

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

5 DATE: Wednesday, September 21, 2022
6 TIME: 6:00 PM
7 PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and/or
8 REMOTE ATTENDANCE via ZOOM MEETING VIDEO
9

10 PRESENT: Bolton: Vacant Buel's Gore: Garret Mott
11 Burlington: Andy Montroll Burlington: Max Schindler (Alt)
12 Charlotte: Absent Colchester: Jacki Murphy
13 Essex: Andy Watts (Alt) Essex Junction: Dan Kerin
14 Huntington: Absent Hinesburg: Mike Bissonnette
15 Jericho: Catherine McMains Milton: Absent
16 Richmond: Bard Hill St. George: Absent
17 Shelburne: Absent So. Burlington: Chris Shaw
18 Underhill: Kurt Johnson (Alt) Westford: Absent
19 Williston: Andrew Watts Winooski: Abby Bleything (Alt)
20 Cons/Env.: Miles Waite VTrans: Amy Bell
21 FHWA: Absent Bus/Ind: Tim Baechle
22 GMT: Absent Agriculture: Absent
23 Socio/Econ/Housing: Absent
24 Others: CCTV, Scott Moody Guest, Bruce Wilson
25 Guest, Jonathan Slason, RSG
26 CCRPC Staff: Charlie Baker, Executive Director Taylor Newton, Planning Prgm Mgr.
27 Eleni Churchill, Transp. Prgm Mgr. Forest Cohen, Sr. Business Mgr.
28 Amy Irvin Witham, Business Office Mgr. Christine Forde, Sr. Transp. Planner
29 Marshall Distel, Sr. Transp. Planner Sai Sarepalli, Sr. Transp. Planner
30 Dan Albrecht, Senior Planner Bryan Davis, Sr. Transp. Planner
31

- 32 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by
33 the Chair, Catherine McMains. Charlie said we may need to move item 7; the Active Transportation
34 Plan update down in the agenda to item 11.
35
36 2. Public Comment Period on Items NOT on the Agenda. Charlie welcomed Bruce Wilson, a new
37 member of the Socio-Economic-Housing CCRPC committee and Miles Waite, who is now the
38 representative for the Conservation/Environmental committee.
39
40 3. Action on Consent Agenda -MPO Action. None.
41
42 4. Approve Minutes of the July 20, 2022, Board Meeting.
43 ANDY MONTROLL MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE JULY 20, 2022,
44 BOARD MEETING MINUTES, WITH EDITS. MOTION CARRIED WITH ONE ABSTENTION BY GARRET
45 MOTT.

- 46
47 • Edit: Pg 1, line 44: Delete the second instance of "flex dollars"
48 • Edit: Pg 5 Line 36: Add the word "said" after Charlie

- Edit: Pg 6 Line 30: Add the word “said” after Regina

5. Multi-jurisdictional All Hazards Mitigation Plan

Dan Albrecht referred members to the All-Hazard Mitigation Plan documents included with the packet. Dan explained IEM was awarded the contract from the State of Vermont for the All-Hazard Mitigation Plan, however, IEM subcontracted with the CCRPC. He said he and Pam Brangan have been working with IEM on updates, GIS mapping, and draft reviews. The primary purpose of hazard mitigation is to lessen adverse impacts from natural and man-made hazard events. The plan is a comprehensive update to the 2017 plan. The general order is the same and still follows the FEMA rubric, but the new plan includes much more data. Key items this plan serves the purpose for the municipal plans. This plan is a multi-jurisdiction plan with participation from all Chittenden County municipalities, except Colchester. The update focused on hazards that were determined to present the greatest risk to the county and municipalities. Dan provided members with a general overview of the plan’s many sections and pointed sections 5: Capability Assessment and 6: Mitigation Strategy. He explained the plan holds broad level hazard mitigation goals to ensure municipalities are working these into their individual town plans. Table 6.8: Status of Previous Mitigation Actions from the 20217 MJAHMP outlines a recap of changes between the 2017 plan and the new plan. Dan said it was very helpful having IEM, a national firm, with vast resources develop the plan. He asked members for any questions or comments.

Bard said the town of Richmond has been challenged with storm water and controlling water coming off the roads and creating washouts, particularly the culverts and run-off from I-89. He wondered what VTrans plans to do about this. Dan said it is a tough situation and he has not yet read the State’s hazard mitigation plan. Dan said he can follow up with VTrans on this issue.

Charlie asked if the All-Hazard Mitigation Plan has been reviewed and approved by both IEM and municipalities alike? Dan explained yes; towns have seen draft version of the document as it has been created.

Chris Shaw was curious to know why Colchester did not participate. Dan said it has to do with the 25% match requirement. Colchester decided to work out a hazard mitigation plan of their own. Jacki Murphy agreed and said in addition to concerns about cost the town has very capable staff members and they decided to work with an independent consultant.

CHRIS SHAW MADE A MOTION, SECONDED BY GARRET MOTT, TO ADOPT THE RESOLUTION OF THE 2022 CHITTENDEN COUNTY MULTI-JURISDICTIONAL ALL HAZARDS MITIGATION PLAN, WITH MINOR DATE EDITS. MOTION CARRIED UNANIMOUSLY.

6. Park and Ride Plan update.

Marshall Distel referred members to the Park and Ride Plan Draft document included with the packet. He said the CCRPC has been working with RSG on updating the plan. Marshall introduced Jonathan Slason, Director of Planning at RSG. Jonathan explained this project is an update to the plan from 2011 and we are in the final stages of the work. Jonathan provided members with an overview of the plan.

1 Vision Statement: *In the future, a comprehensive network of safe and accessible Park and Ride*
2 *intercept facilities will allow for seamless, multimodal transportation connections for the benefit of*
3 *residents, employees, and visitors of Chittenden County. The network will enhance mobility for single*
4 *occupancy vehicle travel in support of transportation-related energy goals outlined in the 2018 ECOS*
5 *Plan.*

6 7 Plan Goals

- 8 • *Safety, Accessibility and Efficiency*
- 9 • *Mobility and Equity*
- 10 • *Environmental Sustainability*
- 11 • *Economy*
- 12 • *System Preservation and Modernization*

13
14 Jonathan presented data and information on existing facility Inventory; reviewed recommended
15 facility attributes, benefits, and gaps in existing facilities; presented proposed park and ride facilities;
16 discussed data and travel behavior monitoring needs over time; and reviewed the recommended
17 Implementation Plan.

18
19 Jonathan asked members to share any comments or suggestions they have. Catherine offered a
20 correction. She explained the park and ride located at Dickenson Street, is not in Underhill, it is in
21 Jericho. Bard said he really appreciates that the park and ride lots are designed as multi-use. Chris
22 Shaw wondered how electric bikes might play into this plan. Jonathan said the use of more electric
23 bikes may be an element that reinforces the need for secure bike options. Dan Kerin said in the past
24 Jeff Carr had asked about adding a park and ride option at the intersection of 289 and Rt 117. Dan is
25 also wondering if any parking has been incorporated off Exit 12 in Williston, since the police barracks
26 will move to Hurricane Lane.

27
28 Marshall wanted to let everyone know tonight's presentation was informational, however there will
29 soon be a request for Board approval of the plan. He asked members to send any questions or
30 concerns to him. Catherine thanked Jonathan and Marshall for such a thorough presentation.

31 32 7. Active Transportation Plan Update

33 Bryan Davis referred members to the Active Transportation Plan (ATP) documents included with the
34 packet. He presented an overview of the four analyses prepared by the consultant firm, Toole
35 Design, including:

- 36 • Equity Analysis
- 37 • Bicycle Network Analysis
- 38 • Trip Potential Analysis
- 39 • Off Road Trail Analysis

40 Bryan said public engagement was an integral part of the process that included listening sessions,
41 online comment map, informal conversations, and e-mail correspondence. The analyses, combined
42 with public, TAC and advisory committee's comments, and the list of TIP and MTP projects, will be
43 used to update the recommended network. Toole will break the network into segments, offer
44 facility types for each, and develop a framework to prioritize the recommendations. Bryan said
45 these steps in the project will serve to finalize the regional network and infrastructure
46 recommendations. The ATP serves as the active transportation element of the long-range
47 Metropolitan Transportation Plan.

1
2 Bard said he has wrestled with the transportation and recreation needs. In Richmond there is an
3 explosion of mountain biking and recreation trails not necessary for transportation. Bryan said he
4 has been researching how other organizations are planning for trails as both transportation and
5 recreation facilities—he came across the term “trailsportation”—as well as how people can walk or
6 bike from their home or workplace using recreational paths rather than driving to recreate.
7

8 8. Committee member review

9 Catherine reviewed the FY23 Committee Appointments with members. She said Bruce Wilson and
10 Katherine “Deac” Decarreau have filled the open Socio-Economic-Housing seats. We still need an
11 alternate for Conservation and Environmental as Miles Waite is now the representative. There are
12 open seats on the Board Development Committee, Unified Planning Work Program Committee,
13 Clean Water Advisory Committee and Brownfields. Andy Montroll volunteered to fill the open Board
14 Development Committee seat. Chris Shaw reminded members that serving on a committee provides
15 a great opportunity to learn various aspects of the CCRPC. Catherine thanked everyone for their
16 participation.
17

18 9. Equity Advisory Committee update

19 Charlie referred members to the Equity Advisory Committee workshop summary included with the
20 packet. He said attendance was excellent with a total of 24 community members participating.
21 There were great discussions including the hiring process for an Equity Manager and developing an
22 equity statement. He also said everyone in attendance was invited to participate in the upcoming
23 equity training sessions. Charlie said there is still a lot to be done and we are committed to doing the
24 work.
25

26 10. Regional Plan Schedule update

27 Charlie said with Regina’s departure and Taylor’s promotion they have been contemplating how
28 best to meet so many competing deadlines. To help with alleviate some of the pressure, Charlie said
29 a staggered schedule has been proposed to update the ECOS plan, rather than trying to approve all
30 elements of the plan at once. He said the CEDS and the MTP will move forward to be adopted this
31 spring (CEDS) and early summer (MTP). The full ECOS plan could possibly wait until June 2026 even
32 though Charlie said he didn’t necessarily want to push this out that long and will try to update
33 earlier than that. He asked members to share their thoughts. Members agreed it is preferable to
34 take the time to develop the plans over time, rather than rush.
35

36 11. Chair/Executive Director Report

37 Catherine said in October she will be away, and Chris Shaw will be stepping in for her. Charlie said
38 we advertised and interviewed several candidates for Regina’s position, including Taylor Newton,
39 who was promoted. We are currently looking to hire for the open planner position. We are in the
40 middle of interviewing candidates for the Equity Manager position and may need to schedule a
41 second round of interviews. Finally, there is still an open position for a Business Office Associate.
42 Charlie said he sent an email to municipality selectboards to schedule time to present the annual
43 report. He reminded members we need to begin thinking about topics for the annual Legislative
44 Breakfast in terms of what topics we want to address with our legislatures.
45

46 12. Committee/Liaison Activities & Reports.

47 The minutes for various committees are included with the packet and as links to the online
48 documents. The Committee minutes included Executive/Finance Committee with Act 250/Section

1 248 letters, Transportation Advisory Committee, Board Development Committee, Long Range
2 Planning Committee, UPWP Committee, and the All-Hazard Mitigation Plan Committee.

3

4 13. Adjournment. CHRIS SHAW MADE A MOTION, SECONDED BY DAN KERIN, TO ADJOURN THE BOARD
5 MEETING AT 7:38 PM. MOTION CARRIED UNANIMOUSLY.

6

7 Respectfully submitted,
8 Amy Irvin Witham

9

DRAFT