

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
DRAFT

DATE: Wednesday, May 17, 2023
TIME: 6:00 PM
PLACE: 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 Junction	Elaine Haney	Essex Junction:	Dan Kerin (Alt)
Essex:	Andy Watts	Huntington:	Absent
Hinesburg:	Mike Bissonnette	Jericho:	Catherine McMains
Milton:	Absent	Richmond:	Bard Hill
St. George:	Absent	Shelburne:	John Zicconi
So. Burlington:	Chris Shaw	Underhill:	Brad Holden
Westford:	Benjamin Bornstein	Williston:	Absent
Winooski:	Mike O'Brien	Cons/Env.:	Miles Waite
VTrans:	Matthew Arancio	FHWA:	Absent
Bus/Ind:	Tim Baechle	GMT:	Absent
Socio-Econ/Housing:	Absent	Agriculture:	Absent
BIA:	Absent		

Others: CCTV, Scott Moody

CCRPC Staff:

Charlie Baker, Executive Director	Taylor Newton, Planning Prgrm Mgr.
Forest Cohen, Sr. Business Mgr.	Amy Irvin Witham, Business Office Mgr.
Eleni Churchill, Transp. Prgrm Mgr.	Christine Forde, Sr. Transp. Planner
Marshall Distel, Sr. Transp. Planner	Dan Albrecht, Sr. Planner
Anne Nelson Stoner, Equity-Engagement Mgr.	Sai Sarepalli, Sr. Transp. Planning Engr.
Melanie Needle, Sr. Planner	Jason Charest, Sr Transp. Planning Engr.
Ann Janda, Sr. Energy Project Mgr.	

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by the Chair, Catherine McMains.
2. Open Public Hearing for FY24 UPWP & Budget
Public Hearing: CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO OPEN THE PUBLIC HEARING FOR THE FY24 UPWP & BUDGET AT 6:01 PM. MOTION CARRIED UNANIMOUSLY.
3. Open Public Hearing for 2023 Metropolitan Transportation Plan
Public Hearing: CHRIS SHAW MADE A MOTION, SECONDED BY MIKE BISSONETTE, TO OPEN THE PUBLIC HEARING FOR THE 2023 METROPOLITAN TRANSPORTATION PLAN AT 6:01 PM. MOTION CARRIED UNANIMOUSLY.
4. Public Comment Period on Items NOT on the Agenda. There were none.

1 5. Action on Consent Agenda. There were none.

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3 6. Approve Minutes of the April 19, 2023, Board Meeting

4 CHRIS SHAW MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE APRIL 19, 2023,
5 BOARD MINUTES, WITH ONE EDIT. MOTION CARRIED UNANIMOUSLY.

- 6 • Edit page 2, Line 11: Correct misspelling of “board.”

7
8 7. Staff introductions; Ann Janda and Melanie Needle.

9 Ann Janda, Senior Energy Project Manager greeted members. Ann joined the CCRPC in September of
10 2021 to help municipalities implement their enhanced energy plans. Her role was originally funded
11 by the VT Agency of Commerce and Community Development (ACCD). When she started, Ann
12 assisted Melanie Needle with South Burlington’s Climate Action Plan and supported the work of all
13 the Chittenden County energy committees. This year, her role is funded by the VT Agency of
14 Buildings and General Services (BGS) to assist municipalities to participate in the Municipal Energy
15 Resilience Program (MERP) to make their municipal buildings more efficient and possibly switch
16 from fossil fueled heating systems to electric or renewable energy fueled heating. Ann is continuing
17 to work with South Burlington and an outside consultant to develop an implementation plan for the
18 transportation sector component of South Burlington’s Climate Action Plan. Ann also supports the
19 administration of the new Chittenden County Communications Union District (CCCUD).

20
21 Melanie Needle, Senior Planner, introduced herself to members and provided an overview of
22 projects she works on. She explained she splits her time between Geographic Information Systems
23 (GIS) projects and land use projects. This year she is working on learning ArcGIS Urban, updating the
24 enhanced energy plan and the South Burlington Climate Action Plan. Melanie said she lives in
25 Burlington with her two dogs and family. Chris Shaw asked for a brief overview of the South
26 Burlington Climate Action Plan. Melanie explained that the focus of the CAP is on reducing
27 greenhouse gas emissions by 2030 primarily in the transportation sector by driving electric, transit,
28 walk/bike, and growing in a compact development pattern.

29
30 8. Infrastructure & National Highway System Reliability Targets

31 Eleni Churchill and Sai Sarepalli provided members with a presentation on the Infrastructure and
32 National Highway System Reliability and Freight Movement Performance Targets for the
33 metropolitan planning area. Eleni reminded everyone of the detailed memo included with the
34 packet and reviewed the following:

- 35 • Transportation Performance Management
- 36 • National Goal Areas
 - 37 ○ *Safety, Infrastructure condition of pavement and bridges, NHS Travel Time,*
 - 38 *Freight Travel Time, Environmental Sustainability.*
- 39 • When MPO/CCRPC Action is Needed
 - 40 ○ *Typically, 180 days after VTrans sets a target for specific measures. CCRPC can*
 - 41 *accept VTrans targets or establish our own.*

42 Sai introduced himself and reviewed the following:

- 43 • NHS Infrastructure Condition - pavement and bridges.
 - 44 ○ *Statewide measures and targets*
 - 45 ■ *NHS Bridges in good condition 35%*
 - 46 • *Current percent in good condition 52.5%*
 - 47 ■ *NHS Bridges in poor condition 6%*

- *Current percent in poor condition 0.00%*
- NHS System Reliability and Interstate Freight Travel
 - Person miles traveled on interstate that are reliable: 90%
 - Person miles traveled on non-interstate that are reliable: 80%
 - Statewide travel time reliability index for interstate freight travel time: <1.75

Catherine asked if there were penalties for not meeting targets? Eleni responded, yes, if VTrans fails to meet targets, it could result in stricter oversight by FHWA and less flexibility on how federal funds are used. Sai added, the NHS infrastructure and reliability targets are set every four years, however, the State of Vermont monitor progress towards achieving targets every two years. This allows time to correct any issues and achieve the NHS performance targets within the four-year timeframe. Eleni added, the safety targets are set and monitored annually.

Bard said it seems there are natural consequences, for instance if a bridge failed. However, he wondered why the rating system has only two areas, good, or poor. Why isn't there a mid-level rating? Eleni and Sai explained there are more than two ratings and multiple criteria used to determine the condition of bridges but only two ratings are used for the performance measures.

Mike asked about the freight ratio calculation. Sai said this is a very technical question; it is an index of ratio of the 95th percentile truck travel time to a normal/average travel time for a segment of the interstate, in correspondence with the time of day over weekdays and weekends. There is a specific and complicated formula behind this. Mike said our area is in good shape for these. Eleni and Sai agreed.

The Transportation Advisory Committee (TAC) and CCRPC Staff recommendation is for the Board to accept the statewide NHS Infrastructure and Reliability targets established by VTrans in CY2022 for the metropolitan planning area.

Accept the statewide NHS Infrastructure and System Reliability targets: MIKE O'BRIEN MADE A MOTION, SECONDED BY CHRIS SHAW, TO ACCEPT THE STATEWIDE SAFETY TARGETS. MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS. MOTION CARRIED WITH 19 OF 24 VOTES AND 13 MUNICIPALITIES VOTING IN THE AFFIRMATIVE:

Bolton: Absent	Burlington: Yes (4)	Charlotte: Yes
Colchester: Yes (2)	Essex: Yes	Essex Jct: Yes
Hinesburg: Yes	Huntington: Absent	Jericho: Yes
Milton: Absent	Richmond: Yes	St. George: Absent
Shelburne: Yes	South Burlington: Yes (2)	Underhill: Yes
Westford: Yes	Williston: Absent	Winooski: Yes
VTrans: Yes		

9. Federal Adjusted Urban Area Boundary Approval

Jason Charest, Senior Transportation Planning Engineer, introduced himself and presented members with an overview on the draft Federal Urban Area Boundary Adjustments for Chittenden County. Every ten years, following the decennial census, Census Urban Area boundaries are established based on census population and household criteria. FHWA then has an adjustment process that considers expansions of the Census Urban Areas to include roadways that exhibit more urban than

1 rural characteristics. The result of this process creates what are known as Federal Urban Area
 2 Boundaries.

3
 4 What is an urban area?

- 5 • Census-defined urban area is at least 2,000 housing units or 5,000 people.
- 6 • FHWA-defined urbanized area is at least 50,000 people (threshold to create an MPO)
- 7 • Small urban area: 5,000-49,999 people.

8
 9 The 2020 Census shows two urban areas: Milton Urban Area and Burlington Urban Area. Jason
 10 showed a table with population and housing figures from other populated areas in Vermont as
 11 reference. Jason reminded members MPO’s can cross state borders. This Urban Area Boundary
 12 Adjustment process is important for highway/traffic statistics used in planning, functional
 13 classification (urban vs rural), and funding. The Federal Aid System does not include rural minor
 14 collectors or local roads. CCRPC staff developed an Adjusted Urban Area Boundary to smooth
 15 boundaries based on geographical features. The adjustments do not affect funding tied to
 16 population, and the Federal Aid System remains the same. Jason showed a map displaying the
 17 proposed Adjusted Urban Area Boundary. Note that if a road forms a border, it is considered urban.
 18

19 Chris Shaw asked about the map and the choice of color-coding. Jason explained the map was a
 20 CCRPC staff proposal and not created by VTrans. Bard Hill wondered if there is any downside to
 21 classifying these road systems. Jason said the same question came up at the Transportation Advisory
 22 Committee meeting and he could not think of a downside. John Zicconi said, if looking at Shelburne
 23 Village and Spear Street, has the map approved the designation for roads would be subject to
 24 receive funding? Jason replied no, the federal aid system consists of the top roadways above the
 25 Minor Collector, these are part of the federal aid system, regardless of Urban or Rural. The only time
 26 it comes into play is with regard to Minor Collectors. Based on this, Spear Street would always be on
 27 the Federal Aid System regardless of whether it’s considered urban or rural. Mike O’Brien asked how
 28 much roadway does this add? Jason said he is not sure in terms of increased roadway mileage that
 29 would be considered urban.
 30

31 CCRPC Staff recommends the Board approve the proposed Federal Adjusted Urban Area Boundary
 32 with the understanding that there may be additional minor changes following further conversations
 33 with VTrans and FHWA.
 34

35 JOHN ZICCONI MADE A MOTION, SECONDED BY MIKE O’BRIEN, TO APPROVE THE PROPOSED
 36 FEDERAL ADJUSTED URBAN AREA BOUNDARY MAP. MOTION CARRIED WITH 19 OF 24 VOTES AND
 37 13 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.
 38

39 Bolton: Absent	Burlington: Yes (4)	Charlotte: Yes
40 Colchester: Yes (2)	Essex: Yes	Essex Jct: Yes
41 Hinesburg: Yes	Huntington: Absent	Jericho: Yes
42 Milton: Absent	Richmond: Yes	St. George: Absent
43 Shelburne: Yes	South Burlington: Yes (2)	Underhill: Yes
44 Westford: Yes	Williston: Absent	Winooski: Yes
45 VTrans: Yes		

46
 47 10. Close Public Hearing and adopt the FY24 UPWP & Budget

1 Catherine asked if there were any public comments before the public hearing closed. There were
 2 none. She referred members to the FY24 UPWP & Budget documents included with the packet.
 3

4 **Public Hearing.** CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO CLOSE THE
 5 PUBLIC HEARING FOR THE FY24 UPWP & BUDGET AT 7:04 PM.
 6

7 **Approval of the Overall FY24 UPWP & Budget**

8 GARRET MOTT MADE A MOTION, SECONDED BY CHRIS SHAW, TO ADOPT THE FY24 UPWP &
 9 BUDGET. MOTION CARRIED UNANIMOUSLY.
 10

11 **Approval of the Transportation Portion of the FY24 UPWP & Budget**

12 DAN KERIN MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE TRANSPORTATION
 13 PORTION OF THE FY24 UPWP & BUDGET. MOTION CARRIED WITH 19 OF 24 VOTES AND 13
 14 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.
 15

16 Bolton: Absent	Burlington: Yes (4)	Charlotte: Yes
17 Colchester: Yes (2)	Essex: Yes	Essex Jct: Yes
18 Hinesburg: Yes	Huntington: Absent	Jericho: Yes
19 Milton: Absent	Richmond: Yes	St. George: Absent
20 Shelburne: Yes	South Burlington: Yes (2)	Underhill: Yes
21 Westford: Yes	Williston: Absent	Winooski: Yes
22 VTrans: Yes		

24 11. **Close Public Hearing and Adopt the Metropolitan Transportation Plan (MTP)**

25 Catherine asked if there were any public comments before the public hearing was closed. There
 26 were none.
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28 **Public Hearing.** CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO CLOSE THE
 29 PUBLIC HEARING FOR THE METROPOLITAN TRANSPORTATION PLAN AT 7:07 PM.
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31 The 2023 Metropolitan Transportation Plan (MTP) documents were included with the packet (memo
 32 and the draft MTP report). Goals of the MTP are as follows: Safety, livable and healthy communities,
 33 mobility and efficiency, equity, environment and resilience, economy, existing transportation
 34 system. The 2023 Metropolitan Transportation Plan can be found on the CCRPC website through the
 35 following link: [https://www.ccrpcvt.org/wp-content/uploads/2023/04/2023-ECOS-MTP_Public-
 36 Hearing-Draft_20230413.pdf](https://www.ccrpcvt.org/wp-content/uploads/2023/04/2023-ECOS-MTP_Public-Hearing-Draft_20230413.pdf)
 37

38 **Approval of the Metropolitan Transportation Plan:** CHRIS SHAW MADE A MOTION, SECONDED BY
 39 MIKE O'BRIEN, TO APPROVE THE 2023 METROPOLIAN TRANSPORTATION PLAN. MOTION CARRIED
 40 WITH 19 OF 24 VOTES AND 13 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.
 41

42 Bolton: Absent	Burlington: Yes (4)	Charlotte: Yes
43 Colchester: Yes (2)	Essex: Yes	Essex Jct: Yes
44 Hinesburg: Yes	Huntington: Absent	Jericho: Yes
45 Milton: Absent	Richmond: Yes	St. George: Absent
46 Shelburne: Yes	South Burlington: Yes (2)	Underhill: Yes
47 Westford: Yes	Williston: Absent	Winooski: Yes
48 VTrans: Yes		

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12. Executive Committee Nominations

Mike O'Brien referred members to the memo included with the packet. He reviewed the proposed slate of officers and thanked everyone who volunteered. He also noted that nominations can be made from the floor. Charlie reminded members this is informational and will be an action item on the agenda for the June meeting. The proposed slate is as follows:

- Chris Shaw, Chair
- Bard Hill, Vice Chair
- Jacki Murphy, Secretary/Treasurer
- Elaine Haney, At-Large for Towns >5000
- Michael Bissonette, At-Large for Towns <5000
- Catherine McMains, Immediate Past Chair

13. Equity Update

Charlie said Anne Nelson continues to build relationships within Chittenden County. She is connecting with individual municipalities to get a sense of what is happening in terms of equity work. Charlie said Anne Nelson is working on creating an equity statement and code of conduct. He expects drafts to be ready for the July board meeting. He said there is \$100K set aside in the budget for building capacity within marginalized communities. Chris asked where the \$100K is coming from? Charlie said this is MPO funding from Federal Highway Administration funds. We looked at how the Federal Highway Administration has invested funds into equity work and we are still working out the details.

14. Chair/Executive Director's Updates

- a. Charlie thanked members for the work on the UPWP Budget and the MTP. Mike O'Brien thanked CCRPC Staff for all their work. Bard also thanked the staff for producing a very high-quality document.
- b. Staffing update. Charlie said we are currently in the process of hiring a new Land Use planner. There were fifteen applicants and three were asked to return for a second interview.
- c. Legislative update. Charlie said the legislature has adjourned. His first notable item is the approval of \$1.5 million in funding for regional planning commissions around the State. He explained this is 60% of full funding, which is very positive and a huge step forward. Charlie thanked members and their municipalities for their support on this. The second is the S.100 Housing Bill. There are implications for municipal zoning and reducing some level of local control, Charlie is very hopeful this will have a positive impact on the housing market in Vermont over the long term. Charlie said there are also a lot of studies attached to this bill that the RPC will be involved in.
- d. Annual Meeting Charlie reminded members the annual meeting will be held at the Maquam Barn in Milton on the evening of June 21. He said Emma Vaughn sent out an e-mail for members to save the date. A follow-up email for registration will go out soon. The evening will include the election of officers for FY24, the FY24 meeting schedule approval, warning the FY24-27 TIP, and a celebration for the 40th anniversary of the MPO. There will be more details to come. There will be a \$20 payment to offset costs for the sit-down dinner. Charlie is pleased that Senator Kesha Ram Hinsdale is scheduled as our guest speaker. Catherine reminded everyone there are still a few CCRPC staff as well as Board members who were part of the MPO, she hopes they can be recognized at the meeting.

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15. Committee/Liaison Activities & Reports. Catherine noted that minutes of various committee meetings were included in the board packet as well as links to the minute documents posted online.

16. Adjournment. MIKE O'BRIEN MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE BOARD MEETING AT 7:22PM. THE MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Amy Irvin Witham