal transportation funding allocated to Chittenden
36 County.

37
38 MTP Scenarios

39 J. Charest reviewed the MTP Scenario. J. Charest asked for specific help reviewing MTP Scenario Results paragraph
40 and maps showing congestion and delay reductions based on the TDM scenario. C. Baker highlighted that the TDM
41 scenario in the model is very aggressive and aspirational scenario that seeks to triple transit ridership. E. Churchill
42 talked about an upcoming study next year that will help CCRPC to understand what TDM strategies will provide the
43 best opportunity to meet our goals.

44
45 D. Hanley commented that any future TDM strategies need to assess local zoning and land use patterns.

46
47 MTP Investment, Policies, and Projects

48 E. Churchill noted that this section is still a work-in-progress and the Committee did not review. The Committee
49 flagged talking more about transition to EVs in this section. The section may also refer to the enhanced energy plan
50 and strategies that come out of that effort.

51
52 MTP Project List

1 C. Forde said there may be some future tweaks to this list in the future. She explained that the list differentiates
2 between projects with committed funding via the TIP and projects without committed funding.
3

4 Environmental Consultation and Mitigation

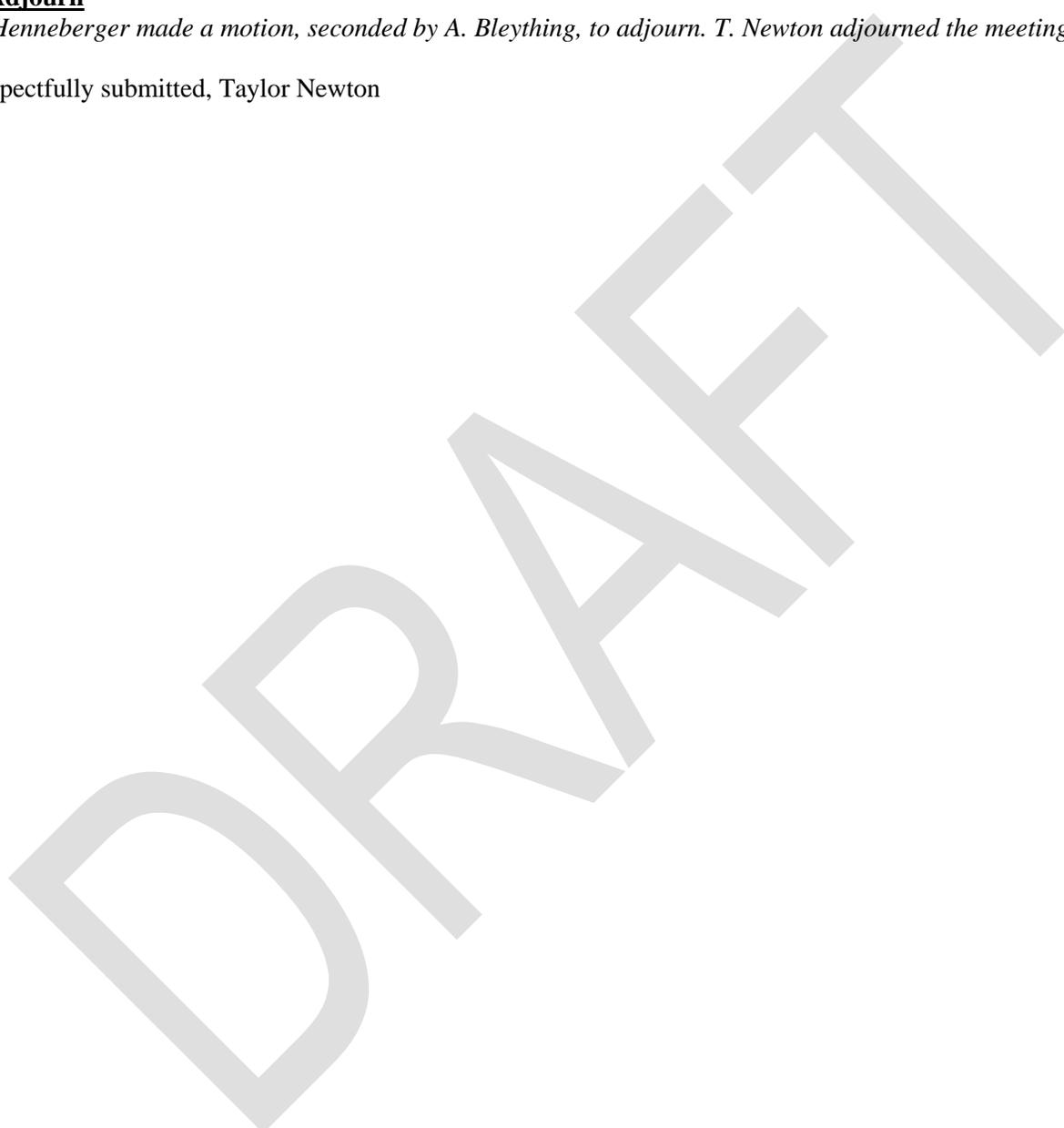
5 E. Churchill stated that this section will be completed for full review by the Committee in April 2023.
6

7 E. Churchill reviewed the schedule moving forward. She stated that a full MTP draft will be completed in January.
8 The MTP will then go to the EAC and PAC in January. The MTP will then go to back to LRPC and TAC in April.
9 Staff will ask the Board to warn a public hearing in May and the Board is anticipated to adopt the MTP in June.
10

11 **6. Adjourn**

12 *B. Henneberger made a motion, seconded by A. Bleything, to adjourn. T. Newton adjourned the meeting at 8:32 pm.*
13

14 Respectfully submitted, Taylor Newton



1 CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
2 TRANSPORTATION ADVISORY COMMITTEE
3 MINUTES
4

5 DATE: Wednesday, March 8, 2023
6 TIME: 9:00 a.m.
7 PLACE: Virtual Meeting via Zoom
8

9 **Members Present**

10 Amy Bell, VTrans
11 Matthew Arancio, VTrans
12 Katharine Otto, VTrans
13 Chris Jolly, FHWA
14 Bob Henneberger, Seniors
15 Norm Baldwin, Burlington
16 Ravi Venkataraman, Burlington
17 Deirdre Holmes, Charlotte
18 Sandy Thibault, CATMA
19 Barbara Elliott, Huntington
20 Kurt Johnson, Underhill
21 Bruce Hoar, Williston
22 Jonathon Weber, Local Motion
23 Mary Anne Michaels, Rail
24 Sam Andersen, GBIC
25 Chris Damiani, GMT
26 Erica Quallen, South Burlington
27 Aaron Martin, Essex
28

Chris Yuen, Essex Junction
Nic Longo, BIA

29 **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

30 **Guests**

Derek Lyman, VTrans
Ryan Knapp, VTrans
Ian Kilburn, VTrans
Amanda Froeschle, VDH
Roger Thompson, FHWA

31 1. Barbara Elliott called the meeting to order at 9:02 AM.

32 **2. Consent Agenda**

33 BRUCE HOAR MADE A MOTION TO APPROVE THE CONSENT AGENDA, SECONDED BY
34 SAM ANDERSEN. THE MOTION PASSED UNANIMOUSLY.

35 **3. Approval of January 3, 2023 Minutes**

36 BRUCE HOAR MADE A MOTION TO APPROVE THE MINUTES OF JANUARY 3, 2023,
37 SECONDED BY SANDY THIBAUT. THE MOTION PASSED WITH SAM ANDERSEN AND
38 ERICA QUALLEN ABSTAINING.

39 **4. Public Comments**

40 No comments from the public.
41
42

43 **5. Regional Intelligent Transportation System (ITS) Projects**

44 Sai Sarepalli, CCRPC, and Derek Lyman and Ryan Knapp, VTrans, provided an update on various
45 Intelligent Transportation System (ITS) projects including the Bluetooth AID grant project, ITS
46 Management Plan, 511 Traveler Information website, and Advanced Transportation Management
47 Systems (ATMS). The presentation is available on the [TAC webpage](#). VTrans manages a number of
48 systems include roadway weather, traffic counting devices, weigh in motion, pedestrian crossing buttons,
49 radar speed feedback signs and more. Their ITS mission and vision is similar to the VTrans
50 mission/vision and emphasizes excellent customer service, the safe and efficient movement of people and
51 goods, providing real time traffic information, and archiving historical data to inform decision making.
52 The ITS program objectives tie back to education of VTrans staff for what ITS is and its role in safety.
53

1 Sai presented an update on the Accelerated Innovation Deployment (AID) FHWA grant, awarded in
2 2015, to study real-time traffic monitoring using Bluetooth technology and to integrate with Tri-State
3 Advanced Transportation Management System (ATMS) and Traveler Information System (TIS) through
4 the State Traffic Operations Center (TOC). The project funded installation of 33 BlueTOAD Spectra
5 sensors along 5 project corridors in 4 Chittenden County municipalities. Some were solar powered
6 retrofitted with battery packs while others were powered using Power Over Ethernet (PoE). TrafficCast's
7 BlueARGUS web-based software was used to process data and report speed and travel-time. A real time
8 color-coded speed map was available to the public via a URL link. Advanced Transportation
9 Management System (ATMS) enhancements at VTrans delayed the Bluetooth data integration.

10
11 The team learned from this effort, such as: some sensors failed to collect data regularly or didn't perform
12 as expected; Vermont winters were a factor in some sensor failures; PoE performed better than solar
13 powered, even with battery packs; and sensors had to be manually rebooted after power failures. These
14 issues made the system non-reliable, and CCRPC and VTrans jointly decided not to maintain the
15 Bluetooth sensors as they continue to fail, and the entire Bluetooth system will eventually be
16 decommissioned. Bluetooth sensors maybe efficient in small-scale, short-term applications such as
17 monitoring travel conditions in work zones, conducting cut-through traffic and Origin-Destination
18 studies. Since inception of this project, several technologies for collecting and disseminating live traffic
19 data and analytic tools (e.g., INRIX, StreetLight) became available in the market, and VTrans is working
20 on a Thin Client ATMS enhancement project that can provide travel times to the public.

21
22 Sam wanted to clarify that the grant funded a system that failed? Sai said the AID grant purpose is to test
23 and research innovation, and if it performs well then it can be expanded, which this did not. Sam asked if
24 there has been any changes since 2018 that would show promise? Sai said that we learned the battery
25 pack systems worked better than solar, and some were connected to signal cabinet for power supply.
26 When will the system be decommissioned? Derek reported that as the sensors begin to fail and the
27 maintenance burden is more than the value provided, VTrans will then harvest parts for other
28 applications. Other systems have since come on the market that perform better in collecting and
29 disseminating live traffic data and analytic tools. Jonathon asked about the Thin Client ATMS travel time
30 and how it compares to Google Maps data? Ryan said the new 511 Traveler Information website is live
31 and noted the New England Compass enhancements. Data on these maps and what is shown on Google
32 Maps comes from a third party company.

33
34 VTrans staff noted that Survey123 and VAMIS (Vermont Asset Management Information System) will
35 help prioritize ITS management and maintenance. They will also shift from temporary message boards to
36 permanent message boards between all interstate exits to convey info to the public. Sam noted the
37 message boards are invaluable for her daily commute and the sense of humor is appreciated. Road
38 Weather Information Stations (RWIS) will be used for roadway forecasting based on weather forecast.
39 ITS education will also continue. The link for the updated 511 Traveler/ New England Compass site is
40 <https://newengland511.org/region/Vermont> and you can create custom notifications for routes that are
41 relevant to you. Big Transportation Data includes travel time and speed, origin/destination, volume, and
42 conflation (mapping), and using the analytic tool RITIS adds to the variety of use cases for that data.

43
44 Erica asked as we move toward adaptive signals, how do the systems work together? And are there data
45 collection efforts for more walk/bike data? Derek said they will be exploring other modules but haven't
46 yet explored ATMS. Erica said if South Burlington gets a specific grant they would be happy to be a pilot
47 community. Derek said VTrans is working to get better walk/bike data but the tools aren't as developed as
48 the vehicle data collection technology. Ryan noted that Zoe Nederland at VTrans is also thinking about
49 this topic and VTrans is considering how to purchase walk/bike data from vendors as it becomes
50 available. They don't want to buy so much data that it becomes too much to effectively use, and also to
51 not get ahead of current technology capabilities. Norm noted that common architecture is important in
52 sharing data with the public for communities that operate and maintain their own signals, and Derek
53 agrees and appreciates everyone working together.

1 Sai noted the funding available for signal upgrades on Dorset St in South Burlington. Erica said the City
2 budget passed yesterday which included funding for signal upgrades that could be adaptive when timing
3 is right.
4

5 **6. VPSP2 Update**

6 Christine Forde, CCRPC, shared that 2023 was going to be the third year of the VPSP2 program but
7 VTrans decided to postpone this round because projects in the first two rounds are still getting underway
8 so the focus will be on them rather than adding more projects into the process. VTrans is currently
9 working on a scope refinement report for projects, but the timing of construction is unclear. Given the
10 pause in the program, the TAC won't be asked to score projects this year.
11

12 Barbara noted that we have some new TAC members so Christine clarified that VPSP2 stand for Vermont
13 Project Scoring and Prioritization Process, which is a process to get the most bang for the buck of
14 taxpayer dollars by providing a method for new projects to be added to the capital list and also scores
15 other metrics besides roadway capacity.
16

17 **7. FY24 UPWP Update**

18 Eleni Churchill, CCRPC, gave an overview of the draft FY24 Unified Planning Work Program (UPWP)
19 project list, which is included in the TAC meeting packet. The spreadsheet includes comments from the
20 UPWP Committee. For the Safety Action Plan project, Eleni noted CCRPC was asked by some
21 cities/towns if CCRPC would be doing this type of regional project which would provide a pathway for
22 cities/towns to apply for federal Safe Streets for All funding (SS4A). Jonathon said it would be great for
23 CCRPC to move forward with this project, which would allow all municipalities to apply for construction
24 funding for projects. Bruce agreed. Eleni said we will continue to explore this as a project. Ravi asked if
25 this would fulfill the Vision Zero requirement, and Eleni said yes. Ravi and Chris Yuen agreed with
26 moving forward.
27

28 Eleni pointed out a few other projects:

- 29 • The Burlington project Transportation Workforce Development Needs Assessment was deemed
30 ineligible for our federal planning funds.
- 31 • TOD Planning – RAISE Grant project is moving forward with other funding.
- 32 • Chittenden County SOV Commuter Reduction Program - phase 1 of 2 – the UPWP Committee
33 asked that participants from a similar previous project be surveyed to understand their behavior
34 change over time before this request is funded.
35

36 **8. Complete Streets Reporting**

37 Bryan Davis, CCRPC, gave an overview of the reporting form in the meeting packet, which is requested
38 of cities/towns each year. This is an outcome of Act 34 passed in 2011 requiring that VTrans and all
39 cities/towns consider complete streets principles in all projects. The information provided by cities/towns
40 to RPCs is compiled by VTrans and shared in a report to the legislature each spring. Bryan is open to
41 ideas on how to make this process more efficient and expressed gratitude to TAC members and their staff
42 for providing this information each year. More information about complete streets is available on the
43 [CCRPC Complete Streets webpage](#).
44

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

46 See bulleted list at the end of the agenda for current CCRPC projects. TAC members are encouraged to
47 ask staff for more information on the status of any of these ongoing or recently completed projects.
48

49 **10. CCRPC Board Meeting Report**

50 The Board did not meet in February. In January they held a public forum for the FY24 UPWP, approved
51 the FY23 mid-year UPWP and budget adjustment, approved the updated Active Transportation Plan, and
52 heard brief updates on the Draft 2023 Metropolitan Plan, draft West Central Vermont Comprehensive
53 Economic Development Strategy, CCRPC equity work, and Legislative Breakfast De-brief and 2023

1 Priorities.
2

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

- 4 • **AARP VT Accepting 2023 Community Challenge Grant Applications:** AARP VT invites
5 local eligible organizations and governments to apply for the [2023 AARP Community Challenge](#)
6 grant program. Grants fund quick-action projects that help communities become more livable in
7 the long-term by improving public spaces, transportation, housing, civic engagement, diversity
8 and inclusion. Deadline for applying is March 15, 2023; all project activities must be completed
9 by November 30, 2023. To submit an application, visit www.AARP.org/CommunityChallenge
10 • **VT Bond Bank's Capital Planning Forum:** An in-person event for governmental units of all
11 sizes and associated professionals to explore Vermont specific best practices in capital planning.
12 April 13, 9 am-4 pm, Barre, VT. Free but space is limited. [Details and registration here.](#)
13

14 Chris Damiani in the chat asked that TAC members please share within your networks a survey GMT is
15 undertaking to update our existing schedules for this summer. [https://ridegmt.com/chittenden-county-](https://ridegmt.com/chittenden-county-schedule-survey/)
16 [schedule-survey/](https://ridegmt.com/chittenden-county-schedule-survey/)
17

18 Bryan Davis noted that the Tier 2 Rivers and Roads Training information has been released and he will
19 share with the TAC by email.
20

21 The next TAC meeting is scheduled for Tuesday, April 4, 2023.
22

23 SAM ANDERSEN MOVED TO ADJOURN, SECONDED BY SANDY THIBAUT, THE MOTION
24 PASSED UNANIMOUSLY.
25

26 The meeting adjourned at 10:11.
27

28 Respectfully submitted, Bryan Davis