

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

5 DATE: Wednesday, May 17, 2023  
6 TIME: 6:00 PM  
7 PLACE: REMOTE ATTENDANCE via ZOOM MEETING VIDEO  
8

9 PRESENT: Bolton: Vacant Buel's Gore: Garret Mott  
10 Burlington: Andy Montroll Charlotte: Dana Hanley  
11 Charlotte: Deidre Holmes (Alt) Colchester: Jacki Murphy  
12 Essex Junction Elaine Haney Essex Junction: Dan Kerin (Alt)  
13 Essex: Andy Watts Huntington: Absent  
14 Hinesburg: Mike Bissonnette Jericho: Catherine McMains  
15 Milton: Absent Richmond: Bard Hill  
16 St. George: Absent Shelburne: John Zicconi  
17 So. Burlington: Chris Shaw Underhill: Brad Holden  
18 Westford: Benjamin Bornstein Williston: Absent  
19 Winooski: Mike O'Brien Cons/Env.: Miles Waite  
20 VTrans: Matthew Arancio FHWA: Absent  
21 Bus/Ind: Tim Baechle GMT: Absent  
22 Socio-Econ/Housing: Absent Agriculture: Absent  
23 BIA: Absent  
24

25 Others: CCTV, Scott Moody  
26

27 CCRPC Staff: Charlie Baker, Executive Director Taylor Newton, Planning Prgrm Mgr.  
28 Forest Cohen, Sr. Business Mgr. Amy Irvin Witham, Business Office Mgr.  
29 Eleni Churchill, Transp. Prgrm Mgr. Christine Forde, Sr. Transp. Planner  
30 Marshall Distel, Sr. Transp. Planner Dan Albrecht, Sr. Planner  
31 Anne Nelson Stoner, Equity-Engagement Mgr. Sai Sarepalli, Sr. Transp. Planning Engr.  
32 Melanie Needle, Sr. Planner Jason Charest, Sr Transp. Planning Engr.  
33 Ann Janda, Sr. Energy Project Mgr.  
34

- 35 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by  
36 the Chair, Catherine McMains.  
37  
38 2. Open Public Hearing for FY24 UPWP & Budget  
39 **Public Hearing:** CHRIS SHAW MADE A MOTION, SECONDED BY ANDY MONTROLL, TO OPEN THE  
40 PUBLIC HEARING FOR THE FY24 UPWP & BUDGET AT 6:01 PM. MOTION CARRIED UNANIMOUSLY.  
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42 3. Open Public Hearing for 2023 Metropolitan Transportation Plan  
43 **Public Hearing:** CHRIS SHAW MADE A MOTION, SECONDED BY MIKE BISSONETTE, TO OPEN THE  
44 PUBLIC HEARING FOR THE 2023 METROPOLITAN TRANSPORTATION PLAN AT 6:01 PM. MOTION  
45 CARRIED UNANIMOUSLY.  
46  
47 4. Public Comment Period on Items NOT on the Agenda. There were none.  
48

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

2  
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 an outside consultant and the city of South Burlington to develop an implementation  
18 plan for the transportation sector component of South Burlington’s Climate Action Plan. Ann also  
19 supports the 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%*



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 that are subject to receive  
 24 funding? Jason replied no, the federal aid system consists of the top roadways above the Minor  
 25 Collector, these are part of the federal aid system, regardless of Urban or Rural. The only time it  
 26 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.  
 27

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 40<sup>th</sup> 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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- 2 15. Committee/Liaison Activities & Reports. Catherine noted that minutes of various committee
- 3 meetings were included in the board packet as well as links to the minute documents posted online.
- 4
- 5 16. Adjournment. MIKE O'BRIEN MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE
- 6 BOARD MEETING AT 7:22PM. THE MOTION CARRIED UNANIMOUSLY.
- 7
- 8 Respectfully submitted,
- 9 Amy Irvin Witham

DRAFT