

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REGULAR MEETING MINUTES
FINAL

DATE: Wednesday, June 21, 2023
TIME: 5:30 PM
PLACE: Maquam Barn and Winery, 125 Duffy Rd., Milton, VT
PRESENT: Bolton: Vacant Buel's Gore: Garret Mott
Burlington: Andy Montroll Charlotte: Dana Hanley
Colchester: Jacki Murphy Essex Junction Elaine Haney
Essex Junction: Dan Kerin Essex: Andy Watts
Huntington: Absent Hinesburg: Absent
Jericho: Catherine McMains Milton: Absent
Richmond: Bard Hill St. George: Absent
Shelburne: Jeff Carr (Alt) So. Burlington: Chris Shaw
Underhill: Absent Westford: Absent
Williston: Andrew Watts Winooski: Mike O'Brien
Cons/Env.: Miles Waite VTrans: Matthew Arancio
FHWA: Absent Bus/Ind: Absent
GMT: Absent Socio-Econ/Housing: Bruce Wilson
Agriculture: Absent BIA: Absent
Others: CCTV, Scott Moody
CCRPC Staff: Charlie Baker, Executive Director Forest Cohen, Sr. Business Mgr.
Amy Irvin Witham, Business Office Mgr. Christine Forde, Sr. Transp. Planner

1. Call to order; Attendance. The meeting was called to order at 5:35 PM by the Chair, Catherine McMains.
2. Changes to the Agenda. There were none.
3. Public Comment Period on Items NOT on the Agenda. There were none.
4. Approve Minutes of the May 17, 2023, Board Meeting
MIKE O'BRIEN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE MAY 17, 2023, BOARD MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.
 - Edit page 3, Line 10: add an 's' to the word monitor.
 - Edit page 4, Line 23: add the word "that are" after roads.
5. Consent Agenda - TIP Amendments
JACKI MURPHY MADE A MOTION, SECONDED BY CHRIS SHAW, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY BY MUNICIPAL MPO MEMBERS.
6. Warn Public Hearing for FY24-27 Transportation Improvement Program (TIP)
AS THE MPO, ANDY MONTROLL MADE A MOTION, SECONDED BY ANDREW WATTS, TO WARN THE PUBLIC HEARING FOR THE FY24-27 TRANSPORTATION IMPROVEMENT PROGRAM AT THE JULY 19 BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY BY MUNICIPAL MPO MEMBERS.
7. Election of Officers and Executive Committee for FY24

1 Catherine referred to the memo included with the packet. She reviewed the proposed slate of
2 officers and thanked everyone who volunteered and asked for nominations from the floor. The
3 proposed slate is as follows:

- 4
- 5 • Chris Shaw, Chair
- 6 • Bard Hill, Vice Chair
- 7 • Jacki Murphy, Secretary/Treasurer
- 8 • Elaine Haney, At-Large for Towns >5000
- 9 • Michael Bissonette, At-Large for Towns <5000
- 10 • Catherine McMains, Immediate Past Chair

11

12 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO CLOSE NOMINATIONS FROM THE
13 FLOOR. THE MOTION CARRIED UNANIMOUSLY.

14

15 MIKE O'BRIEN MADE A MOTION, SECONDED BY JEFF CARR, TO APPROVE THE SLATE OF OFFICERS
16 FOR FY24 AS PRESENTED AND RECOMMENDED BY THE BOARD DEVELOPMENT COMMITTEE. THE
17 MOTION CARRIED UNANIMOUSLY.

18

19 8. FY24 Meeting Calendar

20 Catherine referred members to the memo included with the packet. Vermont's Open Meeting law
21 requires public bodies clearly designate the time and place of all regular meetings.

22 JACKI MURPHY MADE A MOTION, SECONDED BY ELAINE HANEY, TO APPROVE THE FY24 MEETING
23 CALENDAR AS RECOMMENDED IN THE MEMO. THE MOTION CARRIED UNANIMOUSLY.

24

25 9. Board and Staff Recognition Resolutions

26 Catherine recognized Board and Staff members of the CCRPC for years of service. She explained the
27 meeting packet included the following resolutions:

28

29 CCRPC Board Members:

- 30 • Chris Shaw - Ten years of service
- 31 • Michael O'Brien - Twenty-five years of service

32

33 CCRPC Staff:

- 34 • Emma Vaughn, Communications Manager - Ten years of service
- 35 • Charles Baker, Executive Director - Fifteen years of service
- 36 • Forest Cohen, Senior Business Manager - Fifteen years of service
- 37 • Dan Albrecht, Senior Planner - Twenty years of service
- 38 • Christine Forde, Senior Planner - Twenty-five years of service

39

40 GARRET MOTT MADE A MOTION, SECONDED BY ELAINE HANEY, TO APPROVE THE STAFF
41 RESOLUTIONS FOR YEARS OF SERVICE. THE MOTION CARRIED UNANIMOUSLY.

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43 10. Chair/Executive Director's Report There was none.

44

45 11. Committee/Liaison Activities & Reports. Catherine noted that minutes of various committee
46 meetings were included in the board packet and as links to the online documents.

47

1 12. Adjournment. JEFF CARR MADE A MOTION, SECONDED BY ANDY MONTROLL, TO ADJOURN THE
2 BOARD MEETING AT 5:43 PM. THE MOTION CARRIED UNANIMOUSLY.

3

4 Respectfully submitted,

5 Amy Irvin Witham