

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

DATE: Wednesday, Sept 20, 2023  
TIME: 6:00 PM  
PLACE: REMOTE ATTENDANCE via ZOOM MEETING VIDEO

PRESENT:	Bolton:	Vacant	Buel's Gore:	Absent
	Burlington:	Andy Montroll	Charlotte:	Deirdre Holmes (Alt)
	Colchester:	Absent	Essex:	Andrew Watts
	Essex Junction:	Dan Kerin (Alt)	Huntington:	Joe Segale
	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:	Andy Watts
	Winooski:	Mike O'Brien	Winooski:	Kristine Lott (Alt)
	Cons/Env.:	Absent	VTrans:	Amy Bell
	FHWA:	Absent	Ind/Bus:	Austin Davis
	Ind/Bus:	Tim Baechle	GMT:	Absent
	Agriculture:	Absent	Socio/Econ/Housing:	Absent
Others:	CCTV, Scott Moody		Public, Julia Ursaki	
CCRPC Staff:	Charlie Baker, Executive Director		Taylor Newton, Planning Pgrm Mgr.	
	Eleni Churchill, Transp. Pgrm Mgr.		Forest Cohen, Sr. Business Mgr.	
	Amy Irvin Witham, Business Office Mgr.		Christine Forde, Sr. Transp. Planner	
	Sai Sarepalli, Sr. Transp. Planner		Jason Charest, Sr. Transp. Planner	
	Chris Dubin, Sr. Transp. Planner		Mckenzie Spear, Business Office Assoc.	
	Anne Nelson Stoner, Equity Mgr.		Dan Albrecht, Sr. Planner	

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by the Chair, Chris Shaw.
2. Public Comment Period on Items NOT on the Agenda. There were none.
3. Staff Introductions - Jason Charest, Chris Dubin & Sai Sarepalli  
Jason Charest introduced himself to everyone. He is a Senior Transportation Planning Engineer and holds two degrees, a Bachelor of Liberal Arts from St. Michaels College and a Bachelor of Civil Engineering from the University of Vermont. Jason resides in Burlington with his wife and son and has worked at the CCMPO/CCRPC for 16 years. His projects range from corridor and scoping studies to smaller, technical assistance projects. In his free time, Jason enjoys snowboarding, mountain biking, and playing soccer. Chris Shaw asked Jason to describe a project that is currently taking up a lot of his time. Jason said he was working with the Town of Richmond on wrapping up the US-Route 2 Pinch Points Study. He will begin the corridor study for Cochran Road next.

1 Jason's description of the Cochran Road Corridor Study led to a question from Catherine McMains  
2 regarding Jericho's efforts to reduce vehicle speeds on Skunk Hollow Road. Jason said he was  
3 familiar with the roadway since he worked on a previous evaluation of it. He explained the way a  
4 traffic calming study worked. Jason felt Jericho did a nice job with the Skunk Hollow Road project.  
5 He noted that Richmond residents had cited Skunk Hollow Road's traffic calming as an example of  
6 what they might like to see with Cochran Road. Catherine McMains said cyclists have complained  
7 about the slick double lines and asked if there was anything that could be done to address these  
8 concerns. Jason said this is new roadwork and finding a remedy may necessitate a traffic calming  
9 study.

10  
11 Mike O'Brien asked Kristine Lott to introduce herself. Kristine said she is the new CCRPC Board  
12 Alternate for Winooski. She is also the Mayor of Winooski, a position she has been in for the past 5  
13 years.

14  
15 Chris Dubin introduced himself as a Senior Transportation Planner. He graduated from the  
16 University of Vermont, Rubenstein School in 2008 and has worked at the CCRPC since 2012. His  
17 main areas of focus are GIS and Data Management in the fields of Transportation and Water quality.  
18 During the summer months he manages a team of interns. The interns collect a large amount of  
19 data for municipalities. The efforts range from traffic counts to municipal asset condition  
20 assessments to road erosion inventories for MRGP compliance. Chris also manages a variety water  
21 quality planning projects that include video condition assessments of stormwater infrastructure and  
22 stormwater asset management planning. Chris provides data products to towns within his areas of  
23 focus, especially in the form of mapped data, to help drive better strategic decision making at the  
24 local level. Chris Shaw asked Chris what the acronym "MRGP" is. Chris explained MRGP stands for  
25 "Municipal Roads General Permit" which evaluates sections of roadway for erosion to help prioritize  
26 upgrades. These efforts assist municipalities to meet the goals of this permit through data  
27 collection, reporting, and grant assistance.

28  
29 Sai Sarepalli introduced himself as a Senior Transportation Planning Engineer, Professional Engineer.  
30 Sai has been working at CCRPC for the past 11 years. Prior to moving to Vermont, he lived and  
31 worked in Idaho as a design engineer and a planner at a consulting firm, doing work with cities and  
32 counties in Idaho. He received his Master's Degree in Civil Engineering, with a focus on  
33 Transportation Engineering, from the University of Idaho. Sai's primary responsibilities at the CCRPC  
34 are safety and traffic-calming studies for our municipalities. He also manages scoping studies and  
35 traffic engineering studies; these include micro-simulation traffic modeling and stormwater  
36 management projects. He assists other project managers and staff on various projects whenever  
37 needed. Sai also manages the regional Intelligent Transportation System (ITS) program that involves  
38 modern technology and smart traffic signals to help reduce congestion on corridors. Chris Shaw  
39 asked Sai where he lives and how long he has been with the CCRPC; Sai restated he has been with  
40 the CCRPC for 11 years. He lives in South Burlington with his wife and two sons, who are 13 years  
41 and 6 years old. Chris asked Sai if the sidewalk project in Shelburne connects sidewalk gaps. Sai  
42 explained the sidewalk project is located on Irish Hill Road and includes a prefabricated pedestrian  
43 bridge over the LaPlatte River to accommodate pedestrian traffic and to connect the existing  
44 sidewalks on Irish Hill Road. Chris asked if Sai is excited about any of these ITS projects in the region?  
45 Sai responded there are couple of smart traffic signal implementation projects happening in South  
46 Burlington, along Dorset Street between Williston Road and Kennedy Drive. The project will install  
47 smart signal controllers to help in reducing congestion. Also, VTrans is working on smart signals  
48 along Shelburne Road. Bard asked how traffic simulation studies address public concerns. Sai

responded that the traffic simulation models provide information such as level of service, congestion, queue lengths etc., to help make recommendations for implementation plans.

4. Action on Consent Agenda -MPO Action.

The consent agenda included the following items:

- **FY24-27 TIP Amendment, Reconnecting Downtown Burlington, Project HC018; Amendment FY24-01.** Add the federal funding amounts listed in the corresponding chart below for FY24, FY25, FY26, and FY27. This project is funded with a federal earmark and is not subject to the CCRPC constraint limit. Reason for change: Burlington was awarded a RAISE grant (\$22,384,000) to fund design and construction activities to rebuild Bank Street, Cherry Street, and sections of Pine and St. Paul Street. The project includes workforce development activities.

	FY24	FY25	FY26	FY27
PE (includes Workforce Development)	\$1,988,600	\$1,438,600	\$505,100	\$351,700
ROW	\$122,000	\$233,000		
Construction		\$2,883,000	\$8,872,500	\$5,989,500
Total	\$2,110,600	\$4,554,600	\$9,377,600	\$6,341,200

- **Church Street Side Streets - Cherry Street, Burlington, Amendment FY24-025, Project HP169.** Modify the TIP as demonstrated in the chart below. These changes will apply to both the FY24-27 TIP, which has not yet been submitted to FHWA, and the FY22-25 TIP which remains in effect. This project is funded with a federal earmark and is not subject to the CCRPC constraint limit. Reason for change: Burlington was awarded \$12 million in Congressionally Directed Funding for improvements to Cherry Street.

	FY24	FY25	FY26	FY27
PE	\$440,000	\$264,000	\$88,000	\$88,000
ROW	\$100,000	\$100,000		
Construction		\$2,184,000	\$5,460,000	\$3,276,000
Total	\$540,000	\$2,548,000	\$5,548,000	\$3,364,000

ANDY MONTROLL MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE CONSENT AGENDA ITEMS. MOTION CARRIED UNANIMOUSLY BY MPO MEMBERS.

5. Approve Minutes of the July 20, 2023, Board Meeting.

DAN KERIN MADE A MOTION, SECONDED BY BARD HILL, TO TABLE THE JULY 20, 2023, BOARD MEETING MINUTES UNTIL THE OCTOBER BOARD MEETING. MOTION CARRIED WITH ONE ABSTENTION BY BRAD HOLDEN.

Deidre Holmes clarified she was present as the alternate for Charlotte at the July Board meeting and Dana Hanely was absent.

6. Board and Committee Appointments

Chris Shaw reviewed the FY24 Committee Appointments memo with members. He said there are

1 still vacancies on the Long-Range Planning Committee and Brownfields Advisory Committee and  
2 asked for volunteers.

3  
4 Andrew Watts (Essex Town) volunteered to join the Brownfields Advisory Committee. Joe Segale  
5 introduced himself as the new CCRPC Huntington representative. He said he replaced Barbara  
6 Elliott. Joe volunteered to join the UPWP committee. Chris Shaw asked Anne Nelson if new  
7 members could be appointed on the Equity Advisory committee. Anne Nelson explained she is doing  
8 an assessment to see if there is a need.

9  
10 a. **Regional Board Member Appointments**

11 DAN KERIN MADE A MOTION, SECONDED BY ANDY MONTROLL, TO APPROVE THE REGIONAL  
12 BOARD MEMBER APPOINTMENTS AS PRESENTED WITH THE ADDITION OF AUSTIN DAVIS AS  
13 THE INDUSTRIAL/BUSINESS ALTERNATE TO THE CCRPC BOARD. MOTION CARRIED  
14 UNANIMOUSLY.

15  
16 b. **Committee Appointments**

17 CHAIR CHRIS SHAW APPROVED THE COMMITTEE APPOINTMENTS WITH NO OBJECTIONS  
18 FROM THE BOARD AND WITH THE ADDITIONAL MEMBERS AS DISCUSSED.

19  
20 7. **Equity Update - Equity Statement review:**

21 Anne Nelson Stoner shared a power point overview presentation on the development of the CCRPC  
22 Equity Statement. She explained this is part of a larger effort that will include a Code of Conduct and  
23 an Equity Action Plan. Anne Nelson explained the Equity Statement has been reviewed and edited  
24 multiple times by various parties including CCRPC staff, partners, Equity Advisory Committee, and  
25 the Executive Committee. Anne Nelson provided a bit of history of inequity in the United States and  
26 the implications carried forward to the present time.

27  
28 Anne Nelson outlined four components the CCRPC Equity Statement intends to make clear:

- 29
- Acknowledgement of the problem(s)
  - Recognition of our role and responsibility
  - CCRPC's commitment moving forward
  - CCRPC's goals
- 32  
33

34 **CCRPC Equity Statement**

35 *CCRPC acknowledges that structural oppression contributes to persistent disparities and*  
36 *condemns racism and discrimination in all its forms. As a governmental planning organization*  
37 *with decision-making influence, the work of CCRPC significantly impacts people throughout*  
38 *Chittenden County. We hold ourselves responsible for identifying and addressing historic and*  
39 *current inequities in our own practices as well as those of the planning field as a whole. We*  
40 *commit to constantly evaluating our work to transform our actions, policies, and procedures*  
41 *through continuous education, leveraging assets to improve access, and meaningful*  
42 *collaboration with those most impacted by the problems we seek to address. In doing so, we*  
43 *hope to co-create a community where identity and socio-economic status no longer influence life*  
44 *outcomes and where all — not the select few — are heard, seen, belong, and treated as experts*  
45 *in their own experience.*

46  
47 MIKE O'BRIEN MADE A MOTION, SECONDED BY DAN KERIN, TO APPROVE THE EQUITY STATEMENT  
48 AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

1  
2 8. Economic Development District, MOU

3 Taylor Newton referred members to the memo and the West Central Vermont Economic  
4 Development District Memorandum of Understanding (MOU) documents included in the packet. He  
5 provided an overview and explained we are asking the Board to approve the creation of an  
6 Economic Development District (EDD) to assist with our Comprehensive Economic Development  
7 Strategy (CEDS) implementation, through an Intergovernmental agreement.  
8

9 Taylor explained the CCRPC, in conjunction with partner organizations, has determined the most  
10 straightforward way to create an EDD is through an intergovernmental agreement. Other EDD's in  
11 Vermont have taken this same approach. The creation of an EDD will assist with CEDS  
12 implementation and serve to accomplish the following:  
13

- 14 • Create an opportunity for non-competitive, priority EDA funding (awarded only to EDDs)
- 15 • Allow us a more competitive position to access future EDA grants for CEDS implementation
- 16 than an individual partner organization.
- 17 • Provide the basis to aggregate projects across the West Central Vermont region, which may
- 18 directly benefit Chittenden County municipalities that may not be eligible for EDA projects
- 19 individually due to high median household incomes and low unemployment rates.  
20

21 Chris Shaw asked if other towns, like Barre or Rutland, would be awarded these types of funds  
22 before a city like South Burlington. Taylor said the creation of an EDD should not impact the  
23 competitiveness of funding from Barre or Rutland.  
24

25 ANDY WATTS (TOWN OF WILLISTON) MADE A MOTION, SECONDED BY BARD HILL, TO APPROVE THE  
26 WEST CENTRAL VERMONT ECONOMIC DEVELOPMENT DISTRICT MEMORANDUM OF  
27 UNDERSTANDING (MOU) AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN ON BEHALF OF THE  
28 CCRPC.  
29

30 9. ECOS Plan Update

31 Taylor referred members to the ECOS Memo and ECOS Prosperity documents included with the  
32 packet and provided a presentation. He explained there is a revised timeline that begins with the fall  
33 draft review by the Long-Range Planning Committee and the Board. Between January 2024 and  
34 September 2024, the focus will be to work on content, including the following:  
35

- 36 • Engagement with underrepresented communities
- 37 • Regional and Municipal Housing Targets
- 38 • Regional Future Land Use Map  
39

40 He explained the work will go through the summer of 2024 and there will be a push to begin the  
41 adoption process in late 2024 or into 2025. Taylor highlighted the following areas of the ECOS plan  
42 for members:

- 43 • Structure
  - 44 ○ Vision
  - 45 ○ 16 Goals
  - 46 ○ 10 Strategies
  - 47 ○ Supplements

- Process
- Regional Plan (maps, Planning Areas, Act 250/248)
- CEDS
- MTP
- Energy Analysis/Targets/Methodology
- Themes and Goals
  - Prosperity
    - Economy
    - Household Finance
    - Infrastructure and Facilities - *to be added in a later iteration, this fall.*
    - Working Lands
    - Scenic, Rec, Historic
    - Arts and Culture
    - Education
  - People
    - Health
    - Social Connectedness
    - Civic Engagement
    - Emergency Management
  - Place
    - Land Use
    - Transportation
    - Housing
    - Climate Change/Energy
    - Ecological Systems/Water Quality

Mike O'Brien asked where the data in the Economy goal came from. Taylor explained information was sourced primarily from 2017-2021 American Community Survey (ACS), the 2020 Census, Vermont Department of Taxes and Vermont Department of Labor, as well as from the U.S. Bureau of Labor and Statistics. Taylor said there will likely need to be some data updates to the Economy goal, and to the remainder of the ECOS Plan, in 2024. Bard Hill suggested additional income information about marginalized groups be added, including the disabled.

Anne Nelson said she will add data information to the introduction section. She also explained there is a subsection that will provide some framing about the data used in the ECOS Plan.

Chris Shaw asked for explanations on Act 59 and regenerative economy. Taylor explained Act 59 sets the State of Vermont conservation goals for 2030 and 2050. Darren Schibler explained a regenerative economy places human economic needs within the context of ecological systems, which cannot sustain infinite growth. Finally, components of a regenerative economy support each other's needs, like a food web rather than a food chain. The goal is to move to a more circular economy where we are reusing resources and recycling them, instead of disposing of them.

Taylor reminded members they can provide any feedback they have to him or Darren Schibler.

#### 10. S.100 Studies - Regional Future Land Use concepts

Charlie reminded members that as part of the S.100 Housing Bill, there are four interrelated studies underway. He is facilitating two of these studies and provided an update. The overall goal is to

1 reduce regulatory barriers for housing in designated growth areas served by municipal water and  
2 sewer.  
3

- 4 • Act 250 Study Reform. This study is likely to suggest more protection of natural resource  
5 areas with a trade-off of less Act 250 involvement in urban areas where we want to  
6 encourage growth. He said there is significant movement on this. Charlie outlined the three  
7 tiers being discussed:
  - 8 ○ Tier 1 - These are our growth areas that would be exempt from Act 250. Places that  
9 have good planning and zoning, water/sewer. Charlie said we think of these as our  
10 current center, metro, suburban, enterprise (if contiguous), and villages with water  
11 and sewer services.
  - 12 ○ Tier 2 - These are rural and working land areas. Ski resorts and enterprise areas  
13 separate from the growth areas fall into this tier.
  - 14 ○ Tier 3- These are critical natural resources.
- 15 • Designation Study looks to improve on the current designations:
  - 16 ○ Downtown Development
  - 17 ○ Village Centers
  - 18 ○ New Town Center
  - 19 ○ Growth Center
  - 20 ○ Neighborhood Development

21  
22 Charlie explained that the downtown development and village centers are historic, whereas the  
23 other three areas are areas we encourage growth. There is momentum in this study to collapse  
24 from five designations down to two or three. Some of these discussions are in response to the  
25 recent flooding; There is a need to flood proof some of the historic buildings and allow housing  
26 growth outside of the flood zones. Charlie said a workshop was held in Randolph last week that  
27 focused on these issues.  
28

- 29 • Municipal Delegation Study stems from our core municipalities (Burlington, South  
30 Burlington, and Winooski). They played a major role in getting the Municipal Delegation  
31 study added. This is not just growth areas. There is interest in exempting the entire  
32 municipality from the Act 250 rules; this was debated in the legislature.  
33

34 Chris Shaw asked if there will be clear lines on the maps. Charlie said, yes, the maps will have  
35 clear delineations and lines.  
36

37 Joe Segale said Huntington has had discussions regarding the village center and wondered if  
38 there is a push to make these village center areas bigger, since the designated center in many  
39 Vermont towns is relatively small. Charlie agreed that this is an issue for many Vermont towns  
40 and is one of the recommendations coming out of the designation study.  
41

42 John Zicconi said many town centers are in a floodplain and if we are trying to expand or move a  
43 town center area, it will create sprawl; Act 250 works to prevent sprawl. Charlie said planned  
44 growth is not considered sprawl. Charlie provided the example of Richmond. He said working to  
45 expand the village outside of the flood plain would be done without traditional sprawl, rather by  
46 planned growth adjacent to the community.  
47

48 Charlie told members he welcomes any feedback they may have.

Bard said Richmond is a social laboratory, in the areas with water and sewer. If a smaller town is going to relocate some of these ideas sound great but may be prohibitive for small towns will very little staff and no infrastructure.

- Future Land Use Areas Study. Charlie reviewed the current draft proposed future land use areas: planned growth areas, villages, transition areas, hamlets, enterprise areas, resource-based recreation areas, and rural areas.

Joe asked how this lines up with the rest of the areas? Charlie said it is based on how a municipality defines their village area. Joe asked if the commission must review and sign off on these as part of the ECOS plan? Charlie answered, once the bill passes, there will be pressure to update our maps and make the updates quickly. Charlie said the conversations taking place between the RPC's are that these areas have mostly already been mapped. These are not brand-new concepts in any of the regions.

#### 11. Chair/Executive Director Updates

- a. Charlie said he is making his rounds to each of our municipalities for their Annual Report. He will send emails and touch base with the CCRPC Representatives. Benjamin Bornstein said Nanette Rogers is no longer the Westford town clerk and offered to help with the scheduling if needed.
- b. Charlie said we typically hold training sessions for new board members. He asked if there was interest in continuing with this. Chris said the topic can also be discussed at the next Executive Committee meeting.

#### 12. Committee/Liaison Activities & Reports.

The minutes for various committees are included with the packet and as links to the online documents. The Committee minutes included Executive/Finance Committee with Act 250/Section 248 letters, Transportation Advisory Committee, Board Development Committee, Long Range Planning Committee, LRPC Energy Sub-committee, Equity Advisory Committee, and Clean Water Advisory Committee.

#### 13. Adjournment. BENJAMIN BORNSTEIN MADE A MOTION, SECONDED BY BARD HILL, TO ADJOURN THE BOARD MEETING AT 7:58 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham