

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, 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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
CONSENT ITEM MINUTES
FINAL

DATE: Monday, February 8th, 2023
PLACE: via email

1. Email to CCRPC Board Members:

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

Dear Commission Members,

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

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

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

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

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

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

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

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

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

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

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

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

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

If you have questions or comments please let me know.

Christine Forde, AICP
Senior Transportation Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
(802) 846-4490 ext. 113
www.ccrpcvt.org

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.				

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, January 18th, 2023
TIME: 6:00 PM
PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and/or
REMOTE ATTENDANCE via ZOOM MEETING VIDEO

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

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by Catherine McMains, Chair.

2. Public Comment Period on Items NOT on the Agenda. There were none.

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

- 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

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

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

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

7. FY23 Mid-year UPWP and Budget

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

Charlie highlighted various revenue items, including:

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

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

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

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

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

8. Active Transportation Plan Approval

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

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

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

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

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

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

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

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

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

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

9. Draft Metropolitan Transportation Plan Review

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

10. Draft CEDS Review

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

11. Equity Update

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

12. Legislative Breakfast De-brief and 2023 Priorities:

Charlie referred members to the Policy Participation Topics document included with the packet. Regarding the Legislative Breakfast held in December, Charlie said that less than half of the 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

ZOOM CHAT TRANSCRIPT:

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

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

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

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

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

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

<https://www.ccrpcvt.org/our-work/transportation/current-projects/corridors-circulation/winooski-avenue-corridor-study/>

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

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

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

Jason Charest | CCRPC to Everyone 7:58 PM. Hi Michael - There is a mode choice model in our travel demand model. Increases in transit trips are accomplished through increases in transit frequency and an additional route in Colchester. There are no specific increases in average transit speeds in the model. 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-driven 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											1
2	Program Revenue		FY23		July	August	September	October	November	December		To Date	% of Budget	2
3	Municipal - Regional												50.0%	3
4	Regional Planning Grant - ACCD		\$422,336		\$20,893	\$37,108	\$36,759	\$24,420	\$36,406	\$35,102		\$190,688	45.2%	4
5	direct		\$106,864			\$131	\$348	\$187	\$163	\$2,816		\$3,645	3.4%	5
6	Regional Planning Grant Pandemic Recovery - ACCD		\$13,974		\$1,240	\$3,465	\$1,812	\$622	\$830	\$4,457		\$12,426	88.9%	6
7	direct		\$30,000									\$0	0.0%	7
8	Local/Town Dues (exclusive of MPO match)		\$20,219		\$1,055	\$622		\$758	\$184	\$57,929		\$60,548	299.5%	8
9	GIS Revenue		\$1,000		\$0	\$80	\$30		\$20	\$60		\$190	19.0%	9
10	Interest		\$2,000		\$237	\$238	\$231	\$239	\$232	\$239		\$1,416	70.8%	10
11	Other Revenue		\$500		\$100	-\$100						\$0	0.0%	11
12	Municipal Assistance		\$71,539		\$1,295	\$7,315	\$698	\$6,434		\$5,172		\$20,914	29.2%	12
13	direct		\$0									\$0		13
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%	14
15	direct		\$50,000				\$35,045			\$7,095		\$42,140	84.3%	15
16	ARPA Municipal Assistance		\$8,000		\$708	\$59		\$506	\$84	\$815		\$2,172	27.2%	16
17	Transportation		\$563,303											17
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%	18
19	Municipal Dues		\$170,717									\$0	0.0%	19
20	Match - ACCD		\$0		\$14,291	\$13,800	\$13,202	\$12,951	\$13,512	\$12,490		\$80,246		20
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%	21
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%	22
23	Trans Prog Mgmt Services		\$13,809			\$730	\$1,509	\$535	\$0	\$3,212		\$5,986	43.3%	23
24	direct		\$0									\$0		24
25	Real Time Traffic - AID - FHWA		\$6,178										0.0%	25
26	Total - MPO		\$4,936,957		\$248,016	\$239,160	\$349,329	\$245,193	\$309,224	\$321,842		\$1,712,764	34.7%	26
27	Natural Resources		\$1,727,154											27
28	Brownfields 2018 Petroleum		\$ -		\$183	\$42	\$408					\$633		28
29	direct		\$5,000				\$2,979					\$2,979	59.6%	29
30	Brownfields 2018 Hazardous		\$ -									\$0		30
31	direct		\$15,000			\$2,956						\$2,956	19.7%	31
32	ACCD Brownfields - MARC		\$ 3,035		\$1,430	\$425	\$149	\$597	\$124	\$75		\$2,800	92.3%	32
33	direct		\$90,000		\$1,295	\$1,133	\$19,140	\$1,754	\$1,933			\$25,255	28.1%	33
34	Brownfields 2022 - EPA (not awarded)		\$ 4,040										0.0%	34
35	direct		\$200,000										0.0%	35
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%	36
37	Municipal Building Energy Implementation - BGS		\$ 88,686							\$265		\$265	0.3%	37
38	RSEP/MS-4 Lead Agency Services		\$ 6,030		\$448	\$2,414	\$448	\$647	\$896	\$2,091		\$6,944	115.2%	38
39	direct		\$0									\$0		39
40	Water Quality Project Development & Implementation Grants		\$ 4,020		\$25	\$448	\$299	\$50	\$24	\$299		\$1,145	28.5%	40
41	direct		\$97,387			\$8,177	\$2,017	\$2,835	\$603	\$4,334		\$17,966	18.4%	41
42	604b Water Quality - ANR		\$ 3,636		\$25	\$174	\$348	\$622				\$1,169	32.2%	42
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%	43
44	direct		\$218,299		\$3,803		\$38,912			\$34,803		\$77,518	35.5%	44
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%	45
46	direct		\$10,000		\$150		\$175	\$150	\$125	\$325		\$925	9.3%	46
47	Clean Water Service Provider Formula Grant		\$ 79,306						\$1,294	\$622		\$1,916	2.4%	47
48			\$550,000									\$0	0.0%	48
49	ANR Floodplain Bylaw Update - LCPC		\$ -						\$545	\$89		\$634		49
50			\$0									\$0		50
51	Grants in Aid Program - NRPC		\$ 4,114		\$1,416	\$1,504						\$2,920	71.0%	51
52	direct		\$0									\$0		52
53	Emergency Management/Health		\$266,285											53
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%	54
55	direct		\$0									\$0		55
56	All Hazards Mitigation Plan Update - IEM		\$ 2,010									\$0	0.0%	56
57	direct		\$0									\$0		57
58	Prevention Center of Excellence (United Way RPP)		\$ 4,311					\$106				\$106	2.5%	58
59	direct		\$0									\$0		59
60	COVID-19 Impact on Racial Health Disparities - VDH		\$ 2,000		\$261	\$157		\$52				\$470	23.5%	60
61	direct		\$178,000			\$52,455						\$52,455	29.5%	61
62	Healthy Community Design and Equity		\$ 20,034		\$1,563	\$1,803	\$2,803	\$2,018	\$1,036	\$1,825		\$11,048	55.1%	62
63	Hot Weather Emergency Response Planning		\$ 6,711				\$114					\$114	1.7%	63
64	DEMHS MOU - DPS		\$ -							\$1,183		\$1,183		64
65	direct		\$0									\$0		65
66														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%	67
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%	68
69														69
70	Total Revenue		\$7,410,197		\$305,581	\$380,108	\$519,047	\$308,214	\$369,352	\$492,464		\$2,374,766		70

	A	B	C	D	E	F	G	H	I	J	Q	R	S	T
67	Subtotal - Operations Support		\$2,649,844		\$196,895	\$215,890	\$205,090	\$189,816	\$193,186	\$249,660		\$1,250,537	47.2%	67
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%	68
69														69
70	Total Revenue		\$7,410,197		\$305,581	\$380,108	\$519,047	\$308,214	\$369,352	\$492,464		\$2,374,766		70
71														71
72	Expenses		Approved FY23		July	August	September	October	November	December		To Date	% of Budget	72
73			FY23										50.0%	73
74	Direct Project Expenses		\$4,760,353		\$108,927	\$166,291	\$315,982	\$110,381	\$184,194	\$244,930		\$1,130,705	23.8%	74
75	Personnel													75
76	Salaries		\$1,603,744		\$151,374	\$113,963	\$122,336	\$120,534	\$131,649	\$116,203		\$756,059	47.1%	76
77	Benefits		\$669,689		\$47,367	\$46,726	\$63,986	\$40,913	\$44,253	\$57,949		\$301,194	45.0%	77
78	Worker's Comp Insurance		\$4,000		\$252	\$252	\$252	\$286	\$252	\$252		\$1,546	38.7%	78
79	Recruitment		\$3,000			\$1,276	\$914	\$395				\$2,585	86.2%	79
80	Education/Partnerhsips													80
81	Conference & Training/Conference Travel		\$30,000		\$500	\$2,033	\$397	\$995	\$1,034	\$2,940		\$7,899	26.3%	81
82	Dues/Publications		\$11,800		\$1,934	\$1,999		\$2,012				\$5,945	50.4%	82
83	Program Workshops/Meetings		\$13,000		\$455	\$1,755	\$212	\$200	\$400	\$20		\$3,042	23.4%	83
84	Mileage		\$1,500			\$16	\$0					\$16	1.1%	84
85	Electric Vehicles/CarShare		\$5,000		-\$20	\$76	\$318	\$325	\$449	\$306		\$1,454	29.1%	85
86	Communications/PR/Indirect Equity Work		\$20,000		\$6,732	\$198	\$647	\$480	\$453	\$479		\$8,989	44.9%	86
87	Office & General Operations													87
88	Rent		\$158,412		\$12,991	\$12,991	\$12,991	\$12,991	\$12,991	\$12,991		\$77,946	49.2%	88
89	Audit/Accounting		\$30,000		\$3,050		\$11,231		\$13,119			\$27,400	91.3%	89
90	Copier		\$4,200		\$154	\$635	\$505	\$305	\$651	\$231		\$2,481	59.1%	90
91	Equipment & Software Maint		\$47,000		\$2,499	\$2,990	\$3,018	\$2,317	\$2,170	\$2,158		\$15,152	32.2%	91
92	Depreciation		\$2,300		\$191	\$191	\$191	\$191	\$191	\$191		\$1,146	49.8%	92
93	Supplies		\$4,000		\$153	\$164	\$30	\$631	\$1,505	\$256		\$2,739	68.5%	93
94	Telephone/Internet		\$19,000		\$1,566	\$1,470	\$1,441	\$1,448	\$1,548	\$1,623		\$9,096	47.9%	94
95	Postage		\$1,500		\$162		\$36	\$162				\$360	24.0%	95
96	Equipment/Furniture Purchase		\$18,000		\$150				\$492			\$642	3.6%	96
97	Utilities		\$6,000		\$359	\$653	\$739	\$404	\$325	\$469		\$2,949	49.2%	97
98	Ineligible		\$11,000		\$1,055	\$622		\$758	\$184	\$79		\$2,698	24.5%	98
99	Insurance - General Liability		\$12,000		\$936	\$936	\$936	\$936	\$936	\$936		\$5,616	46.8%	99
100	Janitor		\$6,500		\$705	\$470	\$470	\$471	\$470	\$1,490		\$4,076	62.7%	100
101	Payroll Processing		\$3,000		\$241	\$260	\$288	\$234	\$219	\$461		\$1,703	56.8%	101
102	Legal		\$5,000			\$40		\$934				\$974	19.5%	102
103	Internal Consultants		\$-									\$0		103
104	Software Purchase		\$-									\$0		104
105	Miscellaneous/Bank Charges		\$500		\$35	\$70	\$215	\$35	-\$148	\$147		\$354	70.8%	105
106			\$-											106
107	Operations Support Expenses		\$2,690,145		\$232,841	\$189,786	\$221,153	\$187,957	\$213,143	\$199,181		\$1,244,061	46.2%	107
108	Direct Project Expenses		\$4,760,353		\$108,927	\$166,291	\$315,982	\$110,381	\$184,194	\$244,930		\$1,130,705	23.8%	108
109														109
110	TOTAL EXPENSES		\$7,450,498		\$341,768	\$356,077	\$537,135	\$298,338	\$397,337	\$444,111		\$2,374,766		110
111														111
112	Surplus/(Deficit)		(\$40,302)		(\$36,187)	\$24,031	(\$18,088)	\$9,876	(\$27,985)	\$48,353		\$0	FY23	112
113	FY23 Approved Indirect Rate - 76.80%													113
114	Previous Indirect Rates		Fiscal Year - Budget									To Date Shown	Year End	114
115	Approved Indirect Rate - 79.83%, Actual Rate 78.75%		FY22 - (\$22,509)		(\$4,155)	\$15,374	(\$20,600)	\$33,377	(\$28,436)	(\$10,083)		(\$14,523)	\$69,020	115
116														116
117	Approved Indirect Rate - 81.5%, Actual Rate 76.91%		FY21 - \$12,565		\$1,664	\$2,872	\$10,953	(\$11,131)	(\$6,275)	(\$92)		(\$2,009)	\$86,223	117
118														118
119	Approved Indirect Rate - 80%, Actual Rate 77.35%		FY20 - \$8,548		(\$2,569)	\$12,182	(\$32,334)	\$34,331	(\$36,945)	(\$44,187)		(\$69,522)	\$33,801	119
120														120
121														121

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
DRAFT

DATE: Wednesday, February 1, 2023

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

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

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

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

4. Act 250 & Section 248 Applications.

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

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

This project is 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 location is 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 found the proposed project in conformance with the Planning Areas as defined in the 2018 Chittenden County ECOS Plan.

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

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

5. Admin/Personnel Policy updates

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

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

6. Tip Amendment:

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

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

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

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

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

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

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

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

8. Chair/Director Report

a. Chittenden County Communications Union District.

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

b. Legislative Update

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

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

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

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

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

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

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

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

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

11. Executive Session: None needed.

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

Respectfully submitted,
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@gravelshea.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
ov

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

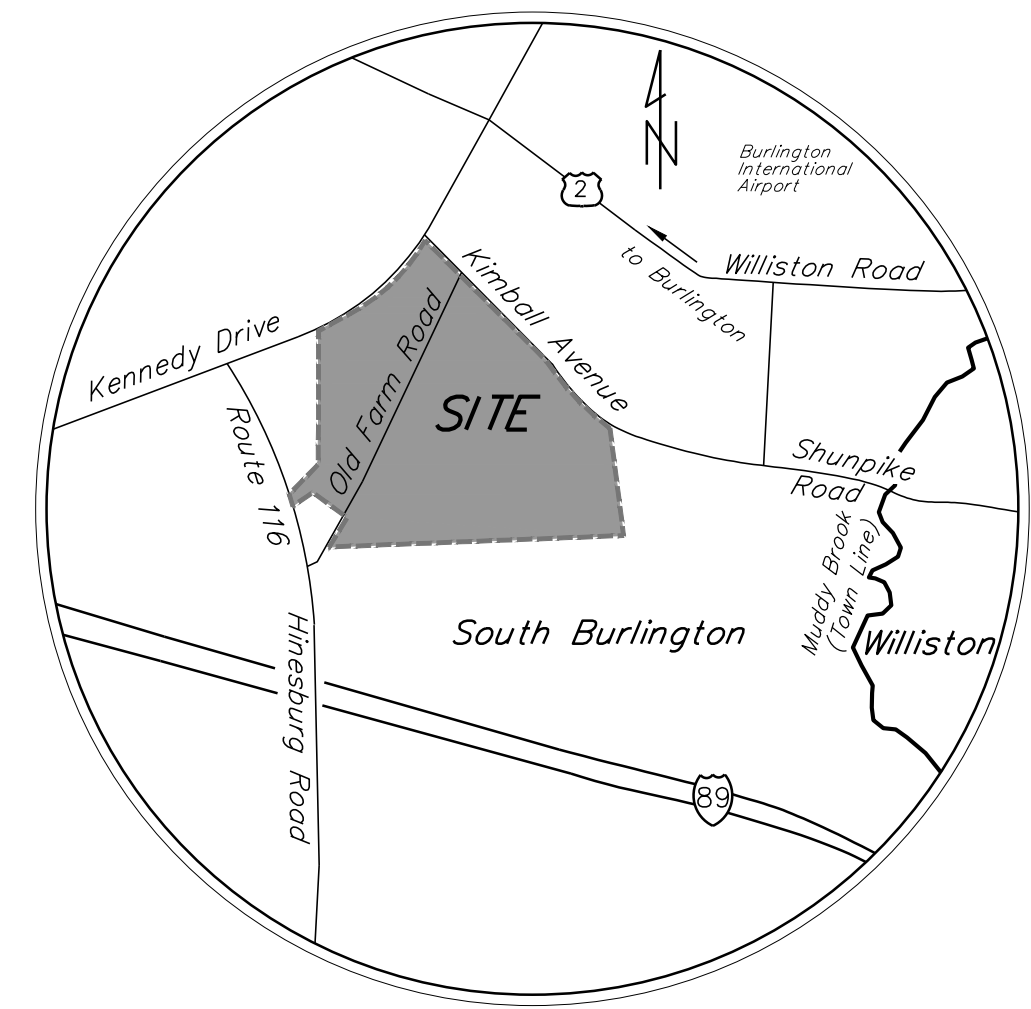
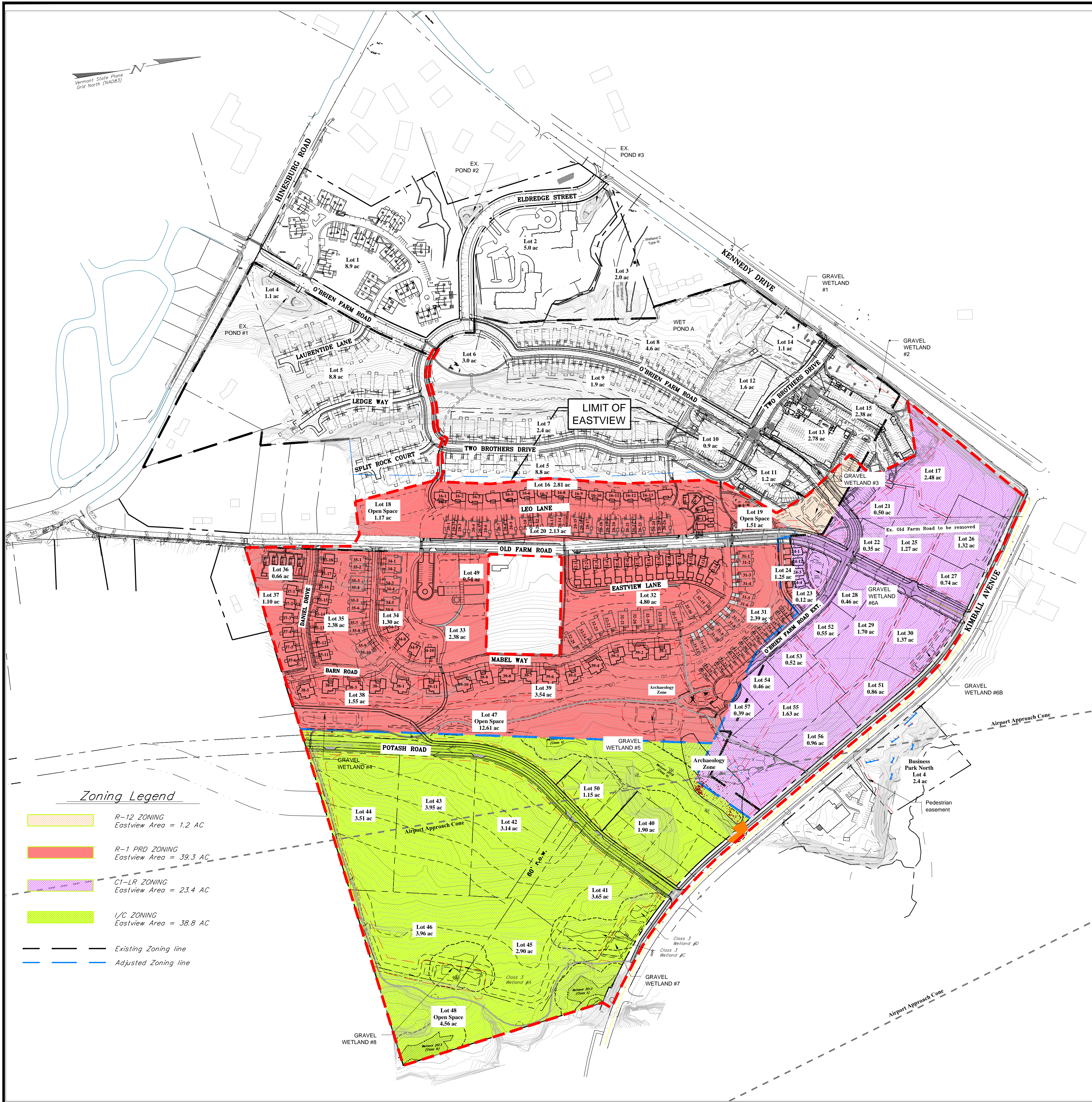
Ethan Tapper, County Forester/FPR John Gobeille & Toni Mikula/ANR - Dept. Of Fish & Wildlife 111 West Street Essex Junction, VT 05452
ethan.tapper@vermont.gov
john.gobeille@vermont.gov
toni.mikula@vermont.gov

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.



Location Map
N. T.S.

Legend

- Existing property line/ right of way
- Proposed Right of way
- Existing contour line
- Delineated wetland
- 50' wetland buffer
- Zoning line
- Existing wood line
- Existing Setback
- Existing Easement
- Survey Control Point
- Existing Sign
- Existing Light Pole
- Existing Deciduous Tree
- Existing Evergreen Tree
- Existing Gas Line/Valve
- Existing Sewer Line/Manhole
- Existing Storm Line/Manhole/Basin
- Existing Underground Electric & Telephone Line
- Existing Water Line/Hydrant/Valve/Shutoff
- New stone retaining wall
- Proposed road/recreation path/parking
- Proposed 5' sidewalk
- New Sewer Line/Manhole
- New Water Line/Hydrant/Valve/Shutoff
- New Storm Line/Manhole/Catch basin
- Finish Contour
- New Gas line
- New Underdrain
- New Clearing Limits
- New underground electric
- New underground electric/telephone/cable
- New utility pedestal cluster
- New finish spot grade
- Average pre-construction grade for unit

HILLSIDE @ O'BRIEN FARM

Old Farm Road and Kennedy Drive,
South Burlington, Vermont



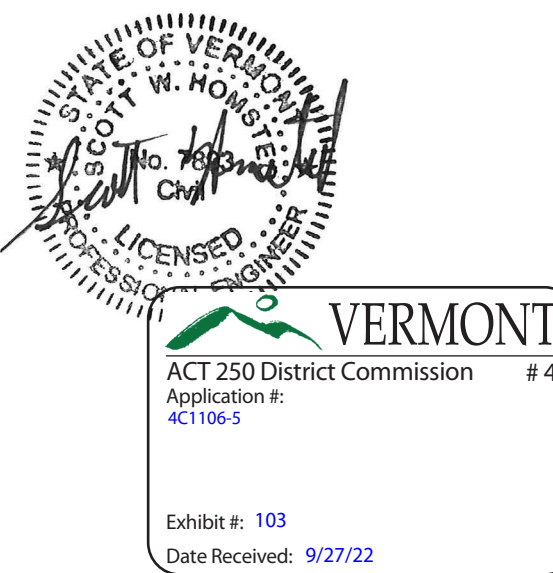
164 Main Street, Suite 201 P: (802) 878-0375
Colchester, Vermont 05446
email@krebsslansing.com

ISSUED FOR PERMIT REVIEW
NOT FOR CONSTRUCTION

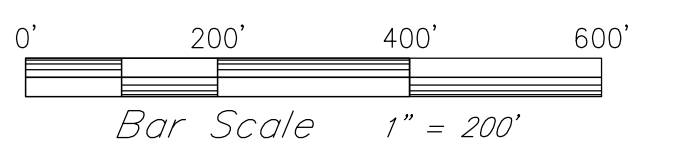
OWNER AND APPLICANT:

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

PROPERTY INFORMATION:



EASTVIEW



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

DRAWING TITLE:

OVERALL ZONING
PLAN

DATE ISSUED: 04/1/22

DRAWN BY: SWH

CHECKED BY:

PROJECT NO.: 19182

SCALE: 1" = 200'

DRAWING NO.:

REV. NO.:

C-1.

DWG NAME: 19182 Eastview-2022.dwg

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
SPECIAL JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES
FINAL

DATE: Wednesday, February 15, 2023

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

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

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

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

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

Meeting Minutes

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

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

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

5. Executive Session: None needed.

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

Respectfully submitted,

Meeting Minutes

1 Amy Irvin Witham

FINAL

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

DATE: Wednesday, March 1, 2023

TIME: 5:45 PM

PLACE: Remote Attendance via ZOOM

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

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

1. Call to Order, Attendance. The Executive Committee meeting was called to order by Catherine McMains at 5:45 PM.
2. Changes to the Agenda, Members items. There were none.
3. Approval of the February 1, 2023, Joint Finance and Executive Committee Meeting Minutes
CHRIS SHAW MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE FEBRUARY 1, 2023, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES WITH EDITS. MOTION CARRIED UNANIMOUSLY.
 - Edit: Pg 5, Line 1: add "to" after the word assessment
 - Edit: Pg 5, Line 8: add "land" after the word State
 - Edit: Pg 5, Line 5: change word "power" to "authority"
- Bard Hill requested bill numbers be included in minutes. [example: Housing Bill S.100].
4. Approval of the February 15, 2023, Special Meeting Joint Finance and Executive Committee Meeting Minutes MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE FEBRUARY 15, 2023, SPECIAL MEETING JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

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

5. FY23 Quarter 2 Financials

a. Journal Entries

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

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

b. FY23 Quarter 2 Financial Report

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

Balance Sheet, as of December 31, 2022

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

Income Statement through December 31, 2022

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

Cash Flow through January 2022

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

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

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

7. Long Range Planning Committee Energy Sub-Committee Members

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

- Jeff Forward, Richmond
- Keith Epstein, South Burlington
- Jim Donovan, Charlotte
- Dan Perkins, Essex
- Henry Bonges, Milton
- Dwight Decoster, Underhill
- Kevin Thorley, Williston

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.

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

Priorities for the Equity Advisory Committee include:

- Support the Equity Engagement Manager
 - Build relationships within the community.
 - Build an internal equity foundation.
 - Sustain, and strengthen the EAC.
 - Support municipalities in their equity efforts.
 - Explore funding.
- Provide Accountability
 - Update CCRPC's Mission Statement and Code of Conduct
 - Develop an Equity Action Plan
 - Develop a Residents Guide and Guide for Community Engagement
 - Update Public Participation Plan and the Stipend Policy
- Identify Opportunities for Direct Action
 - CCRPC Power - Funding
 - Funding for Equity work? Project idea - \$100K for the EAC to build civic infrastructure.
 - Steps:
 - Develop Project Proposal
 - Obtain approvals from FHWA and the CCRPC Board
 - Define funding availability timeline (July)
 - EAC Budget to carry out projects.
- Engage with Chittenden County Residents
 - Winooski Walk/Bike Plan.

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

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

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

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

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

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

9. Chair/Director Report

- Annual Meeting.

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

1
2 • Legislative Update
3

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

11
12 • RPC funding

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

29
30 • Brownfields

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

35
36 • Housing bill S.100

37 Charlie referred members to the link to the housing bill embedded in the packet: [Housing](#)
38 [bill S.100](#). Kesha Ram Hinsdale has been championing the effort. This bill is considered a
39 high priority as it offers general support for addressing the housing issues within the state.
40 Charlie noted that we are walking a fine line between the bigger policy issue and
41 municipal control issues. Charlie believes this will be voted through the Senate within a
42 couple of weeks and there will be substantive debate when it moves to the House in
43 March. There is a lot in the bill. Members discussed some of the details and the overall
44 impact of this bill. Charlie said housing is an important issue, we do not have enough
45 housing and we have been working on the housing challenges for the past 20 or 30 years,
46 so it is a good time to look at some system changes.
47

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

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

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

12. Executive Session: None needed.

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

Respectfully submitted,
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 NRCD:
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 NRCD: 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.

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

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

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

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

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

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

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

Dumm recapped the annual report related to outreach, projects, and water quality monitoring. *Schaeffler motioned to approve the 2022 MCM#2 Annual Report, seconded by Adams. The report was approved unanimously with no abstentions.*

7. Review and Approve 2023 RR Stream Team Workplan

Dumm reviewed the proposed work plan for 2023.

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

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

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

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

9. Staff, member, and guest updates

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

10. Items for Wednesday, March 8th meeting

Receive final report from Probolsky.

11. Adjournment

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

Respectfully submitted, Taylor Newton and Dan Albrecht

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.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
PLANNING ADVISORY COMMITTEE - MINUTES

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

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

1. Welcome and Introductions

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

2. Approval of November 9, 2022 Minutes

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

3. Draft Metropolitan Transportation Plan (MTP)

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

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

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

A. Weinhagen made the following comments:

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

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

Approval of November 9, 2022 Minutes

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

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

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

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

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

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

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

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

6. Legislative Items

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

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

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

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

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

7. Members Items Open Forum

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

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

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

9. Other Business

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

10. 9. Adjourn

The meeting adjourned at 4:03pm..

Respectfully submitted, Darren Schibler

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
LONG RANGE PLANNING COMMITTEE - MINUTES

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

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

1. Welcome and Introductions

T. Newton welcomed everyone at 7:02pm.

2. Approve November 8, 2022 Minutes

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

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

3. Review draft Metropolitan Transportation Plan (MTP)

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

Population and Diversity

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

Vision

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

Land Use Goal

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

System Map

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

Active Transportation Plan

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

Public Transit Ridership

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

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

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE
MINUTES

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

Members Present

Amy Bell, VTrans
Matthew Arancio, VTrans
Katharine Otto, VTrans
Chris Jolly, FHWA
Bob Henneberger, Seniors
Norm Baldwin, Burlington
Ravi Venkataraman, Burlington
Deirdre Holmes, Charlotte
Sandy Thibault, CATMA
Barbara Elliott, Huntington
Kurt Johnson, Underhill
Bruce Hoar, Williston
Jonathon Weber, Local Motion
Mary Anne Michaels, Rail
Sam Andersen, GBIC
Chris Damiani, GMT
Erica Quallen, South Burlington
Aaron Martin, Essex

Chris Yuen, Essex Junction
Nic Longo, BIA

Staff

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

Guests

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

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

2. Consent Agenda

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

3. Approval of January 3, 2023 Minutes

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

4. Public Comments

No comments from the public.

5. Regional Intelligent Transportation System (ITS) Projects

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

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

Priorities.

11. Chair/Members' Items

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

Chris Damiani in the chat asked that TAC members please share within your networks a survey GMT is undertaking to update our existing schedules for this summer. <https://ridegmt.com/chittenden-county-schedule-survey/>

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

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

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

The meeting adjourned at 10:11.

Respectfully submitted, Bryan Davis