

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
REGULAR MEETING MINUTES  
DRAFT

DATE: Wednesday, January 2024  
TIME: 6:00 PM  
PLACE: REMOTE ATTENDANCE via ZOOM MEETING VIDEO  
PRESENT:

Bolton:	Vacant	Buel's Gore:	Garret Mott
Burlington:	Andy Montrull	Charlotte:	Dana Hanley
Charlotte:	Deirdre Holmes (Alt)	Colchester:	Jacki Murphy
Essex:	Andrew Watts	Essex Junction:	Elaine Haney
Essex Junction:	Dan Kerin (Alt)	Huntington:	Absent
Hinesburg:	Michael Bissonnette	Jericho:	Catherine McMains
Milton:	Chuck Wilton	Richmond:	Absent
St. George:	Abel Russ	Shelburne:	Jeff Carr (Alt)
So. Burlington:	Chris Shaw	Underhill:	Absent
Westford:	Benjamin Bornstein	Williston:	Karen Peterson (Alt)
Winooski:	Mike O'Brien	Cons/Env.:	Miles Waite
VTrans:	Amy Bell	FHWA:	Absent
Ind/Bus:	Austin Davis (Alt.)	GMT:	Absent
Agriculture:	Absent	Socio/Econ/Housing:	Absent

Others: CCTV, Scott Moody  
Kyle Connors, CPA, Marcum LLP

CCRPC Staff: Charlie Baker, Executive Director  
Eleni Churchill, Transp. Prog. Mgr.  
Amy Irvin Witham, Business Office Mgr.  
Anne Nelson Stoner, Equity Mgr.  
Trudy Namubiru, Business Office Mgr.  
Taylor Newton, Planning Prog. Mgr.  
Forest Cohen, Sr. Business Mgr.  
Christine Forde, Sr. Transp. Planner  
Emma Vaughn, Communications Mgr.

- Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by the Chair, C. Shaw.  
C. McMains requested to have the minutes removed from the consent agenda (item 3.b) and added to the deliberative agenda, as item 3.d.
- Public Comment Period on Items NOT on the Agenda. There were none.
- Action on Consent Agenda. The following items were included in the consent agenda:
  - Tip Amendments (MPO Action)
    - Bridge and Culvert Projects.**  
Add PE fund for bridge/culvert projects. These projects are nearing completion of scoping and will soon be ready to begin preliminary engineering. Projects include:
      - FY24-21 BR074, Essex Bridge 17A on VT. Rt. 289 \$200,000
      - FY24-22 BR074, Essex Bridge 11 on VT. Rt. 2A \$160,000
      - FY24-23 BR076, Essex Bridge 2 on VT. Rt. 15 \$232,000
      - FY24-24 BR077, Jericho Bridge 6A on VT. Rt. 15 \$100,000
      - FY24-25 BR078, Charlotte BR 27 over Holmes Creek \$60,000

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- **Winooski River Bridge, Burlington-Winooski, Amendment FY24-26, Project BR070.**  
Add \$1,000,000 in federal RAISE grant funds in FY24. Increase construction cost from \$12 million to \$23.4 million. These funds were programmed in FY23 but were not obligated.
- **Resurfacing VT15, Colchester-Essex, Amendment FY24-27, Project HP158.**  
Remove \$1,500,000 in federal funds for construction from FY24. Construction of this paving project is being delayed until completion of another project impacting the same location (HP155 VT15 Traffic Signal Replacement). Paving will be completed following completion of the signal work and is expected to begin in FY25.

A. MONTROLL MADE A MOTION, SECONDED BY M. O’BRIEN, TO APPROVE CONSENT AGENDA ITEM 3a. MOTION CARRIED WITH 18 OF 24 MPO VOTES, AND 12 OF 18 MUNICIPALITIES VOTING IN THE AFFIRMATIVE.

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

c. Approve the Essex Town Plan

G. MOTT MADE A MOTION, SECONDED BY E. HANEY, TO APPROVE THE CONSENT AGENDA ITEM 3c, APPROVAL OF THE ESSEX TOWN PLAN. MOTION CARRIED BY UNANIMOUS VOTE OF THE MUNICIPAL MEMBERS.

3.d. Minutes of the November 15, 2023, Board Meeting

C. MCMAINS MADE A MOTION, SECONDED BY A. MONTROLL, TO APPROVE THE FEBRUARY 21, 2024, MINUTES, WITH EDITS. MOTION CARRIED WITH ABSTENSIONS FROM G. MOTT, M. O’BRIEN, AND K. PETERSON.

- Edit: Update Anne Nelson Stoner’s initials to “A. N. Stoner” throughout.
- Edit: Capitalize the S in “S.311”
- Edit Attendees: Mike O’Brien was not present for Winooski; however, Kristine Lott was.

4. FY2023 Single Audit

C. Baker introduced K. Connors, CPA with Marcum LLP, Accountants. K. Connors provided members an overview of the completed FY2023 Single Audit. He said the audit was clean with an Unmodified Opinion. He explained the firm vets federal spending to ensure compliance with federal rules, which includes verification of match requirements and sub-recipients. There were no non-compliance issues and no material weaknesses of internal controls. They would also flag areas where the organization could improve upon controls and although they tried, they did not find any issues. J. Carr thanked K. Connors and his team at Marcum. J. Carr is pleased the CCRPC has developed a relationship with Marcum LLP. He also praised the CCRPC Business Office team for their superb work.

J. CARR MADE A MOTION, SECONDED BY J. MURPHY, TO APPROVE THE FY2023 SINGLE AUDIT.

96 MOTION CARRIED UNANIMOUSLY.

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98 5. ECOS Plan Update

99 The CCRPC is currently updating the Chittenden County Regional ECOS Plan and is seeking  
100 community input on housing, climate, energy, land use, and more to inform our goals and priorities  
101 for the next eight years. The ECOS Plan combines four plans into one: The Chittenden County  
102 Regional Plan; Metropolitan Transportation Plan; Enhanced Energy Plan; and Comprehensive  
103 Economic Development Strategy. The ECOS Plan was first adopted in 2013 and was updated in 2018.

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105 T. Newton greeted members and provided a screen shared presentation of the ECOS Plan Update.  
106 He overviewed the plan's adoption process and structure before handing it over to A. N. Stoner to  
107 review the Context for Engagement. The adoption of the current ECOS Plan draft was delayed due to  
108 multiple reasons, including staffing changes, the need for more community engagement, the  
109 incorporation of regional housing targets and incoming changes to regional Future Land Use  
110 mapping. The current draft is expected to be ready for adoption in 2025.

111

112 A. N. Stoner said that the ECOS Plan adoption process is on a tight timeline and that takes significant  
113 planning to do meaningful engagement with underrepresented communities. The ECOS Plan is a  
114 long and complicated document. To conduct public engagement, the plan has been consolidated  
115 into four themes: Environmental Stewardship, Community Well-Being, Critical Infrastructure and  
116 Social Fabric.

117

118 Engagement efforts have included or will include the following:

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- 120 • Attending events (King Street Laundry free laundry events; Milton Inclusion Festival; Bolton  
121 community event; Town Meeting Day tabling (Underhill and St. George); CVOEO Fair  
122 Housing Month; Burlington's Old North End Farmers' Market; and more). Timeline:  
123 February-May
- 124 • Focus groups for specific groups (Vermont Racial Justice Alliance; Vermont Interfaith Action;  
125 Arabic-speaking community; Swahili-speaking community; Nepali-speaking community;  
126 Milton Trailer Park Co-Op; King Street Youth Center; and more. Timeline: March-April
- 127 • Broad outreach (infographic summaries; survey; coasters; interviews). Timeline: March-May
- 128 • Collaboration with CCRPC's Equity Advisory Committee. Timeline: January-May

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130 C. Shaw asked A. N. Stoner if it is possible to provide examples of what type of input is appropriate  
131 and asked if she could provide guidelines. A. N. Stoner explained, with focus groups, the discussion  
132 is centered around the role of regional planning. She said E. Vaughn created one-page summaries  
133 for the goals. A. N. Stoner said feedback comes in all forms and she compiles the information and  
134 parses it out in a way that makes sense. For example, if the input is not pertinent to the work of the  
135 CCRPC, she will reach out to the right organization.

136

137 M. O'Brien asked about the plan being cut into two themes, Climate Change and Equity Action, and  
138 wondered about this split. A. N. Stoner said climate change, equity and inclusion are themes that are  
139 woven throughout the plan, because climate was an individual chapter but since climate and equity  
140 are pertinent to all areas, and aspects of the ECOS plan, these are both being used in broader terms.

141

142 D. Hanley asked if there are strategies developed, particularly for seniors, low-income families and  
143 rural residents. A. N. Stoner said there has been targeted outreach to set up focus groups for both,

144 meeting people where they are instead of asking them to come out to a public meeting She said E.  
145 Vaughn created Chittenden County Regional ECOS plan info-graphic posters and hand outs that help  
146 summarize targets and provide multiple links for feedback. G. Mott asked if the graphic image on  
147 the bottom of the poster was of Chittenden County. A. N. Stoner replied no, but this would be a  
148 great image to incorporate into the document.

149  
150 J. Carr said he sees in the write-up we have a comprehensive economic development strategy;  
151 however, he did not hear any mention of economy. He feels it is extremely important to weave into  
152 equity outreach and the ECOS plan. He said if we do not put resources into this, and do something in  
153 terms of strategic economic growth, we will not have funding for services. He referenced the Circle  
154 of Prosperity that we have used previously. He feels it is critical to think of the economy strategically  
155 and in terms of opportunity as well as for future planning. J. Carr said we need to ensure we are  
156 engaging all groups, not just senior centers and faith-based groups. T. Newton replied many of the  
157 items related to economy will be carried forward into the new plan. He said this is the action,  
158 coming out of the CEDS 2023

159  
160 6. Equity Update  
161 A. N. Stoner highlighted ongoing equity work. She has been preparing for the Housing Convening  
162 and [Fair Housing Month Rothstein event](#) scheduled for April 1, 2024, and the Equity Advisory  
163 Committee meeting dedicated to discussing housing at the end of April. The Champlain Valley Office  
164 for Economic Opportunity (CVOEO) partnered with the Vt. Human Rights commission to organize a  
165 speaking engagement with authors Richard and Leah Rothstein, featuring [Just Action; How to](#)  
166 [Challenge Segregation Enacted Under the Color of Law](#). She continues to work with the Community  
167 Justice Center on finalizing the Code of Conduct, ECOS outreach and Engagement, and will attend an  
168 equity conference in Washington D.C. hosted by Smart Growth America next week.

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170 7. Chair/Executive Director Updates  
171 C. Baker introduced and welcomed our newest Board member, Abel Russ, from the town of St.  
172 George.

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174 a. Annual Meeting Location  
175 C. Baker said this year's annual meeting scheduled for June 19, 2024, will be held in  
176 Winooski at Waterworks.  
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178 b. Legislative Updates  
179 C. Baker said in relation to the current Act 250 and the housing bill, he wanted to give credit  
180 to the CCRPC Board; many of the basic ideas and themes being discussed about encouraging  
181 growth in areas that already have infrastructure in place along with increased  
182 environmental protection were included in a permitting policy that the CCRPC adopted in  
183 2014.

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185 C. Baker said he was encouraged that the House Committee on Environment and Energy  
186 voted out H.687, that has a focus on Act 250/Regional Planning and designations. He  
187 expects it will move forward with a few amendments.

188  
189 C. Baker explained the Senate Natural Resources Committee is working on the S.311 housing  
190 bill. Testimony began this week. This is a housing bill with a small amount of Act 250. He  
191 thinks this bill will be combined with H.687.

192  
193 C. Baker said the S.55 bill on open meeting law was voted on by the Senate. C. Baker said he  
194 is not sure of the details of this bill currently. It may require any decision-making body, like a  
195 Selectboard, to hold hybrid meetings that require a physical location. He said advisory  
196 committees will likely be able to be completely remote. C. Baker asked members to share  
197 any thoughts they have on this bill as it gets ready to head to the House.

198  
199 C. Baker said there is also a county governance bill S.159. This is working its way through  
200 appropriations, it is looking at the governance structure of local government, to see how  
201 municipalities are doing and find ways to improve the system.

202  
203 J. Carr asked about the status of Regional Dispatch in Chittenden County. C. Baker said this  
204 did not reach liftoff, it will remain as status quo. C. Shaw said the City of South Burlington  
205 has invested in an expanded dispatch facility. There will be an opportunity to take on a  
206 partner if any towns are interested. A. Watts (Essex Town) said Essex Town and Williston  
207 have partnered their dispatch operations.

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210 8. Committee/Liaison Activities & Reports.

211 C. Shaw noted that the minutes for various committees are included with the packet and as links to  
212 the online documents.

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214 9. Adjournment.

215 J. CARR MADE A MOTION, SECONDED BY G. MOTT, TO ADJOURN THE BOARD MEETING AT 7:03 PM.  
216 MOTION CARRIED UNANIMOUSLY.

217

218 Respectfully submitted,

219 Amy Irvin Witham