

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

DATE: Wednesday, November 16, 2022  
TIME: 6:00 PM  
PLACE: CCRPC Offices; 110 West Canal Street, Suite 202; Winooski, VT 05404 and/or  
REMOTE ATTENDANCE via ZOOM MEETING VIDEO

PRESENT:

Bolton:	Vacant	Buel's Gore:	Garret Mott
Burlington:	Andy Montroll	Charlotte:	Dana Hanley
Charlotte:	Deidre Holmes, Alt	Colchester:	Jacki Murphy
Essex:	Andy Watts		
Essex Junction:	Elaine Haney	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:	Absent
Winooski:	Mike O'Brien		
Cons/Env.:	Absent	VTrans:	Amy Bell
Socio-Econ/Housing:	Bruce Wilson	FHWA:	Absent
Bus/Ind:	Absent	GMT:	Absent
Agriculture:	Absent		

Others: Fred Duplessis, CPA, Sullivan, Powers & Co. CCTV, Scott Moody  
Carolyn Cota, VTrans Patrick Murphy, VTrans

CCRPC Staff: Charlie Baker, Executive Director Taylor Newton, Planning Prgrm Mgr.  
Eleni Churchill, Transp. Prgrm Mgr. Forest Cohen, Sr. Business Mgr.  
Amy Irvin Witham, Business Office Mgr. 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 Manager Chris Dubin, Senior Transp. Planner

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order by Catherine McMains, Chair, at 6:01 PM.
2. Public Comment Period on Items NOT on the Agenda. None
3. Staff introductions Charlie introduced CCRPC business office staff Forest Cohen and Amy Irvin Witham. Forest said he has been with the CCRPC for 14 years. Prior to joining the CCRPC he worked in organizational development and for an HR consulting firm. He holds a Master of Public Administration degree from UVM. Forest was born in Vermont and grew up in the Northeast Kingdom. He said the business office is responsible for the financial and HR functions, internal policy development, contracting, and grant administration for the CCRPC. Forest also works closely with Charlie and the rest of the leadership team on developing the UPWP and budget.

1 Amy said she has been with the CCRPC four years now after a 20-year career with VSAC. She holds a  
2 degree in Women's Studies but has always worked in finance. Her focus within the CCRPC is  
3 processing accounts receivable, payables, payroll, monthly land use billings and the monthly VTrans  
4 bill. She also manages the Board, Executive and Finance committees' attendance, and minutes.  
5

6 4. Action on Consent Agenda -MPO Action. None  
7

8 5. Approve Minutes of the October 19, 2022, Board Meeting

9 MIKE O'BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE OCTOBER 19,  
10 2022, BOARD MEETING MINUTES, AS PRESENTED. MOTION CARRIED UNANIMOUSLY.  
11

12 6. FY22 Audit

13 Catherine introduced Fred Duplessis, CPA with Sullivan, Powers & Co., Certified Public Accountants.  
14 Fred stated he and his team recently completed the audit of the FY22 CCRPC financial statements  
15 and provided an overview of the Draft Independent Audit Report included with the packet.  
16

17 The draft audit is a multi-part document. The audit is conducted following generally accepted  
18 accounting principles in accordance with auditing standards applicable to financial audits contained  
19 in Government Auditing Standards, issued by the Comptroller General of the United States. Fred  
20 explained the government audits are more stringent, and the CCRPC follows the same standards as  
21 the municipalities. He said there was a new accounting principle adopted in terms of how lease  
22 agreements are reported. According to the Governmental Accounting Standards Board, No. 87. The  
23 new methodology requires CCRPC to consider the office space lease to be accounted for as a  
24 financial asset. The rule adds a current liability of accrued interest and both a current and long-term  
25 liability of "Lease Payable".  
26

27 Schedules 4, 5 and 6 are required so the State of Vermont can follow and verify the calculation of  
28 the indirect rate. The approved indirect rate for FY22 was 79.83%. The CCRPC has sought to reduce  
29 large swings. There won't be much of a future impact because we were very close to hitting the  
30 mark. Fred explained in a single audit, the focus is the major program spending, which is typically  
31 categorized under the Highway Planning and Construction; the CDFA (Catalog of Federal Domestic  
32 Assistance). There are two reports on compliance at both the federal and state level and there is a  
33 summary of the entire audit. Overall, the audit was very good. There were no findings of any control  
34 weaknesses. Fred stated the CCRPC continued to do a great job of having systems in place to meet  
35 federal requirements and manage federal funds. The CCRPC continues to qualify as a Low-Risk  
36 Auditee, since it has maintained at least two years in a row of favorable audits. Fred explained this is  
37 an important designation to federal funders, as it ensures grant funds are managed appropriately.  
38 The Audit Report will be forwarded to the clearinghouse where it is accessible by Federal and State  
39 agencies.  
40

41 Jeff said staff is changing expectations because a clean audit was not always the case. Jeff  
42 complimented Fred and his team on a job well done because they do an excellent and very thorough  
43 job. Garret agreed with Jeff's sentiments and thanked CCRPC staff and Fred's team.  
44

45 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO ACCEPT THE FY22 CCRPC AUDIT  
46 REPORT AS PRESENTED. MOTION CARRIED UNANIMOUSLY  
47  
48

1  
2 7. TIP AMENDMENT.

3 Christine Forde said this would typically be a consent agenda item, however, it is a large-scale  
4 project and she wanted to provide detailed information. The requested TIP Amendment is as  
5 follows:

- 6 • **Main Street Winooski River Bridge, Burlington-Winooski**, Project BR070, Amendment FY23-  
7 02. Add \$1,000,000 in federal grant funds for preliminary engineering in FY23 and  
8 \$1,000,000 in federal grant funds for preliminary engineering in FY24. Right-of-way and  
9 construction funds will be added when the schedule is confirmed. The reason for the change  
10 is the project was awarded \$24.8 million Rebuilding American Infrastructure with  
11 Sustainability and Equity (RAISE) to replace the 93-year-old Winooski River Bridge. The  
12 construction estimate is \$43.7 million and will be funded with 80 percent federal funds, 10  
13 percent state funds, and 10 percent local funds. Construction schedule is to be determined.  
14

15 Christine introduced Carolyn Cota, VTrans, structures program manager. Carolyn said VTrans will  
16 receive \$24.8 million dollars from the Rebuilding American Infrastructure with Sustainability and  
17 Equity (RAISE) Grant. There are multiple steps and various criteria to be met before this is finalized.  
18 Carolyn explained many bridge projects take 5-10 years. This will be a design/build project and  
19 needs to be in the TIP. The estimated total cost of the bridge is \$46.2 million. VTrans will hire a  
20 consulting firm as project manager. Carolyn explained VTrans met with a committee representing  
21 Winooski and Burlington. The committee will assist in hiring the consultant. The new bridge needs  
22 to be completed and the RAISE grant funds need to be spent by 2031. This is a very tight timeline  
23 considering the scope of this project. It is a large and exciting project. Carolyn explained that VTrans  
24 cannot do anything until the money is in the TIP. Mike O'Brien said this is fantastic and has been 30  
25 years in the making. He is very excited and thankful to see this project begin.  
26

27 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE PROPOSED TIP  
28 AMENDMENTS. THE MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS.  
29

30 Jeff asked about the right of way and wondered if there is an additional ROW required. Carolyn  
31 explained because there will be a lateral slide for the bridge the construction may necessitate some  
32 ROW in the future. Eleni explained because the new bridge will be wider (to accommodate all  
33 modes) there might be some ROW impacts and she added that the scoping study identified these  
34 possibilities. Garret said he realizes this is MPO business and his vote doesn't count, but he hoped  
35 the bridge will hold aesthetic value and not be a boring interstate highway style bridge. Carolyn  
36 agreed and explained the historic and aesthetic value are part of the reason VTrans is working  
37 closely with the Winooski and Burlington committee. Bruce Wilson said he lives in Winooski and is  
38 also happy with the plan. He said he is the Executive Director of Arts So Wonderful. His organization  
39 created a mural on the existing bridge. He asked if similar murals can be considered for the new  
40 project. Carolyn said she will pass this information to the project manager at VTrans and they will  
41 get in contact with Bruce. Catherine thanked everyone for their comments.  
42

43 8. National EV Infrastructure Plan, VTrans

44 Marshall introduced Patrick Murphy, VTrans Sustainability and Innovations Project Manager. Patrick  
45 provided members with an overview of the Electric Vehicle (EV) infrastructure planning and the  
46 levels of EV structure at Park and Rides. Patrick said he appreciated the opportunity to present this  
47 to the Board. Patrick provided members a presentation on electric vehicle (EV) adoption strategies  
48 and greenhouse gas emission goals in the State's Climate Action Plan and offered the State's

1 perspective on the National Electric Vehicle Infrastructure (NEVI) guidelines, the funding available  
2 for fast charging needs, and how the State has prioritized planned investments within this context.  
3

4 Patrick shared information on the differences in charging time, capital costs, and operating costs for  
5 charging equipment. He outlined the State's continued investment in electric vehicle charging,  
6 beginning in 2014 with \$200,000 in the launch of the Electric Vehicle Supply Equipment (EVSE)  
7 Program. The FY23 State budget includes \$10 million appropriated for community charging needs  
8 and \$6.25 million for fast charging along highway corridors. Through the NEVI formula program  
9 guidance, Vermont is receiving \$21.2 million and must follow rules around how funds are used, with  
10 priority along interstates. For example, there must be charging stations within 50 miles of each  
11 other, and within 1 mile from the exit or highway intersection. Some guidance is yet to be  
12 determined (e.g., minimum equipment standards, Buy America requirements). Note that out of the  
13 \$7.5 billion approved, there is \$1.25 billion set aside for competitive grants for corridors and  
14 another \$1.25 billion for community charging.  
15

16 Vermont currently doesn't have enough sites to meet federal guidance; that will require adding or  
17 upgrading about 15 fast charging locations. Sites with other amenities (e.g., restrooms, food, etc.)  
18 are desired. Location prioritization factors include highway traffic volumes, travel services and other  
19 employment, walkability, environmental justice factors, multifamily housing, 3-phase power,  
20 proximity to federally designated EV corridor, and distance to qualifying EV charging stations with  
21 four 150kW DCFC ports. Updating the plan is required annually. Next steps include surveying  
22 property owners for interest in participating, contracting to upgrade 5-6 existing and planned  
23 locations, issuing an RFP for further buildout of alternative fuel corridors, conducting public  
24 engagement, and continuing to evaluate and redevelop statewide plans.  
25

26 Bard Hill thanked Patrick for the presentation. He appreciates the idea of planned charging stations.  
27 He asked if the charging infrastructure funding is available from the electrical line on site to the  
28 vehicle? Patrick explained there may be different ways for this to happen, there are some eligible  
29 expenses that are not with the EV charging station itself, but upgrade work that needs to be done.  
30 Many sites throughout Vermont need upgrades and there could be delays because of what is  
31 needed. Bard expressed concerns about the Vermont power grid being at or close to capacity  
32 currently and how EV charging station expansions will affect an already taxed electrical grid? Patrick  
33 said the Public Utilities Commission is not concerned with EV charging demands on the system,  
34 particularly since peak charging can be managed at home, overnight. Bard says it strikes him that we  
35 need to reach out to the public utilities to discuss this issue further. Taylor Newton said when we are  
36 looking at grid restraints, it is a supply issue not an actual demand issue. The increased demand may  
37 help in some geographical regions. Bard said he understands but it strikes him that these need to be  
38 considerations.  
39

40 Garret thanked Patrick. He said he doesn't think it makes sense for State or Federal funds to be  
41 spent on Level 1 funding, since these are only useful for at home use. He encouraged the focus of  
42 Federal and State monies to be allocated toward Level 3 and 2 charging stations. He also feels there  
43 should be charging stations installed for E-bikes and Scooters as well. Patrick said federal funds will  
44 not fund level 1 charging, however the State allows for some level 1 stations. These are a less  
45 expensive option. He explained level 1 charging should be thought of differently and not like filling  
46 up at a gas pump. It is helpful to think about this in terms of location and what other errands could  
47 be accomplished during vehicle charging, for instance appointments and grocery shopping.  
48

1 Dana Hanley thanked Patrick for the presentation. She said she understood how electrical costs  
2 were paid on at-home charging stations but doesn't understand public charging stations? Who pays  
3 for the EV charging station costs? Are they subsidized? Patrick explained the public sites costs are  
4 mostly fee-based charging system that accept credit cards and mobile apps. Catherine thanked  
5 Patrick for joining us.  
6

7 9. Comprehensive Economic Development Plan Update

8 Taylor provided an overview of the West Central Vermont Comprehensive Economic Development  
9 Strategy (CEDS). He explained the project was scheduled to be completed this fall, but we were just  
10 granted a 9-month extension by the Economic Development Administration (EDA) who is funding  
11 this effort. The necessary extension was due to staff turnover within multiple partner organizations,  
12 additional coordination with partner Boards, and the need for additional outreach within  
13 underrepresented communities. They didn't want to rush the process. Taylor explained it took time  
14 to find a consultant to help with the equity work and eventually partnered with the Vermont  
15 Professionals of Color Network. The partnership works to fully incorporate outreach efforts that  
16 encourage the public to provide feedback and collaboration. The CEDS is a strategy driven plan for  
17 regional economic development. West Central Vermont is comprised of 90 municipalities within  
18 four regional areas in Vermont (Addison County, Chittenden County, Central Vermont, and Rutland  
19 County).  
20

21 The six key goals of the CEDS:

- 22 • Attract new workers and expand the labor force
  - 23 • Equity
  - 24 • Business Development/Job Creation
  - 25 • Workforce Development/Employee Retention
  - 26 • Infrastructure/Resilience
  - 27 • Quality of Life
- 28

29 The revised timeline:

- 30 • December 2022 - complete outreach on second draft
  - 31 • January 2023 - review comments on second draft
  - 32 • February 2023 - complete final edits
  - 33 • March 2023 -adopt the CEDS
- 34

35 Taylor said the draft is available at the following link: <https://www.westcentralvt.org/>. Comments  
36 can be submitted on or before the December 9, 2022 deadline via [Konveio](#) or can be sent via e-mail  
37 to [info@westcentralvt.org](mailto:info@westcentralvt.org). In response to a question from Bruce, Charlie said we want feedback  
38 from the Equity Advisory Committee or a sub-group of the EAC and the EAC will receive an email on  
39 this soon.  
40

41 Charlie and Taylor provided an overview of the Regional Priority Project list and scoring. Charlie  
42 explained the Department of Economic Development required Greater Burlington Industrial  
43 Corporation (GBIC) to develop a list of priority projects. Together with the CCRPC they scored the  
44 projects with a scoring rubric provided by DED. Taylor reviewed the projects and explained the  
45 scoring is based on various criteria including job creation and what it brings to the towns.  
46

1 Dana asked how the priorities were set? Taylor explained CCRPC and GBIC staff used various criteria  
2 and scales attached to the project for a total score.

3  
4 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE CEDS DRAFT AND  
5 PROPOSED REGIONAL PRIORITY PROJECT LIST. THE MOTION CARRIED UNANIMOUSLY.

6  
7 Jeff suggested the CCRPC create a working committee to review this in more detail next year. Charlie  
8 said we can set up a reminder and ask for some volunteers for September/October.

9  
10 **10. Equity Update**

11 Charlie referred members to the summary of the Equity Advisory Committee meeting on October  
12 27. Charlie welcomed Anne Nelson Stoner, the CCRPC Equity and Engagement Manager. Anne  
13 Nelson greeted the board and expressed her excitement to be a part of this team. Bruce Wilson said  
14 he and Anne Nelson recently met to discuss equity goals for the region. He said highlights from their  
15 meeting were:

- 16
- 17 • To create an equity statement and code of conduct.
- 18 • To diversify CCRPC staff and interns.
- 19 • Connect with the municipalities in Chittenden County and discuss equity and inclusion,  
20 current practices, and ways to directly support equity within their work and communities.
- 21

22 Bruce also said CCRPC has been very good about bringing people on board to serve on the  
23 committee. Charlie referred members to the Equity Advisory Committee Membership memo  
24 included with the packet and asked them to vote to appoint the following individuals to the Equity  
25 Advisory Committee:

- 26
- 27 • Board members: Mike O'Brien, Elaine Haney, Jacki Murphy, Bruce Wilson
- 28 • CCRPC staff: Charlie Baker, Bryan Davis, Anne Nelson Stoner, Emma Vaughn
- 29 • Chittenden County community members: Cristalee McSweeney, Elaine Wang, FaRied  
30 Munarsyah, Rachel Batterson, Melissa Lang, Zoraya Hightower, Virginie Diambou, Catarina  
31 Campbell, Ragab Mohamed, Ahmed Mohmed, Lydia Diamond, Omar Derzi, Jasim Muddafar,  
32 and Melissa Heitkamp
- 33

34 MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE MEMBER  
35 APPOINTMENTS TO THE EQUITY ADVISORY COMMITTEE. MOTION CARRIED UNANIMOUSLY.

36  
37 **11. Legislative Breakfast Priorities:** Charlie referred members to the Draft 2022 Legislative Breakfast  
38 document. Emma Vaughn has sent out invitations for the Legislative Breakfast to occur at 7:30 AM  
39 on December 8<sup>th</sup>. Chris Shaw reminded members he wanted to ensure there are discussions on  
40 childcare as well as sewer and water. He said these items were mentioned at the South Burlington  
41 meeting and the community feels these are important. Charlie said there will be a lot of topics to  
42 cover and there will be time scheduled at the end for conversations with the Legislators. He asked  
43 members to review the document and let him know by November 30, if they have any feedback.

44 Discussion topics include:

- 45 • Smart Growth Investment
- 46 ○ Affordable Housing
- 47

- 1                   ○ Water and Wastewater
- 2                   ○ Permits/Permitting System
- 3                   ○ Climate/Energy
- 4                   ○ Transportation
- 5           ● Economic Recovery
- 6                   ○ Workforce
- 7                   ○ Broadband beyond CUD's (Communications Union Districts)
- 8           ● Governance/Funding
- 9                   ○ Equity and Inclusion initiatives
- 10                  ○ Open Meeting Law
- 11                  ○ Regional Dispatch Start-up
- 12                  ○ Cannabis
- 13                  ○ Transit Revenue Options
- 14                  ○ Planning funding

15

16 **12. Chair/Executive Director Report**

- 17           a. Hiring Updates. Charlie said we are now fully staffed. We hired three new employees  
18           recently: Anne Nelson Stoner, Equity and Engagement Manager, Darren Schibler, Senior  
19           Planner, and Mckenzie Spear, Business Office Associate. Charlie expressed his appreciation  
20           to them for joining the CCRPC team.
- 21
- 22           b. Building Homes together. Charlie said there was a press conference with Champlain Housing  
23           Trust and Evernorth. He anticipates legislation to address the housing crisis.
- 24
- 25           c. Communications Union District voting results. Charlie said the vote passed overwhelmingly  
26           with the 5 municipalities, Shelburne, South Burlington, Williston, Essex, and Essex Junction,  
27           to create a Communications Union District. The towns are now finding representatives to  
28           assemble a board. Ann Janda, our energy project manager will be working on this. The  
29           towns that were not one of the five, can join once established by a vote of their selectboard.
- 30
- 31           d. Municipal Building Energy Resilience Grant Program Charlie explained there are \$40+  
32           million-dollar bill with ARPA funds. The purpose of the funding is to help municipalities  
33           pursue alternative sources of energy, for example to move from oil into a renewable source  
34           of heating like heat-pumps. Ann Janda will be the staff liaison. Charlie said this program is  
35           now moving forward and there will be a significant amount of funding for RPCs to help  
36           towns access this grant program.

37

38 **13. Committee/Liaison Activities & Reports.**

39           The minutes for various committees are included with the packet and as links to the online  
40           documents. The Committee minutes included Executive/Finance Committee with Act 250/Section  
41           248 letters, Transportation Advisory Committee, Clean Water Advisory/MS4 sub-Committee, and  
42           the Long-Range Planning Committee.

43

44 **14. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE BOARD**  
45 **MEETING AT 8:06 PM. MOTION CARRIED UNANIMOUSLY.**

46

47 Respectfully submitted,

48 Amy Irvin Witham