

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

DATE: Wednesday, October 18, 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:	Andrew Watts	Essex Junction:	Absent
	Huntington:	Joe Segale	Hinesburg:	Michael Bissonnette
	Jericho:	Catherine McMains	Milton:	Absent
	Richmond:	Absent	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:	Matthew Langham	VTrans:	Matthew Arancio
	FHWA:	Absent	Ind/Bus:	Absent
	Ind/Bus:	Tim Baechle	GMT:	Absent
	Agriculture:	Absent	Socio/Econ/Housing:	Bruce Wilson
Others:	CCTV, Scott Moody			
CCRPC Staff:	Charlie Baker, Executive Director		Taylor Newton, Planning Prog. Mgr.	
	Eleni Churchill, Transp. Prog. Mgr.		Forest Cohen, Sr. Business Mgr.	
	Amy Irvin Witham, Business Office Mgr.		Christine Forde, Sr. Transp. Planner	
	Jason Charest, Sr. Transp. Planner		Anne Nelson Stoner, Equity Mgr.	
	Melanie Needle, Senior Planner		Marshall Distel, Sr. Transp. Planner	
	Bryan Davis, Sr. Transp. Planner		Mckenzie Spear, Business Office Assoc.	

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:00 PM by the Chair, Chris Shaw.
2. Public Comment Period on Items NOT on the Agenda. There were none.
3. Staff Introductions Bryan Davis and Pam Brangan  
Bryan Davis introduced himself. He is a Senior Transportation Planner who joined the CCMPO/CCRPC in 2007. Bryan received his Bachelor of Science degree from Texas A&M University and holds a Master of Science degree from The University of Vermont. He gained non-profit experience in land conservation and affordable housing in Colorado. He also worked for the US Forest Service in Colorado and Vermont. In his role at the CCRPC, Bryan works on walk/bike projects including scoping studies and creating master plans for our cities/towns. He also works on transportation demand management programs, which aim to change people's transportation behavior away from single occupant vehicles. He has been involved in the CCRPC's internal equity

1 work and is also working on a health equity grant from the VT Department of Health in partnership  
2 with RPCs statewide. Dana Hanley thanked Bryan and said he seems like a renaissance man. Chris  
3 Shaw asked Bryan if he was ever a “Yell Leader “when he was in school at Texas A&M. Bryan said no.

4  
5 Pam Brangan introduced herself. She has worked at the CCRPC since 1999, a total of 25 years next  
6 May 2024. Previously, Pam worked for the US Forest Service in Idaho (on the Clearwater NF) and  
7 West Virginia (on the Monongahela NF). She began her work with Geographic Information System  
8 (GIS) when she was in Idaho. Her current position at the CCRPC is GIS Data & IT Manager. Pam  
9 creates data, maps (paper and online), and conducts analysis. When she started, she was developing  
10 data and creating paper maps. Most of the work is now with online interactive maps. Pam has  
11 created online map viewers for many of our towns. The map viewers include zoning, parcels,  
12 transportation, and natural resource data. She recently updated a dashboard for a town to show the  
13 work they are doing to remove Ash trees in Right of Ways (ROW’s). Pam also conducts analysis of  
14 data for towns, for example, she has been working with the City of Essex Junction to determine an  
15 average impervious surface per single family home to help them develop a stormwater utility.  
16 Additionally, Pam is the front line for technology at the CCRPC. She troubleshoots and helps resolve  
17 staff computer issues before they reach out to our IT consulting firm, Tech Group. Pam said goodbye  
18 to everyone. She needed to excuse herself and return to the food shelf meeting where she serves as  
19 the Chair. Chris Shaw thanked Pam for all the work she does at the CCRPC as well as her volunteer  
20 work at the food shelf. He asked Pam where the food shelf was located. Pam said Shelburne.

21  
22 4. Action on Consent Agenda -MPO Action. The consent agenda included the following:

- 23  
24 • **Colchester Avenue/Riverside Avenue/Barrett Street/Mill Street Intersection Improvements**  
25 **Amendment FY24-03, Project HP160:** The addition of \$3,000,000 in preliminary engineering  
26 funds for this VPSP2 selected intersection improvement project, adding \$1,000,000 per year in  
27 FY24, FY25 and FY26. This project was added to the TIP by Amendment FY23-42, approved on  
28 5/19/23, for enhanced scoping to determine the cost estimate for preliminary engineering. It  
29 has been determined that preliminary engineering will cost \$3,000,000 and will be conducted  
30 over federal fiscal years FY24, FY25 and FY26. The items below highlight the complexity of the  
31 design for this project and the basis for the cost estimate.
- 32
  - 33 ▪ NEPA and Permitting for the project will be extensive due to the historical character of
  - 34 the intersection’s area, along with the proximity of the river and the dam. Additionally,
  - 35 both city and state stormwater regulations will need to be satisfied during permitting.
  - 36 ▪ Design is expected to be complex especially considering the need to transition the
  - 37 northern approach of the intersection to the proposed bridge, which won’t be fully
  - 38 fleshed out until the Design-Build contractor is selected.
  - 39 ▪ Planning for Maintenance of Traffic will be complicated and will include traffic data
  - 40 collecting and modeling for the purposes of informing the Design-Build RFP.
  - 41 ▪ Utility planning, coordination, and planning for expected utility relocations will be a
  - 42 significant undertaking.
  - 43 ▪ Public Outreach for the combined project is immense. A significant public outreach
  - 44 effort is expected for the two cities, the public, and to satisfy Section 106 as part of the
  - 45 NEPA process.
  - 46

47 Funding for this change comes from Design Scoping Projects (Project OT006) \$100,000 in  
48 FY24, FY25 and FY26; Regional Safety (Project OT001) \$250,000 in FY24, FY25, and FY26.

The remaining funds are available within CCRPC's fiscal constraint limit.

ANDY MONTROLL MADE A MOTION, SECONDED BY MIKE O'BRIEN, TO APPROVE THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

5. Approve July and September Board Minutes

a. Minutes for the July 20, 2023, Board Meeting.

CATHERINE MCMAINS MADE A MOTION, SECONDED BY BENJAMIN BORNSTEIN, TO APPROVE THE JULY 20, 2023, BOARD MINUTES, AS PRESENTED. MOTION CARRIED WITH ABSTENSIONS BY JOE SEGAL, MIKE O'BRIEN, JOHN ZICCONI AND GARRET MOTT.

b. Minutes for the September 20, 2023, Board Meeting

ANDY MONROLL MADE A MOTION, SECONDED BY BENJAMIN BORNSTIEN, TO APPROVE THE SEPTEMBER 20, 2023, BOARD MINUTES, WITH EDITS. MOTION CARRIED WITH ABSTENTIONS BY GARRET MOTT and JACKI MURPHY.

- Edit Attendance: Add CCRPC Staff, Senior Planner, Dan Albrecht.
- Edit page: 7, Line 39: Joe Segale clarified Huntington discussed their Village Center.

6. FY2025 Municipal Dues

Forest Cohen referred members to the Municipal Dues memo included with the packet. The CCRPC assesses municipal dues that are primarily used to match federal transportation dollars for projects in Chittenden County. Municipal dues assessment amounts are based on the most recent Equalized Education Grand list (EEGL) issued by the State of Vermont. The EEGL data is available on the VT Department of Taxes website. CCRPC uses the Employment Cost Index (ECI) for State and Local Government employee compensation, which is published by the U.S. Bureau of Labor Statistics as an index for dues increases and was 4.9% for the last year.

Forest explained the recommendation was an increase of 2.5% which was supported at the October Executive-Finance Committee meeting. Forest provided a screen share and explained the dues were held level in FY21 and FY22. They were increased in FY23 by 2% and were increased for FY24 by 3% for a total assessment of \$263,070. He referred members to Table 1 included with the packet. The proposed FY25 municipal dues increases the overall dues by \$6,577. Chris said the overall change for the CCRPC is minimal and the dues are a solid investment and work to help leverage state and federal dollars.

GARRET MOTT MADE A MOTION, SECONDED BY JACKI MURPHY, TO APPROVE THE FY25 MUNICIPAL DUES AT 2.5%. MOTION CARRIED UNANIMOUSLY.

7. Equity Update – Code of Conduct review:

Anne Nelson Stoner shared an overview presentation on the development of the CCRPC Code of Conduct. She said this is part of a larger effort that will include a Code of Conduct, the Equity Statement, and an Equity Action Plan. We also have some existing language in the Board Member Handbook and policy language in our Administrative & Operating Procedures which outlines:

- General Conditions/expectations of staff (i.e., pets at work).
- Conflict of Interest
- Employee Conduct (i.e., Dress Code, Smoking, etc.)
- Harassment and Discrimination
- Substance Abuse

1  
2 Anne Nelson explained there are three things we want to establish for CCRPC staff, Board, and  
3 committee members:

- 4 • Core Values to guide the Code of Conduct
  - 5 • Code of Conduct
    - 6 ○ The how, of the values, outlining behavioral expectations.
  - 7 • Policy & Plan for Operationalizing and Upholding the Code of Conduct
    - 8 ○ Accountability, Discipline and Conflict Resolution
- 9

10 Anne Nelson asked why do we want this?

- 11 • Even when unspoken, culture is cultivated, let's be intentional about our culture at the  
12 CCRPC.
  - 13 • Expectations of those who represent the CCRPC need to be clear.
  - 14 • Clarity of gray space between no conflict and harassment or discrimination
  - 15 • Assurance that poor conduct will be addressed.
  - 16 • Provides a backbone to make value driven organizational decisions.
- 17

18 Process timeframe as follows:

- 19 • Staff workshop – core values (August)
  - 20 • Equity Advisory Committee workshops – core values (September)
  - 21 • Staff review EAC informed core values and begin collaboration on
    - 22 ○ Code of Conduct Behavioral Expectations
    - 23 ○ Implementation Strategies
    - 24 ○ Conflict Resolution Process
  - 25 • EAC review draft language (October – November)
  - 26 • Staff Review (November)
  - 27 • Bring to Executive Committee in December
  - 28 • Bring to Board in January
- 29

30 Anne Nelson said we have a lengthy list of what we want our values to be, and it needs to be pared  
31 down. The list included the following: integrity, accountability, respect, intentionality, humility, care,  
32 collaboration, diligence, inclusion, trust, curiosity, vulnerability, fairness, justice, innovation,  
33 leadership, and forgiveness.

34

35 Dana Hanley said she would like “forgiveness” to remain on the final list.

36

37 Anne Nelson wrapped up the presentation. She said she has been working on multiple items over  
38 the last few weeks, including the Equity Action Plan, ECOS Plan update and Community Engagement,  
39 Equity Advisory Committee, relationship building, exploring partnerships, her mentorship with The  
40 Creative Discourse Group, and providing project support.

41

42 Chris Shaw said we have an Equity Statement and a Code of Conduct and wondered if the Equity  
43 Action Plan has a way to enforce this, if so, what measures will be taken? He feels this will be  
44 something that needs to be reviewed more than once or twice a year. Anne Nelson agreed and  
45 stated discussions on this are taking place.

46

Bruce Wilson thanked Anne Nelson for her work. He asked what the mentorship with The Creative Discourse Group was? Anne Nelson said she continues to work with Sue McCormack and Nadia DuBose, co-founders of The Creative Discourse Group, our equity consultant, for mentorship and guidance. Bruce asked how long this would continue. Anne Nelson and Charlie said the contract with Creative Discourse will be up at the end of November and they will need to discuss.

Melanie Needle asked how the Code of Conduct applies to committee members who represent the CCRPC. She wondered what constitutes a violation of this code of conduct and provided the example of participating in the pro-Palestinian rally this past weekend. Anne Nelson said these are tricky areas, driven by how an individual chooses to express and carry themselves in the world. Charlie added, we do not yet have a code of conduct in place, and we are only in the very beginning stages of creating this. What we have now is staff oriented. Charlie asked members to think about their roles as members of the CCRPC Board and Committees. He asked them to reach out with any feedback they have on this and reminded everyone we are in uncharted territory. Everything is new. Benjamin Bornstein addressed Melanie's comment and said he would be concerned if CCRPC staff members were engaged in supporting a terrorist group, he feels there would need to be repercussions. Bruce Wilson said he believes the code of conduct might incorporate the process of "Restorative Justice" which looks at three areas: harms and needs, obligations, and engagement on how to make amends.

#### 8. ECOS Plan Update

Taylor Newton referred members to the ECOS Plan Update Memo and ECOS-People document included with the packet and provided a presentation. He reminded everyone there are three themes, Prosperity, People and Place. He reviewed the ECOS Plan Prosperity section at the last Board Meeting. He said there was a revised timeline that begins with a full draft review by the Long-Range Planning Committee and the Board. The adoption process has been pushed out from January to June 2025. The People section of the 2025 ECOS Plan addresses four goals: Health, Social Connectedness, Civic Engagement and Emergency Management.

- Health
  - Developed in collaboration with Vermont Department of Health.
  - Updated indicators disaggregated by population types.
- Emergency Management
  - Removed criminal justice.
  - Discuss hazard mitigation and public safety in terms of Emergency Management
  - Reframed around FEMA EM Phases: Prevention, Preparedness, Mitigation, Response, Recovery
- Civic Engagement
  - Public Trust
  - Discuss work to overcome barriers to public participation.
- Social connectedness
  - Importance of social connections
  - Negative consequences of social isolation and loneliness

Taylor said Melanie Needle has been working with the state of Vermont Health Department on the topic of health. Garret had concerns about the indicators being removed, particularly criminal justice and the crime rate; isn't this linked to Emergency Management when looking at property crime as well as emergency services like fire calls? Isn't this data necessary to help understand what the

trends are? Melanie said when the indicator was first developed in 2013 the data was readily available. However, over the last few years, the data has not been sorted by county and is broken down by municipalities, which makes the data extremely challenging to collect.

Taylor reviewed Prosperity Strategies and Actions:

- Health and Safety
  - Move text to key issues.
  - Acknowledge actions/rely on partners.
- Governance
  - Clarity
  - Equity
- Equity
  - New Strategy
  - Align with Draft Equity Action Plan

Chris asked about Governance; he wondered if there needed to be change regionwide in terms of representation on our town Selectboards and Schoolboards? This may or may not be effective in creating change, but should we develop a monitoring tool to help create opportunities to create representation. Taylor said we do not currently have an indicator because that data is not obtainable in a systematic way, but he is not sure how that would be worked into the ECOS plan. Taylor asked if this was mentioned in the past? Melanie said it would require primary data collection. She said the City of Burlington does this for some of their racial equity work when they track demographic information. Jacki Murphy asked if VLCT has any of this data available. Taylor said we checked with VLCT and they did not have detailed information on board demographics. Kristine Lott commented that individual towns are best positioned to collect data (like this) and return it to the CCRPC.

Bruce Wilson asked what information is coming from the Vermont Department of Health in terms of information that addresses equity? He said when he hears the word “equity” it feels like a buzz word and is confusing in the context of the ECOS plan. Taylor said we are working to ensure equity and training is incorporated into the ECOS plan for our leaders; with this we are supporting an equity strategy itself. We also want to be sure equity is interwoven into all the work we are doing. Anne Nelson agreed with Bruce, the word equity is heard often. She wanted to be clear, in terms of the ECOS Plan, equity will be woven into all areas of the plan. When the word equity is used, as Taylor pointed out, it is an equity strategy, and we are working on our methodology of planning to help allocate resources to all our communities. Bruce thanked Anne Nelson and said he would like to see the word inclusion used more than the word equity.

9. S.100 Studies - Regional Future Land Use concepts

Charlie referred members to the latest draft of the VAPDA Regional Planning Report – Future Land Use Profile included with the packet. He explained work is happening with the Act-250 study proposing to rely more on maps. There are conversations taking place to have more consistent language in regional plans. Charlie asked members for feedback. He said Vermont’s Regional Planning Commissions are collectively interested in amending future land use maps if there is an actual purpose related to Act 250 and/or State Designation. The RPCs agree it does not make sense to simply improve the maps unless there is an actual policy purpose involved.

Charlie provided a screenshare and outlined the following:

**Planned Growth Area:** These include the densest existing settlement and future growth areas with the highest concentrations of population, housing, and employment. They include a mix of commercial, residential, and civic or cultural sites with active streetscapes, supported by land development regulations, public water and/or wastewater and multi-modal transportation systems. These areas typically surround historic or new commercial downtowns and village centers.

**Village Area:** Includes the traditional settlement area or a proposed new settlement area, typically comprised of a cohesive mix of residential, civic, religious, commercial, and mixed-use buildings, arranged along a main street and intersecting streets that are within walking distance for residents who live within and surrounding the core. Village Areas are without at least one of the following: water, sewer, or zoning. They provide some opportunity for infill development or new development areas where the village can grow and be flood resilient.

Charlie said with the village area designation, we are using the word area on purpose, because we already have used the phrase, village center in the designation program. The discussion moving forward is, should towns with a village incorporate surrounding area? These are important centers in our towns but may not be ready for a lot of growth. Joe Segale asked about the last point, is it possible that a village area has water, sewer and zoning, if it holds all of those pieces, it is bumped up to the planned growth area? Charlie said that is possible and that this is intended to be a municipality-driven initiative. Joe said maybe it isn't zoning that is the defining aspect, maybe it is the density. Catherine said having a village center and village area, this would encompass both. Some may have water, but not all have sewer. In Jericho the zoning has allowed 4-dwelling units per acre, however, there are multiple village centers, and zoning is a challenge.

**Transition Area:** Includes areas of existing or planned commercial, office, mixed-use development, or residential uses either adjacent to a Planned Growth or Village Area or a new Transition Area and served by water and/or wastewater. The intent of this land use category is to transform these areas into higher-density, mixed use settlements, or residential neighborhoods through infill and redevelopment or new development. New commercial strip auto-oriented development is not allowed as to prevent negatively impacting the economic vitality of commercial areas in the adjacent or nearby Planned Growth or Village Area.

**Resource Based/Recreational Area:** Includes large-scale resource-based, recreational facilities, often concentrated around ski resorts, which provide infrastructure, jobs, and housing to support recreational activities.

**Enterprise:** Includes locations of high economic activity and employment which are not adjacent to Planned Growth Areas. These include industrial parks, areas of natural resource extraction, or other commercial uses which involve larger land areas. Enterprise areas typically have ready access to water supply, sewage disposal, electricity, and freight transportation networks.

**Hamlet:** Small historic clusters of homes and perhaps a school, church, store, or other public buildings not planned for significant growth; no public water supply or wastewater systems, and mostly focused along 1-2 roads. These may be depicted as points on the FLU map.

**Rural – General:** Include areas that promote the preservation of Vermont's traditional working landscape and natural area features. They allow for low-density residential and sometimes limited

commercial development that is compatible with productive lands and natural areas. This area could also include an area that a municipality is planning to make more rural than it is currently.

**Rural - Agricultural and Forestry:** Include blocks of forest or farmland that sustain resource industries, provide critical wildlife habitat and movement, outdoor recreation, flood storage, aquifer recharge, and scenic beauty, and contribute to economic well-being and quality of life. Development in these areas should be carefully managed to promote the working landscape and rural economy, and address regional goals, while protecting the agricultural and forest resource value. Consistent with Act 171 requirements.

**Rural – Conservation:** Include areas intended to be conserved often with regulations or property rights limiting development, fragmentation, and conversion in order to maintain ecological health and scenic beauty. These lands have significant economic value, and require special protection due to their uniqueness, fragility, or ecological importance. They may include protected lands, areas with specific features like steep slopes or endangered species, wetlands, flood hazard areas, and shoreline protection areas, and are intended to remain largely undeveloped for the benefit of future generations. Consistent with Act 171 requirements.

Charlie reminded members that the goal of the state is to have 30% of Vermont's total land area shall be conserved by 2030, and 50% of the State's total land area be conserved by 2050. These maps may be used for this.

Garret asked about agricultural lands. Charlie said those are under the category of rural land.

Charlie said there are will likely be process changes and if there is more weight given to our planning maps, there will likely be more criteria on how plans are approved and how they can be appealed.

#### 10. Chair/Executive Director Updates

- a. Charlie said his meetings with our towns are underway and have been going well. He appreciates the participation and he wanted to thank CCRPC staff for all their work. He has heard from numerous selectboards that they are very appreciative of the work done by the CCRPC. Charlie said the sentiment expressed has been heartwarming.
- b. Charlie referred members to the second page of the agenda and the Legislative Breakfast scheduled for December 5, 2023. It includes the following outline of some ideas for discussion with our Legislators: S.100/Act 47, CCCUD update, West Central Vermont EDD update, Transit finance, Local options tax, Flood regulation, Renewable energy, and Broadband. He asked members to provide feedback on any other issues that could be brought to the breakfast.

Dana Hanley thanked Charlie for circulating the thoughtful current events e-mail that addressed serious events and the brutality happening to citizens in the communities of Israel and Palestine. Charlie thanked Anne Nelson Stoner and Emma Vaughn for their help with drafting and circulating the message.

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

The minutes for various committees are included with the packet and as links to the online documents.

1 12. Adjournment.  
2 GARRET MOTT MADE A MOTION, SECONDED BY BENJAMIN BORNSTEIN, TO ADJOURN THE BOARD  
3 MEETING AT 7:36 PM. MOTION CARRIED UNANIMOUSLY.  
4

5 Respectfully submitted,  
6 Amy Irvin Witham  
7