

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

5 DATE: Wednesday, February 21, 2024

6 TIME: 6:00 PM

7 PLACE: Remote Attendance via Zoom

8 PRESENT: Bolton: Vacant Buel's Gore: Absent
9 Burlington: Andy Montroll Charlotte: Dana Hanley
10 Charlotte: Deirdre Holmes (Alt) Colchester: Jacki Murphy
11 Essex: Andrew Watts Essex Junction: Absent
12 Huntington: Joe Segale Hinesburg: Michael Bissonnette
13 Jericho: Catherine McMains Milton: Chuck Wilton
14 Richmond: Bard Hill St. George: Absent
15 Shelburne: Jeff Carr (Alt) So. Burlington: Chris Shaw
16 Underhill: Brad Holden Westford: Benjamin Bornstein
17 Williston: Andrew Watts Winooski: Mike O'Brien
18 Winooski: Kristine Lott (Alt) Cons/Env.: Miles Waite
19 VTrans: Matthew Arancio FHWA: Absent
20 Ind/Bus: Tim Baechle GMT: Clayton Clark
21 Ind/Bus: Austin Davis (Alt.) Agriculture: Absent
22 Socio/Econ/Housing: Bruce Wilson

23
24 Others: CCTV, Scott Moody Kevin Chu, VT Futures Project
25 Patty Davis, resident
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. Sai Sarepalli, Sr. Transp. Pln. Eng.
33 Eliana Fox, Transp. Planner Trudy Namubiru, Business Mgr.
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- 35 1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by C.
36 Shaw. J. Carr requested items C2 and C3 be removed from the Consent Agenda, and C1 would stay;
37 others agreed. C. Shaw noted this would mean C2 and C3 would become 4.5 and 4.75. **J. Carr made**
38 **a motion to take C2 and C3 off the Consent Agenda. B. Hill seconded. Motion passed.**
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40 2. Public Comment Period on Items NOT on the Agenda. None.
41
42 3. Staff introductions – Eliana and Trudy. Trudy Namubiru (Business Manager) and Eliana Fox
43 (Transportation Planner) introduced themselves as the newest CCRPC staff members and shared
44 information about their backgrounds.
45
46 4. Action on Consent Agenda. The following item was included in the consent agenda:
47 a. Safety Targets

1 J. Carr made a motion to approve Consent Agenda item 4, Safety Targets. B. Hill seconded.
 2 Motion carried with 21 of 24 MPO votes and 15 of 18 municipalities voting in the affirmative.
 3 Bolton: Vacant Burlington: Yes (4) Charlotte: Yes
 4 Colchester: Yes (2) Essex: Yes Essex Jct.: Absent
 5 Hinesburg: Yes Huntington: Yes Jericho: Yes
 6 Milton: Yes Richmond: Yes St. George: Absent
 7 Shelburne: Yes So. Burlington: Yes (2) Underhill: Yes
 8 Westford: Yes Williston: Yes Winooski: Yes
 9 VTrans: Yes

10
 11 4.5. January 17, 2024 CCRPC Board Meeting Minutes | J. Carr made a motion to approve the
 12 **January 17, 2024 CCRPC Board Meeting minutes with any necessary minor corrections. A.**
 13 **Montroll seconded. Motion passed. B. Bornstein abstained.**

14
 15 4.75. South Burlington City Plan Approval | A. Montroll made a motion to approve the **South**
 16 **Burlington City Plan. B. Bornstein seconded. Motion passed with all municipal members present in**
 17 **favor.**

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 19 5. VT Futures Project – Kevin Chu
 20 Kevin Chu, Executive Director of the VT Futures Project, walked through a [presentation](#), beginning
 21 with a [skit](#) about Vermont stereotypes. The presentation included a background on the VT Futures
 22 Project (created by the Lake Champlain Chamber to bring consistent data to help inform policy);
 23 changing demographics in VT; future predictions; and more. B. Wilson noted that he didn’t find the
 24 opening skit funny at all; C. Shaw agreed; K. Chu apologized. B. Wilson asked K. Chu to outline what
 25 diversity, equity and inclusion mean to him. K. Chu shared his contact information and encouraged
 26 members to be in touch. [Note: K. Chu submitted this note to attendees during the meeting: *Dear*
 27 *CCRPC Board Members, thank you for hosting me as a guest during your meeting. I want to follow up*
 28 *to offer an apology. It is clear to me that the way the presentation began caused harm – regardless*
 29 *of intent, my actions created a negative impact and I take full responsibility. I appreciate the honest*
 30 *feedback. I will take it to heart, learn from it, and try to do better in the future. I still hope that some*
 31 *of what I offered was valuable and I remain open to connecting moving forward. Sincerely, Kevin]*

32
 33 6. Annual Federal Transportation Funding Spent in Chittenden Co. & Capital Program
 34 C. Forde walked members through a presentation on Federal Funds Obligated by Jurisdiction for
 35 Federal Fiscal Year 2023 and reviewed past obligations for the period FY2019-2023. There was a
 36 discussion about the recent construction projects in Chittenden County and financial trends, as well
 37 as a discussion about transit projects and the difference between the capital program and the TIP. J.
 38 Carr noted the concern that Chittenden County generates 1/3 of the state’s revenue, has 1/4 of the
 39 population but only gets 1/5 of the transportation funding. B. Hill expressed that it’s challenging to
 40 know what is an equitable or fair share, wherever you live; what’s the right metric/investment?

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 42 7. Board & Committee Appointments
 43 C. Shaw, after confirming there were no objections, made the following changes in Board and
 44 Committee appointments. Board Industrial/Business alternate: Austin Davis; Basin 5 Water Quality
 45 Council: Brett McCreary and Miles Waite as alternate; Basin 7 Water Quality Council: Brad Holden
 46 and Sai Sarepalli as alternate; Basin 8 Water Quality Council: Darlene Paloloa and Garret Mott as
 47 alternate; Brownfields Advisory Committee: Heath Kirby, VT Dept of Health; Equity Advisory
 48 Committee: Urmila Chhetri, Kashka Orlow, Jules Wetchi, Alli Castile, Corali Cotrina, & Clayton Clark.

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8. Draft Code of Conduct

A.N. Stoner provided members with an overview of the Draft Board/Committee Member Code of Conduct, noting that she didn't expect members to have time to review it before the meeting. Members agreed they did not have enough time with the content. B. Hill suggested that people should be given at least one week of review time for inclusionary reasons.

A.N. Stoner discussed CCRPC's proposed organizational values which are integrity, accountability, respect, and inclusion. She discussed expectations for board and committee members, including meeting attendance, preparedness, dress code, and communication. B. Bornstein brought up the need to revise the Conflict of Interest section and offered to assist with editing/re-writing.

A.N. Stoner presented new sections in the Code of Conduct on partisan and nonpartisan political activity, noting that while CCRPC staff are covered by the Hatch Act, which prevents them from participating in partisan political activity while representing the organization; board and committee members are not. However, A.N. suggested there should still be an expectation that members do not engage in partisan political activity while representing CCRPC.

Other sections reviewed included: Legal language on harassment and discrimination; acceptable and unacceptable behaviors; integration of a regular review process; restorative justice for conflict resolution; grievance procedure (and the need to remove or significantly update this section); and more. Some members expressed concerns about the detailed nature and tone of this policy and its incompatibility with CCRPC Board members who are volunteers appointed by municipal legislative bodies. A.N. and members agreed that a revised policy would be shorter and more targeted toward volunteers rather than paid staff. It was noted that grievances should potentially be brought to the municipal bodies that appoint these volunteers, and that members often resolve issues between themselves. There was a brief discussion about spirited differences in opinion when it comes to policy, which are not personal. There was a brief discussion about incorporating Code of Conduct language into revised CCRPC Bylaws in the future. A.N. will revise the draft Code of Conduct in advance of the March Board meeting.

9. Equity Update:

A.N. Stoner updated members on the progress of the Equity Advisory Committee, highlighting a successful collaboration with the State's Climate Action Office at their 1/31 meeting and the initiation of strategic planning during the next meeting on 2/28. A.N. expressed that the EAC is still looking for a CCRPC Board member. A.N. mentioned the EPIC Program, a partnership between the Vermont League of Cities and Towns and Abundant Sun, aimed at internal culture cultivation in municipalities and organizations. A.N. updated members on the ongoing updates to the ECOS plan.

10. Chair/Executive Director Updates

- a. Minutes Format | C. Baker explained the use of AI Companion, Zoom's AI meeting summary tool, which staff will be using to reduce meeting minutes preparation time.
- b. Legislative Updates | C. Baker provided updates on several bills, including S.55 open meeting law; a county governance study (s.159); a bill regarding river corridors and flood plains (S.213); and a Housing omnibus bill (S.311), which also has some short-term Act 250 exemptions in it. Most of the Act 250 discussion is now focused on H.687.
- c. Staffing and Compensation Study update | C. Baker noted that the compensation study is underway and will be reviewed at the March Executive Committee meeting. He also noted

1 that the Board Development Committee would start meeting in the coming weeks to discuss
2 Bylaw updates.

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4 11. Committee/Liaison Activities & Reports.

5 C. Shaw noted that the minutes for various committees are included with the packet.

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7 12. Adjournment.

8 **J. Carr made a motion to adjourn at 8:16 pm. B. Hill seconded. Motion passed.**

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10 Respectfully submitted,

11 Emma Vaughn