

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

5 DATE: Wednesday, January 2024  
6 TIME: 6:00 PM  
7 PLACE: REMOTE ATTENDANCE via ZOOM MEETING VIDEO  
8 PRESENT: Bolton: Vacant Buel's Gore: Garret Mott  
9 Burlington: Andy Montrull Charlotte: Dana Hanley  
10 Charlotte: Deirdre Holmes (Alt) Colchester: Jacki Murphy  
11 Essex: Andrew Watts Essex Junction: Elaine Haney  
12 Huntington: Joe Segale Hinesburg: Michael Bissonnette  
13 Jericho: Catherine McMains Milton: Absent  
14 Richmond: Bard Hill St. George: Absent  
15 Shelburne: Jeff Carr (Alt) So. Burlington: Chris Shaw  
16 Underhill: Absent Westford: Benjamin Bornstein  
17 Williston: Andrew Watts Williston Karen Peterson (Alt)  
18 Winooski: Mike O'Brien Winooski: Kristine Lott (Alt)  
19 Cons/Env.: Miles Waite VTrans: Matthew Arancio  
20 FHWA: Absent Ind/Bus: Tim Baechle  
21 GMT: Absent Agriculture: Absent  
22 Socio/Econ/Housing: Bruce Wilson  
23  
24 Others: CCTV, Scott Moody Matthew Langham, VTrans  
25 Patty Davis  
26  
27 CCRPC Staff: Charlie Baker, Executive Director Taylor Newton, Planning Prog. Mgr.  
28 Eleni Churchill, Transp. Prog. Mgr. Forest Cohen, Sr. Business Mgr.  
29 Amy Irvin Witham, Business Office Mgr. Christine Forde, Sr. Transp. Planner  
30 Anne Nelson Stoner, Equity Mgr. Melanie Needle, Senior Planner  
31 Bryan Davis, Sr. Transp. Planner Dan Albrecht, Sr. Planner  
32 Emma Vaughn, Communications Mgr. Marshall Distel, Sr. Transp. Planner  
33 Eliana Fox, Transp. Planner  
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, Chris Shaw. Jeff Carr requested item 3b be removed from the Consent Agenda. Chris Shaw  
37 agreed and renumbered it as agenda item 3.5. Christine Forde noted the TIP Amendments were  
38 previously approved by the TAC; however, it was not a unanimous vote, Local Motion voted no on  
39 the Exit 16 amendment.  
40  
41 2. Public Comment Period on Items NOT on the Agenda. There were none.  
42  
43 3. Action on Consent Agenda. The following items were included in the consent agenda:  
44 a. Minor Tip Amendments (MPO Action)  
45 • **I-89 Paving, Milton-Georgia, Amendment FY24-19, Project HP173.**  
46 Add a new paving project on the northbound and southbound lanes of I-89 beginning at  
47 mile marker 102 (north of West Milton Road) and extending 11.4 miles. Add \$2.5 million in  
48 federal funds in FY24 and \$2.5 million in federal funds in FY25 for the Chittenden County

1 portion of this project. Interstate projects are not subject to CCRPC’s fiscal constraint limit.  
 2 This section of I-89 has significant rutting and VTrans wants to expedite a paving to correct  
 3 the issues.

- 4 • **Exit 16 Improvements, Colchester, Amendment FY24-20, Project HP102A.** Increase  
 5 construction cost from \$12 million to \$23.4 million. Add \$6 million in FY25 and \$6 million in  
 6 FY26. These funds will be added to CCRPC’s fiscal constraint limit and as a result this  
 7 amendment is defined as minor. The last update of the construction cost estimate for this  
 8 project was prior to the pandemic. A lot has changed in the construction industry since that  
 9 time. Some of the factors contributing to the increase in cost are detailed below.
  - 10 ○ Lead times for many construction materials have increased significantly.
  - 11 ○ The materials themselves have increased in cost based on overall inflation of the  
 12 nation’s economy.
  - 13 ○ The lack of construction labor has proven challenging for most contractors and has  
 14 created scheduling issues and has driven up the costs, especially for projects like Exit  
 15 16 DDI where nighttime and weekend work will be required.
  - 16 ○ The cost of ledge removal will be significant. VTrans is expecting to encounter more  
 17 subsurface ledge than originally expected.
  - 18 ○ The costs of traffic control will be significantly higher than previously expected.

19  
 20 MIKE O’BRIEN MADE A MOTION, SECONDED BY ANDY WATTS (Williston), TO APPROVE  
 21 CONSENT AGENDA ITEM 3a. MOTION CARRIED WITH 19 OF 24 MPO VOTES: AND 14 OF 18  
 22 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

23 Bolton:	Vacant	Burlington:	Yes (4)	Charlotte:	Yes
24 Colchester:	Yes (2)	Essex:	Yes	Essex Jct.:	Yes
25 Hinesburg:	Yes	Huntington:	Yes	Jericho:	Yes
26 Milton:	Absent	Richmond:	Yes	St. George:	Absent
27 Shelburne:	Yes	So. Burlington:	Yes (2)	Underhill:	Absent
28 Westford:	Yes	Williston:	Yes	Winooski:	Yes
29 VTrans:	Yes				

30  
 31  
 32 c. Approve the Jericho Town Plan

33 CATHERINE MCMAINS MADE A MOTION, SECONDED BY GARET MOTT, TO APPROVE THE  
 34 CONSENT AGENDA ITEM 3c, APPROVAL OF THE JERICHO TOWN PLAN. MOTION CARRIED BY  
 35 VOTE OF THE MUNICIPAL MEMBERS.  
 36

37 3.5. Minutes of the November 15, 2023, Board Meeting

38 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO APPROVE THE NOVEMBER 15, 2023,  
 39 MINUTES WITH A CLARIFYING EDIT. MOTION CARRIED WITH ABSTENSIONS BY JACKI MURPHY.

- 40 • Edit Page 7, Lines 6-10. Add the following clarifying statement: “The lack of economic  
 41 growth to Chittenden County would be to the detriment of the rest of the state of  
 42 Vermont” after the line [...] *keep the economy regenerating itself*.

43  
 44 4. Open Public Forum FY25 UPWP

45 Chris Shaw requested to open the public forum at 6:05 PM for comments from any members of the  
 46 public regarding the FY25 UPWP.  
 47

1 BARD HILL MADE A MOTION, SECONDED BY GARRET MOTT, TO OPEN THE PUBLIC FORUM FOR  
 2 THEFY25 UPWP.

3  
 4 Chris Shaw asked if there were any public comments on the FY25 UPWP. There were none. Jeff Carr  
 5 suggested leaving the public forum open until closer to the end of the meeting. Chris Shaw agreed.  
 6 Marshall Distel (CCRPC) introduced himself and explained he manages the UPWP and said we hold a  
 7 public forum to allow input from members of the community. He encouraged members to ask their  
 8 towns to share their thoughts for the upcoming annual UPWP. Bard Hill asked if past meetings had  
 9 many public comments during the open period? Jeff Carr replied yes, there have been meetings  
 10 with many comments. Prior to COVID, the Board meetings were much more energetic. Marshall  
 11 Distel stated he receives a lot of public input through e-mail. Joe Segale asked Marshall what types  
 12 of inquiries he received through e-mail. Marshall said the inquiries vary widely, from housing to  
 13 transportation, and come from multiple municipalities in Chittenden County. Charlie stated the  
 14 comments and inquiries received will be summarized at the first UPWP meeting. Charlie clarified the  
 15 open forum is intended as a time to receive input on the FY25 UPWP and is not related to the FY24  
 16 Mid-year Adjustment.

18 5. FY24 Mid-year Adjustment Budget and UPWP

19 JEFF CARR MADE A MOTION, SECONDED BY ANDREW WATTS (Williston) TO APPROVE THE  
 20 TRANSPORTATION PORTION OF THE FY24 MID-YEAR ADJUSTMENT BUDGET AND UPWP.  
 21 (MPO) VOTE:

22 Bolton:	Vacant	Burlington:	Yes (4)	Charlotte:	Yes
23 Colchester:	Yes (2)	Essex:	Yes	Essex Jct.:	Yes
24 Hinesburg:	Yes	Huntington:	Yes	Jericho:	Yes
25 Milton:	Absent	Richmond:	Yes	St. George:	Absent
26 Shelburne:	Yes	So. Burlington:	Yes (2)	Underhill:	Absent
27 Westford:	Yes	Williston:	Yes	Winooski:	Yes
28 VTrans:	Yes				

29  
 30 MOTION CARRIED WITH 19 OF 24 VOTES: AND 14 OF 18 MUNICIPALITIES VOTING IN THE  
 31 AFFIRMATIVE.

32  
 33 GARRET MOTT MADE A MOTION, SECONDED BY ANDREW WATTS (Williston) TO APPROVE THE  
 34 ENTIRE FY24 MID-YEAR ADJUSTMENT BUDGET AND UPWP. MOTION CARRIED UNANIMOUSLY.

35  
 36 6. Health Equity Project update

37 Bryan Davis addressed members and provided a Health Equity Project presentation via screenshare.  
 38 The presentation included information about the CCRPC’s participation with RPCs statewide to  
 39 create a Health Equity Toolkit and provide support to municipalities to incorporate health equity  
 40 into their plans and policies. Grant funding from the Vermont Department of Health (VDH)  
 41 supported development of the Toolkit and Resource guide and is also supporting technical  
 42 assistance in communities across the state.

43  
 44 The Centers for Disease Control (CDC) states that health equity is achieved when every person can  
 45 attain their full health potential, and no one is disadvantaged from achieving this potential because  
 46 of social position or other socially determined circumstances. The RPCs worked together to create  
 47 the Health Equity Toolkit and Resource Guide to describe the relationship between planning and

1 health equity and to provide examples of actions communities can take to ensure health equity is  
2 achieved.

3

4 Changing the built environment to work for people of all ages, incomes, abilities, and backgrounds is  
5 critical to supporting our public health, as well as for building social capital. People with strong  
6 perceptions of strong social connections are 2.5 times more likely to report good or excellent health  
7 compared to people who report having lower perception of social belonging. Social isolation is  
8 equivalent to smoking a pack of cigarettes a day, reflecting the significant impact of isolation and  
9 loneliness on public health.

10

11 The work planners do in communities for the built and social environment is important to creating a  
12 healthy and equitable future for everyone. The projects planners work on should include an equity  
13 lens. Health equity is specifically focused on inclusion around broader health concepts.

14

15 These concepts can be incorporated into Town Plans and bylaws related to the following: Land-Use  
16 Planning, Transportation planning, recreation opportunities, medical care and emergency response,  
17 food access, safe and affordable housing, access to employment, energy use, and environmental  
18 quality.

19

20 The VDH grant provided technical assistance to specific projects across the state, including these in  
21 Chittenden County:

22

- 23 • Milton on the Move is working on an inclusive community center to support numerous  
24 community group meetings and events.
- 25 • Winooski Parents and Students is working on Co-Operative-Training and Economic  
26 Development (i.e., equitable wages) for underrepresented communities in the school bus  
27 service industry and fundraising for electric school buses.
- 28 • Burlington-One Day in Vermont is a website where families can find both free and low-cost  
29 activities, as well as service and nonprofits serving families in VT.

30

31 The CCRPC has several Health Equity Projects:

32

- 33 • Equity Map Viewer (accessed via CCRPC Title VI or GIS Pages)
- 34 • South Burlington Climate Action Plan Focus Groups
- 35 • Walk Bike Master Plans
- 36 • ECOS regional plan
- 37 • South Burlington, Essex and Jericho Town Plan updates
- 38 • CCRPC Equity Advisory Committee (EAC)

39

40 CCRPC staff are available to meet with local leaders such as Planning Commissions, Selectboard and  
41 City Councils to discuss health equity and planning in more detail.

42

43 The Toolkit and Resources are available here: <https://www.lpcvt.org/healthequitytoolkit>

44

45 The presentation is available here:

46

<https://www.ccrpcvt.org/wp-content/uploads/2023/12/Municipal-Health-Equity-TAC.pdf>

47

48 Garret Mott said he represents Buel's Gore, the smallest community in the county. He has also lived  
49 in larger towns and one thing that plays a major role and is crucially important, is the

1 interdependence of community members, within neighborhoods. Garret said it seems important to  
2 promote a sense of community so that people can know their neighbors.

3  
4 Dana Hanley said that our elderly population is important in terms of equity. She thinks there is  
5 equity for seniors sprinkled through the document, but it isn't prominent. She wonders if we can  
6 make our Senior population more of a priority.

7  
8 Anne Nelson Stoner shared that she, Melanie, Bryan and Sarah put together a presentation for RPC  
9 and VDH staff around strategies to address resistance to health equity, and encouraged members to  
10 reach out if this presentation was of interest or if they experience pushback they don't know how to  
11 deal with.

12  
13 Chris Shaw asked if there are other examples similar to the "curb cut effect" that was presented,  
14 which benefits not only people using mobility devices, but all users. He mentioned the Market Street  
15 project in South Burlington, which included on-street parking but impacted provision of walk/bike  
16 facilities. He wonders if there are better ways to encourage other modes of transportation aside  
17 from vehicles. Bryan said how municipalities use of public right of way is a big issue, and if we want  
18 to make the most of what we have we need to have community conversations and obtain a better  
19 understanding of people's needs are for public infrastructure. He also offered green infrastructure  
20 as an example, which uses natural elements to treat stormwater, for example, but can also add a  
21 pleasant scenic experience in an urban environment. Garret Mott said Japan doesn't allow on-street  
22 parking. Chris Shaw said he has seen businesses storefront's reclaim parking spots but wonders how  
23 the spots can be reclaimed in dense communities.

24  
25 Chris Shaw asked about the ECOS Plan. Taylor Newton explained work continues and the formal  
26 adoption process is slated to begin in 2025. Taylor noted that we are evolving the document away  
27 from the three categories: People, Place and Prosperity. He said there will be a Board update on the  
28 ECOS Plan soon.

## 30 7. Draft Code of Conduct

31 Anne Nelson Stoner provided members with a presentation of the Draft Code of Conduct outline.  
32 The goal is to come up with a version that applies to staff members first. Eventually there will be a  
33 version that applies to board members as well. Tonight's presentation is applicable to CCRPC staff.  
34 The presentation can be found through the following link: [https://www.ccrpcvt.org/wp-](https://www.ccrpcvt.org/wp-content/uploads/2024/01/1_17_24-Code-of-Conduct-to-Board.pdf)  
35 [content/uploads/2024/01/1\\_17\\_24-Code-of-Conduct-to-Board.pdf](https://www.ccrpcvt.org/wp-content/uploads/2024/01/1_17_24-Code-of-Conduct-to-Board.pdf).

36  
37 The presentation covered the following sections within the Draft Code of Conduct:

- 38 • Timeline
- 39 • Resources
- 40 • Organizational Values
- 41 • General Conduct
- 42 • Staff Expectations
- 43 • Conflict of Interest
- 44 • Political Activity (allowed and not allowed)
- 45 • Free Speech
- 46 • Unacceptable behavior
- 47 • Implementation and Accountability
- 48 • Conflict Resolution and Discipline/Process

- 1 • Restorative Justice/Process
- 2 • Employee Grievance

3  
4 Joe Segale asked for clarification on the staff expectations where it states staff cannot run for public  
5 office in partisan elections, is this referencing elections where candidates are declaring a party?  
6 Anne Nelson said, yes.

7  
8 Ben Bornstein asked for clarification on restorative justice. He said there are very specific statutes  
9 and regulations that come into play and are not based on policy, they are based on laws. He said the  
10 legal system can and should be relied on. He feels it is a bit dismissive to suggest violations are mere  
11 violations of policy. He said on the restorative justice side, the obligations are based in statute and  
12 regulation and the policy is brought together by organizational requirements. Involving stakeholders  
13 in the resolution is the law. He appreciates the effort, but there are fundamentals that need to be  
14 worked out. Ben volunteered to help Anne Nelson with this.

15  
16 Bruce Wilson commended Anne Nelson's work on the Draft Code of Conduct and the outreach  
17 within area communities and organizations. He feels the work being done is of great importance  
18 and has been strong. Bruce volunteered to assist Anne Nelson on the Draft Code of Conduct. He  
19 wondered if the word choice was fitting, particularly use of the word humanity in the context of the  
20 code of conduct. He feels this is more about respecting different cultures. Bruce said he appreciated  
21 that there is a lot going on with the Draft Code of Conduct.

22  
23 Dana Hanley commended Anne Nelson on the extraordinary amount of work that has been done in  
24 creating this document. She agreed with Bruce and said she also wondered about word choices.  
25 Dana asked why the word humility was chosen; she feels there are a lot of words that mean the  
26 same thing.

27  
28 Elaine Haney addressed Ben's comments. She said she recognizes that misconduct can rise to a legal  
29 level, but the intention of the code of conduct is to address misconduct that occurs at a lower level,  
30 in the day-to-day aspect. There are cultural and behavioral aspects of working together that are not  
31 at a legal level. Elaine suggested language be added to the document that clarifies this.

32  
33 Bruce suggested Anne Nelson reach out to Outright Vermont and look at their code of conduct. He  
34 also recommended reaching out to Big Hartman with the Human Rights Council. He thinks they are  
35 another solid resource for her to review.

36  
37 8. Equity Update:

38 Anne Nelson Stoner provided an update on what the Equity Advisory Committee (EAC) has been  
39 working on. She is working to increase membership and is trying to find youth to join. She shared  
40 that both Elaine and Jacki need to step back and suggested that board members could rotate  
41 through the committee annually and encouraged anyone interested in joining to reach out to her.  
42 She continues working on the ECOS Public Engagement Plan. The Equity Action Plan draft is almost  
43 finished, there is participation in the EPIC program, and she continued her mentorship with Creative  
44 Discourse and Siri Russell.

45  
46 4. [cont'd] Close Public Forum for FY25 UPWP.

1 Chris Shaw asked if there were any questions or comments from the public. There were none.  
2 ANDREW WATTS (Williston) MADE A MOTION, SECONDED BY ANDY MONTROLL TO CLOSE THE  
3 PUBLIC FORUM PERIOD. MOTION CARRIED UNANIMOUSLY.

4  
5 **The public forum closed at 7:32 PM.**

6  
7 9. Charge to Board Development Committee to review/update bylaws.

8 Chris Shaw charged Catherine McMains, Board Development Committee Chair, with the following:

- 9  
10 a. Review/update the current process of MPO voting.  
11 b. Review/update the CCRPC Vision and Mission.  
12 c. Review/update the Conflict of Interest and Code of Conduct  
13 d. Review the Equity Advisory Committee and other committee appointments, member  
14 expected duties etc.

15  
16 Garret Mott said he researched weighted votes and will present his findings at the committee  
17 meeting. He said his research found a mere 13% of MPO's nationally use weighted voting. He is not  
18 necessarily suggesting we give this up, but he wondered if there is a way to make things more  
19 equitable for all the towns within Chittenden County. Catherine said there is consideration for  
20 consolidating the Finance Committee and the Executive Committee. Jeff said it looks like we are  
21 going to have to look closely at these items and make updates to the bylaws.

22  
23 10. Chair/Executive Director Updates

24 a. Legislative Updates

25 Charlie said they are working on the Act 250/S100 Housing bill studies' recommendations.  
26 These have been presented and the House Environment and Energy Committee is taking  
27 this up. He is keeping his eye on the Open Meeting Law requirements. He said there has  
28 been discussion on whether the State should take over floodplain and river corridor  
29 permitting. He explained there were over 200 new bills introduced. He asked members to  
30 reach out if there are topics they want him to pay attention to.

31  
32 Chris Shaw asked about the State of Vermont Ethical Performance Improvement Campaign  
33 program recommended ethics standards for municipalities, Charlie said he isn't sure where  
34 this is going, but he will pay attention to this.

35  
36 Jeff said Shelburne has a clear conflict of interest policy and he suggested that the CCRPC  
37 look at a policy between municipalities and the CCRPC. Charlie said most of us have conflict  
38 of interest policies because it has been a requirement to receive federal funding. He noted  
39 that they should be pretty consistent because they are rooted in the same federal  
40 requirements. Jeff said he will provide a copy to Anne Nelson.

41  
42 Dana Hanley asked about the Open Meeting law. Charlie said the discussion isn't about  
43 requiring everyone to attend in person, but whether there has to be a physical space for  
44 people to attend public meetings. Catherine McMains said she appreciates having a fully  
45 remote meeting option; it lessens negative environmental impacts with decreased travel  
46 and appreciates not having to travel when there are weather concerns.

47  
48 b. Staffing and Compensation Study update

1 Charlie introduced the new transportation planner, Eliana Fox to members. He said we also  
2 hired a new Business Office team member. We will plan on them both introducing  
3 themselves to the Board at the February meeting. He also noted that a compensation study  
4 is underway and will be reviewed by the Executive Committee in the coming months.  
5

6 11. Committee/Liaison Activities & Reports.

7 The minutes for various committees are included with the packet and as links to the online  
8 documents.  
9

10 12. Adjournment.

11 JEFF CARR MADE A MOTION, SECONDED BY GARRET MOTT, TO ADJOURN THE BOARD MEETING AT  
12 7:40 PM. MOTION CARRIED UNANIMOUSLY.  
13

14 Respectfully submitted,  
15 Amy Irvin Witham  
16