

**REGULAR MEETING AGENDA**  
**Wednesday, March 20, 2024, 6:00 pm**  
**Remote Meeting via Zoom**



**Remote Attendance:**

Join Zoom Meeting: <https://us02web.zoom.us/j/84710222485>

Dial in 1 646 876 9923 Meeting ID: 847 1022 2485

**DELIBERATIVE AGENDA**

1. Call to Order; Attendance; Changes to the Agenda (Action; 1 minute)
2. Public Comment Period on Items NOT on the Agenda (Discussion; 5 minutes)
3. **CONSENT AGENDA** – *(each item needs a separate vote as a consent item due to different voting requirements or an item can be moved to the deliberative agenda for discussion)*
  - a. TIP Amendment\* (MPO Action: 1 minute)
  - b. Minutes of the February 21, 2024, Board Meeting\* (Action: 1 minute)
  - c. Essex Town Plan Approval\* (Municipal Action; 1 minute)
4. FY23 Single Audit\* (Action; 15 minutes)
5. ECOS Plan Update\* (Discussion; 30 minutes)
6. Equity Update (Discussion; 5 minutes)
7. Chair/Executive Director's Updates (Information/Discussion; 10 min.)
  - a. Annual Meeting Location
  - b. Legislative update
  - c. Other
8. Committee/Liaison Activities & Reports \* (Information; 1 min.)
  - a. Executive & Finance Committee (draft minutes, March 6, 2024)\*
    - i. Act 250 and Sec 248 letters
  - b. Transportation Advisory Committee (draft minutes, March 6, 2024)\*
  - c. MS4 Sub-committee (draft minutes, March 6, 2024)\*
  - d. Equity Advisory Committee (meeting notes, February 28, 2024)\*
  - e. Unified Planning Work Program Committee (meeting notes, February 26, 2024)\*
9. Adjournment (Action; 1 min.)

*\*Attachment(s)*

Upcoming Meetings - Unless otherwise noted, all meetings are held virtually:

- Equity Advisory Committee – Wednesday, March 27, 2024, 5:30pm at CCRPC offices
- Transportation Advisory Committee – Tuesday, April 2, 2024, 9am
- Clean Water Advisory Committee - Tuesday, April 2, 2024, 11am
- CWAC MS4 Subcommittee - Tuesday, April 2, 2024, ~12:30pm
- Executive Committee – Wednesday, April 3, 2024, 5:45pm
- Planning Advisory Committee – Wednesday, April 10, 2024, 2:30pm
- CCRPC Board – Wednesday, April 17, 2024, 6:00pm

Tentative future Board agenda items:

April 17, 2024	UPWP warn public hearing for May Board Code of Conduct VTrans and Chit Co. Greenhouse Gas Targets
May 15, 2024	FY25 UPWP & Budget public hearing FY25 UPWP & Budget Action Draft Equity Action Plan? Regional Dispatch update? Ambulance/rescue bill?

*In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the CCRPC will ensure public meeting sites are accessible to all people. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Emma Vaughn, CCRPC Title VI Coordinator, at 802-846-4490 ext. \*21 or [emma.vaughn@ccrpcvt.org](mailto:emma.vaughn@ccrpcvt.org), no later than 3 business days prior to the meeting for which services are requested.*



## **Chittenden County Regional Planning Commission**

**March 20, 2024**

**Agenda Item C1: Consent Item**

### **Transportation Improvement Program TIP Amendment**

**Issues:** Make the changes detailed below to the FY24 year of both the FY22-25 TIP and the FY24-27 TIP. The FY24-27 TIP has been submitted to FHWA but has not yet been approved. The FY22-25 TIP remains in effect.

#### **Bridge and Culvert Projects**

- Add PE fund for the bridge/culvert projects listed below. These projects are nearing completion of scoping and will soon be ready to begin preliminary engineering. A map showing the location of the first four culvers is on the following page.

<b>Amendment Number</b>	<b>CCRPC Number</b>	<b>Project Location</b>	<b>PE to be added in FY24</b>
FY24-21	BR074	Essex Bridge 17A on VT Route 289	\$200,000
FY24-22	BR075	Essex Bridge 11 on VT Route 2A	\$160,000
FY24-23	BR076	Essex Bridge 2 on VT Route 15	\$232,000
FY24-24	BR077	Jericho Bridge 6A on VT Route 15	\$100,000
FY24-25	BR078	Charlotte BR 27 over Holmes Creek (Covered Bridge near Town Beach)	\$60,000

#### **Winooski River Bridge, Burlington-Winooski (Project BR070, Amendment FY24-26)**

- **Description of TIP Change:** Add \$1,000,000 in federal RAISE grant funds in FY24.
- **Reason for Change:** These funds were programmed in FY23 but were not obligated. Preliminary Engineering is underway and the funds will be needed in FY24.

#### **Resurfacing VT15, Colchester-Essex (Amendment FY24-27, Project HP158)**

- **Description of TIP Change:** Remove \$1,500,000 in federal funds for construction from FY24.
- **Reason for Change:** 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 anticipated to begin in FY25.

#### **TAC/Staff**

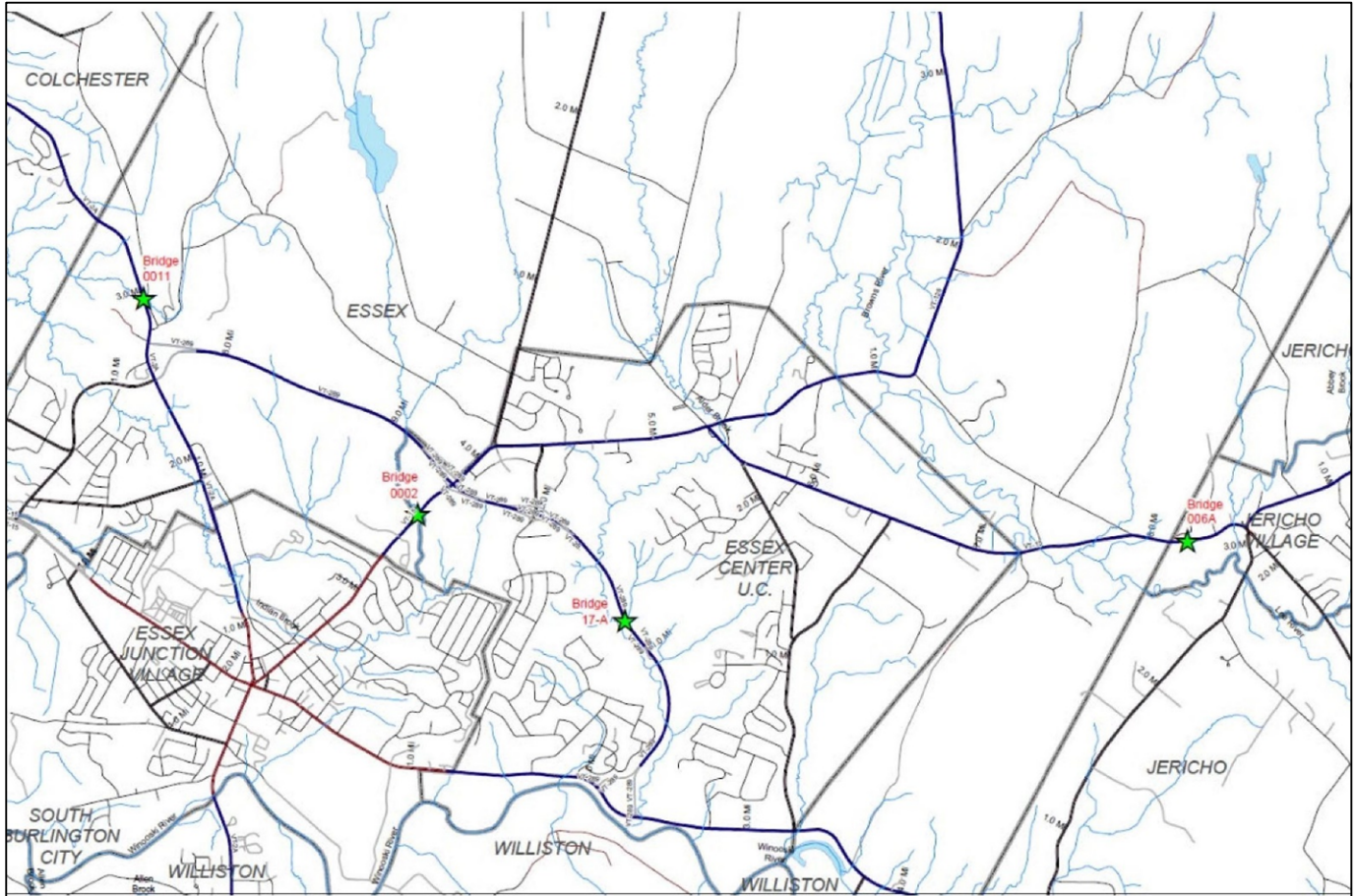
#### **Recommendation:**

Recommend that the Commission approve the proposed TIP Amendments

#### **For more information contact:**

Christine Forde  
cforde@ccrpcvt.org or 846-4490 ext. 113

Map showing location of four culvert projects listed on the previous page.





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

DATE: Wednesday, February 21, 2024

TIME: 6:00 PM

PLACE: Remote Attendance via Zoom

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

Others: CCTV, Scott Moody Kevin Chu, VT Futures Project  
Patty Davis, resident

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
	Anne Nelson Stoner, Equity Mgr.	Melanie Needle, Senior Planner
	Bryan Davis, Sr. Transp. Planner	Dan Albrecht, Sr. Planner
	Emma Vaughn, Communications Mgr.	Sai Sarepalli, Sr. Transp. Pln. Eng.
	Eliana Fox, Transp. Planner	Trudy Namubiru, Business Mgr.

1. Call to order; Attendance; Changes to the Agenda. The meeting was called to order at 6:01 PM by C. Shaw. J. Carr requested items C2 and C3 be removed from the Consent Agenda, and C1 would stay; others agreed. C. Shaw noted this would mean C2 and C3 would become 4.5 and 4.75. **J. Carr made a motion to take C2 and C3 off the Consent Agenda. B. Hill seconded. Motion passed.**
2. Public Comment Period on Items NOT on the Agenda. None.
3. Staff introductions – Eliana and Trudy. Trudy Namubiru (Business Manager) and Eliana Fox (Transportation Planner) introduced themselves as the newest CCRPC staff members and shared information about their backgrounds.
4. Action on Consent Agenda. The following item was included in the consent agenda:
  - a. Safety Targets

J. Carr made a motion to approve Consent Agenda item 4, Safety Targets. B. Hill seconded.  
Motion carried with 21 of 24 MPO votes and 15 of 18 municipalities voting in the affirmative.

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

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

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

5. VT Futures Project – Kevin Chu

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

6. Annual Federal Transportation Funding Spent in Chittenden Co. & Capital Program

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

7. Board & Committee Appointments

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

1  
2 8. Draft Code of Conduct

3 A.N. Stoner provided members with an overview of the Draft Board/Committee Member Code of  
4 Conduct, noting that she didn't expect members to have time to review it before the meeting.  
5 Members agreed they did not have enough time with the content. B. Hill suggested that people  
6 should be given at least one week of review time for inclusionary reasons.  
7

8 A.N. Stoner discussed CCRPC's proposed organizational values which are integrity, accountability,  
9 respect, and inclusion. She discussed expectations for board and committee members, including  
10 meeting attendance, preparedness, dress code, and communication. B. Bornstein brought up the  
11 need to revise the Conflict of Interest section and offered to assist with editing/re-writing.  
12

13 A.N. Stoner presented new sections in the Code of Conduct on partisan and nonpartisan political  
14 activity, noting that while CCRPC staff are covered by the Hatch Act, which prevents them from  
15 participating in partisan political activity while representing the organization; board and committee  
16 members are not. However, A.N. suggested there should still be an expectation that members do  
17 not engage in partisan political activity while representing CCRPC.  
18

19 Other sections reviewed included: Legal language on harassment and discrimination; acceptable and  
20 unacceptable behaviors; integration of a regular review process; restorative justice for conflict  
21 resolution; grievance procedure (and the need to remove or significantly update this section); and  
22 more. Some members expressed concerns about the detailed nature and tone of this policy and its  
23 incompatibility with CCRPC Board members who are volunteers appointed by municipal legislative  
24 bodies. A.N. and members agreed that a revised policy would be shorter and more targeted toward  
25 volunteers rather than paid staff. It was noted that grievances should potentially be brought to the  
26 municipal bodies that appoint these volunteers, and that members often resolve issues between  
27 themselves. There was a brief discussion about spirited differences in opinion when it comes to  
28 policy, which are not personal. There was a brief discussion about incorporating Code of Conduct  
29 language into revised CCRPC Bylaws in the future. A.N. will revise the draft Code of Conduct in  
30 advance of the March Board meeting.  
31

32 9. Equity Update:

33 A.N. Stoner updated members on the progress of the Equity Advisory Committee, highlighting a  
34 successful collaboration with the State's Climate Action Office at their 1/31 meeting and the  
35 initiation of strategic planning during the next meeting on 2/28. A.N. expressed that the EAC is still  
36 looking for a CCRPC Board member. A.N. mentioned the EPIC Program, a partnership between the  
37 Vermont League of Cities and Towns and Abundant Sun, aimed at internal culture cultivation in  
38 municipalities and organizations. A.N. updated members on the ongoing updates to the ECOS plan.  
39

40 10. Chair/Executive Director Updates

- 41 a. Minutes Format | C. Baker explained the use of AI Companion, Zoom's AI meeting summary  
42 tool, which staff will be using to reduce meeting minutes preparation time.  
43 b. Legislative Updates | C. Baker provided updates on several bills, including S.55 open  
44 meeting law; a county governance study (S.159); a bill regarding river corridors and flood  
45 plains (S.213); and a Housing omnibus bill (S.311), which also has some short-term Act 250  
46 exemptions in it. Most of the Act 250 discussion is now focused on H.687.  
47 c. Staffing and Compensation Study update | C. Baker noted that the compensation study is  
48 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.

3

4   11. Committee/Liaison Activities & Reports.

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

6

7   12. Adjournment.

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

9

10   Respectfully submitted,

11   Emma Vaughn

Chittenden County Regional Planning Commission  
March 20, 2024

Agenda Item C3: *2024 Essex Town Plan* Approval, and Confirmation of Planning Process

**Issues:** The Town of Essex has requested that the Chittenden County Regional Planning Commission (1) approve the *2024 Essex Town Plan*, and (2) confirm its planning process. The plan was adopted by Australian ballot on Town Meeting Day in Essex on March 6, 2024.

As described in the attached proposed resolution, the PAC has held the required hearing, reviewed the Plan in light of these requests, and recommends Board approval at this time. For your information, the staff report to the Planning Advisory Committee regarding approval and confirmation of the plan is attached.

Please note that municipal planning process confirmation, and plan approval decisions shall be made by majority vote of the commissioners representing municipalities, in accordance with the bylaws of the CCRPC and Title 24 V.S.A. § 4350(f).

**Planning Advisory  
Committee  
Recommendation:**

The Planning Advisory Committee recommends that the CCRPC Board approve the *2024 Essex Town Plan*, and confirm Essex's planning process.

**Staff Recommendation:**

Staff recommends that the CCRPC Board approve the *2024 Essex Town Plan*, and confirm Essex's planning process.

**Staff Contact:**

Contact Taylor Newton with any questions: [newton@ccrpcvt.org](mailto:newton@ccrpcvt.org) 802-846-4490 ext. \*115.

**Chittenden County Regional Planning Commission (CCRPC)**  
**Resolution**  
**2024 Essex Town Plan, Planning Process**

**WHEREAS**, Title 24, V.S.A. §4350 in part requires that CCRPC shall review the municipal planning process of our member municipalities including review of plans; that each review shall include a public hearing which is noticed as provided in 24 V.S.A. §4350(b); and that before approving a plan the Commission shall find that it:

1. is consistent with the goals established in Section 4302 of this title;
2. is compatible with its Regional Plan;
3. is compatible with approved plans of other municipalities in the region;
4. contains all the elements included in § 4382(a)(1)-(12) of this Title;

**WHEREAS**, The Town of Essex Vermont is a member municipality of this Commission;

**WHEREAS**, The Town of Essex formally requested CCRPC to approve its *2024 Essex Town Plan* and confirm its planning process on October 13, 2023.

**WHEREAS**, the Planning Advisory Committee warned a public hearing on October 27, 2023 and held a public hearing on November 15, 2023 to review the *2024 Essex Town Plan* for approval and confirmation of the planning process via Zoom;

**WHEREAS**, the Planning Advisory Committee reviewed the records and recommended that the Commission approve the *2024 Essex Town Plan* as meeting the requirements of 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans* and confirm the community's planning process is consistent with Title 24, Chapter 117, as described in CCRPC's staff review and the minutes of the Planning Advisory Committee, dated November 15, 2023.

**WHEREAS**, the Town of Essex adopted the *2024 Essex Town Plan* on March 6, 2024;

**NOW, THEREFORE, BE IT RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION**, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes, Approval of Municipal Plans*, CCRPC approves the *2024 Essex Town Plan* and the Commission finds that said Plan:

1. is consistent with the goals established in Section 4302 of Title 24;
2. is compatible with the *2018 Chittenden County Regional Plan, entitled the ECOS Plan*, adopted June 20, 2018;
3. is compatible with the approved plans from other adjacent Chittenden County municipalities; and
4. contains all the elements included in § 4382(a)(1)-(12) and/or is making substantial progress toward attainment of the elements of this subsection;

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION**, that, in compliance with 24 V.S.A. § 4350 and the *Guidelines and Standards for Confirmation of Municipal Planning Processes and Approval of Municipal Plans*, CCRPC confirms the Town of Essex's municipal planning process.

Dated at Winooski, this 20<sup>th</sup> day of March, 2024.

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

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Chris Shaw, Chair



## Chittenden County Regional Planning Commission

March 20, 2024

### Agenda Item 5: Discussion Item

### ECOS Plan Engagement Update

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

The adoption of the current draft has been delayed several times due to staffing changes; the need for more community engagement; the incorporation of regional housing targets; and anticipated changes to regional Future Land Use mapping. **The current draft is expected to be ready for adoption in 2025.** It incorporates new data and accounts for shifting priorities. [[View the two-page overview here.](#)]

### Engagement Overview:

Over the past several months, CCRPC staff have developed and begun implementing a robust engagement plan that prioritizes input from marginalized communities on key issues. The goals for community engagement are:

1. Inform and educate the community about the ECOS Plan;
2. Gather input from underrepresented communities on goals and actions; and
3. Make connections and build trust.

Engagement efforts include:

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

CCRPC staff will compile and organize all gathered feedback and relevant data and develop summaries of feedback to share with engaged communities and the public. Input will be integrated into the ECOS Plan in May and June. A revised draft of the 2025 ECOS Plan will be available for public review online, or at the CCRPC office, in late summer/early fall 2024.

### Contact:

To learn more about the ECOS Plan update and associated community engagement efforts, visit [ccrpcvt.org/ecos-regional-plan](https://ccrpcvt.org/ecos-regional-plan) and contact Anne Nelson Stoner, CCRPC Equity and Engagement Manager: [anstoner@ccrpcvt.org](mailto:anstoner@ccrpcvt.org).

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
JOINT EXECUTIVE & FINANCE COMMITTEE MEETING MINUTES  
DRAFT

DATE: Wednesday, March 6, 2024, 2024

TIME: 5:45 PM

PLACE: Remote Attendance via Zoom

PRESENT: Chris Shaw, Chair Catherine McMains, Past Chair  
Elaine Haney, at large >5000 Bard Hill, Vice-Chair  
Jacki Murphy, Secretary/Treasurer Jeff Carr, Finance

ABSENT: Michael Bissonette, at large <5000

STAFF: Charlie Baker, Executive Director Taylor Newton, Planning Mgr.  
Forest Cohen, Senior Business Mgr. Amy Irvin Witham, Bus. Office Mgr.  
Emma Vaughn, Communications Mgr. Bryan Davis, Sr. Transportation Planner  
Eleni Churchill, Transp. Program Mgr. Trudy Namubiru, Bus. Office Mgr.

OTHERS: Kyle Connors, CPA, Marcum LLP

1. Call to Order, Attendance: C. Shaw called the meeting to order at 5:46 PM.
2. Changes to the Agenda, Members items: C. Baker requested to move agenda item 5. Act 250 & Section 248 Applications after the FY23 Audit review and financial items. Members agreed.
3. Approval of the January 3, 2024, Executive Committee Meeting Minutes:  
C. MCMAINS MADE A MOTION, SECONDED BY B. HILL TO APPROVE FEBRUARY 7, 2024, JOINT EXECUTIVE AND FINANCE COMMITTEE MINUTES, WITH EDITS. MOTION CARRIED UNANIMOUSLY.
  - Edit, Page 3 Line 9: Update the month from January to February
  - Edit, Page 3 Line 16: Add the time the Executive Session was entered. [members were not sure of the exact time].
4. FY2023 Single Audit  
F. Cohen greeted members and introduced K. Connors, CPA with Marcum LLP, Accountants. K. Connors provided members with an overview of the completed FY2023 Single Audit. He stated the audit was clean with an Unmodified Opinion. K. Connors noted the Single Audit was issued separately from the Financial Statements this year to allow time to finish the financial statements portion of the audit which has a deadline of December 31. The single audit deadline is March 31. In future years the Financial Statements and the Single Audit reports should be issued at the same time. C. Baker and members thanked K. Connors for the firm's work and his overview at the meeting. C. Baker and members also thanked the CCRPC Business Office team for their great work.  
  
J. CARR MADE A MOTION, SECONDED BY B. HILL, TO RECOMMEND BOARD APPROVAL OF THE FY2023 SINGLE AUDIT. MOTION CARRIED UNANIMOUSLY

5. FY2024 2<sup>nd</sup> Quarter Financials:

F. Cohen provided members with details of the FY2024 second-quarter financials. J. Carr asked for explanations of the following acronyms:

- BF: Brownfields
- CCCUD: Chittenden County Communications Union District
- EMPG: Emergency Management Performance Grants.

Members discussed the use of acronyms and initialisms in the work at the CCRPC. They expressed a need for a lexicon to define commonly used acronyms. C. Baker said we do have a glossary for this on the CCRPC website: <https://www.ccrpcvt.org/glossary/>

a) Journal Entries from October 2023 to December 2023

J. CARR MADE A MOTION, SECONDED BY C. MCMAINS, TO APPROVE THE QUARTERLY JOURNAL ENTRIES FOR OCTOBER 2023 THROUGH DECEMBER 2023. MOTION CARRIED UNANIMOUSLY.

b) FY24 2nd Quarter Financial Update

F. Cohen provided a financial review covering the period of FY24 from July 2023 through December 2023. He referred members to the documents provided via e-mail before the meeting and reviewed details with members through a screen share. He said the organization is on track with its budget regarding operational support and revenue. However, a deficit of over \$36,000 was noted, which F. Cohen stated would be covered by the allocation of dues.

J. Carr raised a concern about the new State of Vermont payroll tax, Childcare Contribution (CCC), effective July 1, 2024. F. Cohen thanked Jeff.

Balance Sheet, as of December 31, 2023

- Cash in checking (Operating): \$534,193
- Cash in Money Market (Reserve): \$411,962
- Current Assets over Current Liabilities: \$1,030,644
- Deferred Income Communities – Match: \$226,924
  - Note: We are using ACCD funds for the first \$150K of match; through December 31, 2023, we used \$99,361 of ACCD funds

Statement of Revenues & Expenses through December 31, 2023

- FY24 Year to Date Surplus/Deficit (unaudited): \$0

6. UPWP – FHWA/FTA Funding review

C. Baker said two of the three UPWP committee meetings have taken place, and 25 to 30 projects were presented for consideration. The estimated cost is \$2.3 million. C. Baker said we typically work with the Federal Highway Administration (FHWA) and VTrans staff to calculate an estimation of funding available to CCRPC each year. C. Baker reminded everyone there is new staff at FHWA and VTrans. Chris Jolly retired after over 30 years of service. C. Baker said the FHWA funding had been estimated at 90% of the full amount of funding typically allocated for the CCRPC, leaving 10% that has accumulated. This has happened for several years. C. Baker explained with the upcoming Fall UPWP cycle, we should have a better gauge of the amount. He reminded members these funds require a 20% match which can be a limiting factor in drawing down funds from FHWA. C. Baker said he wanted our towns and partner organizations to be aware. M. Arancio added that VTrans is happy

to be engaged with this work and find ways municipalities can take advantage of the available funding. C. Baker said there is a second consideration with this; the CCRPC and VTrans have unaligned fiscal years. The CCRPC runs July 1 through June 30, versus a calendar year. There was a discussion about changing the fiscal calendar. C. Baker said the next steps will be discussed with VTrans over the next few months. M. Arancio added that VTrans wants to find the best solution for all parties involved. Member discussion ensued, on the UPWP solicitation cycle, and potential uses for the funds. The conversation concluded with members agreeing it is important to find the additional 20% match amounts and fully utilize available funds.

**The financial portion of the meeting closed at 6:28 PM. J. Carr said goodbye and excused himself from the meeting.**

7. Act 250 & Section 248 Applications: T. Newton greeted members and confirmed they received the Suncommon/BETA Technologies petition South Burlington letter via e-mail, aside from the packet. Members confirmed, yes.

- 363 Riverview Drive, Charlotte, #4C0959-4

T. Newton referred members to the Act 250 application letter included with the packet and provided an overview with a screen share. This is an application letter for the creation of four lots through the subdivision of an 18.12-acre Lot 3, and the creation of building footprints, driveway access, and placement of infrastructure for future residential construction. The CCRPC has no concerns and finds the proposed project to be consistent and in conformance with the planning areas of the 2018 Chittenden County ECOS Plan. These comments are based on information currently available; we may have additional comments as the project continues.

B. HILL MADE A MOTION, SECONDED BY C. MCMAINS, TO APPROVE THE ACT 250 APPLICATION AS PRESENTED. MOTION CARRIED UNANIMOUSLY

- Bay Ridge, Town of Shelburne, Champlain Housing Trust, #24-0536-NMP

T. Newton referred members to the Net-Metering Petition for Certificate of Public Good letter included with the packet and provided an overview with a screen-share. This is regarding a project for the construction of a 150kW solar array to be located at 3229 Shelburne Road in Shelburne, VT. The subject parcel is owned by the Champlain Housing Trust. CCRPC has reviewed the project's conformance with the CCRPC's 2018 Chittenden County ECOS Plan and finds the project meets the intent of Energy Goal #17, and the location meets suitability policies.

The CCRPC review indicated the following two State known and one State possible constraints:

- Class 1 and 2 Wetlands: The location of the proposed array will not impact the wetland. The full petition should be confirmed with the Agency of Natural Resources.
- State-significant natural communities and rare, threatened, and endangered species. The site plans show two areas where rare plants are located. It appears the project will avoid impacts to these plants. CCRPC has no further concerns regarding this constraint.
- Agricultural and Hydric Soils: The CCRPC requests that any impacts to the agricultural soils be minimized in accordance with recommendations to the Vermont Agency of Agriculture, Food, and Markets.

These comments are based on information currently available; we may have additional comments as the project continues. The CCRPC will review the project location again with each new submittal to confirm our findings.

J. MURPHY MADE A MOTION, SECONDED BY B. HILL, TO APPROVE THE NET METERING PETITION APPLICATION LETTER. MOTION CARRIED UNANIMOUSLY

- SunCommon/BETA Technologies Petition for 154 DaVinci Drive, South Burlington #24-0685-PET  
C. Shaw reminded members this was a late addition and that everyone should have received this letter via e-mail before the meeting. T. Newton provided a screen share and referred members to the letter provided via email. This is an application letter for developing a 1.151-MW photovoltaic generation system on the rooftop of the proposed BETA Technologies manufacturing facility located at 154 DaVinci Drive in South Burlington. CCRPC finds the project meets the intent of Energy Goal #17, and the location meets all the 2018 ECOS Plan's suitability policies.

The CCRPC review indicated State known and State possible and Local possible constraints:

State Known:

- Class 1 and 2 Wetlands: The location of the proposed array will not impact the wetland. The full petition should be confirmed with the Agency of Natural Resources.
- River Corridors: The northeastern corner includes a small area of the Muddy Brook River corridor; it appears this will not be impacted.
- State-significant, rare, threatened, and endangered species. The site plans show two areas where rare plants are located. It appears the project will avoid impacts on these plants. CCRPC has no further concerns regarding this constraint.

State Possible:

- Agricultural and Hydric Soils: The CCRPC requests that any impacts on the agricultural soils be minimized in accordance with recommendations to the Vermont Agency of Agriculture, Food, and Markets.
- Federal Emergency Management Agency (FEMA) Special Flood Hazard Area: There is a corner of the parcel located within a zone, however, no proposed development would take place in this area.
- Vermont Conservation Design Highest Priority Interior Forest Block, Surface Water and Riparian Area, and Physical Landscape Block. These three constraints cover the western corner of the site along the course of Muddy Brook. However, no proposed development would take place in this area.
- Deer Wintering Areas: This constraint is located within the forested area along Muddy Brook.

Local Possible:

- Slopes 20% and greater: The site contains small areas of these steep slopes; however, they do not appear to be impacted by the project or result in a disturbance that will create erosion or stormwater impacts.

This project advances the 2018 ECOS Plan's goal of increasing renewable energy generation in Chittenden County. This review is based on information currently available; The CCRPC may have additional comments as the project continues and will review and comment on materials submitted as the 248-review process continues.

J. MURPHY MADE A MOTION, SECONDED BY B. HILL, TO APPROVE THE APPLICATION LETTER.  
MOTION CARRIED UNANIMOUSLY

T. Newton warned members there is potential that a net metering application letter from Colchester will need to be reviewed and approved before the next meeting in April. If this is the case, he will send out the document to everyone in an e-mail. J. Murphy said she is hopeful this project will be approved.

8. Equity Update

C. Baker highlighted several areas Anne Nelson Stoner, Equity & Engagement Mgr. CCRPC has worked on over the past few weeks:

- ECOS engagement and collaboration with communities and developing materials with other CCRPC staff members.
- February Equity Advisory Committee (EAC) meeting; Members discussed the past year's accomplishments and what is to come.
- The Code of Conduct work is ongoing. C. Baker reminded members there will be two versions, one for staff and one for the Board.
- With the [Fair Housing Month Rothstein event](#) coming up in April. Anne Nelson Stoner is working with the Champlain Valley Office for Economic Opportunity, (CVOEO) on a couple of initiatives including a book club featuring a follow-up to The Color of Law, with the book: [Just Action; How to Challenge Segregation Enacted Under the Color of Law by Richard and Leah Rothstein](#). The book club will take place in the CCRPC Main conference room on March 11, 2024.
- Ethical Performance Improvement Campaign (E.P.I.C.) training, sponsored by the Vermont League of Cities and Towns (VLCT).

9. Annual meeting location

C. Baker said we try to hold the Annual meeting in various towns within Chittenden County. Last year it was held in Milton. This year CCRPC staff proposes to hold the meeting in Winooski at Waterworks. C. Baker asked if anyone objected. Members thought this was a great venue choice.

10. Chair/Director Report

- a) Code of Conduct. C. Baker said this is in process and we hope to have the staff version ready to be presented next month. He reminded everyone this is a work in progress, but we need to begin using it and will make updates along the way.
- b) Compensation Study update C. Baker said the Compensation Study is underway and we are working on personnel policy updates with the consultant team. They will continue to work with the staff over the next two weeks and may have something to present at next month's meeting regarding salary range and policy. They need to act on this matter by May because there will be budget implications, including a possible update to the Wellness Benefit.
- c) Legislative Update C. Baker said details need to be worked out with the Act 250 bill, which C. Baker has been editing. He believes that there will be an expectation for Regional Planning Commissions (RPCs) to engage with the public about the details of this bill. It is possible that



rulemaking may be required, and RPCs may need to complete the regional plan before focusing on Tier 3 mapping. The current bill is moving away from having RPCs mapping Tier 3 and instead having the Environmental Resources Board (ERB) take over this responsibility. There is also a study included in the bill that would examine the services provided by all RPCs and assess if they are serving the residents of Vermont effectively. This study is due to be presented to the Legislature at the end of the calendar year. A similar survey was conducted about 10 years ago to gather feedback on RPC performance and identify areas for improvement. This work will continue over the summer and into the fall. C. Baker said the RPCs are embracing this and that the study would serve like an audit. B. Hill asked for a copy of the report. CB shared [the link](#) with members.

- d) Other. C. McMains commented on the minutes from last month's meeting. She suggested the pages contain continuous numbering instead of separate numbers on each page. Additionally, she requested that the motions be clearly distinguished from any other information.

11. New Business: None

12. Draft January Board Agenda review

C. Baker directed members to the draft Board Agenda for the upcoming March 20, 2024, meeting included in their packets. He said items will be added to the Consent Agenda to condense. Members discussed. C. Baker said there will be a Draft Equity Action Plan and Draft Code of Conduct presented for discussion, not contemplating action. Members reviewed the draft agenda.

13. Executive Session: There was none.

14. Adjournment: E. HANEY MADE A MOTION, SECONDED BY J. MURPHY TO ADJOURN THE MEETING AT 7:00 PM. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,  
Amy Irvin Witham

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
TRANSPORTATION ADVISORY COMMITTEE  
MINUTES

DATE: Wednesday, March 6, 2024  
TIME: 9:00 a.m.  
PLACE: Virtual Meeting via Zoom

**Members Present**

Bryan Osborne, Colchester  
Aaron Martin, Essex  
Chris Yuen, Essex Junction  
Chris Damiani, GMT  
Erica Quallen, South Burlington  
Jacqui DeMent, FHWA  
Jonathon Weber, Local Motion  
Julia Ursaki, Burlington  
Lisa Schaeffler, Milton  
Mary Anne Michaels, Vermont Rail System  
Matthew Arancio, VTrans  
Sam Andersen, GBIC

**Staff**

Eleni Churchill, Transportation Program Manager  
Christine Forde, Senior Transportation Planner  
Chris Dubin, Senior Transportation Planner  
Eliana Fox, Transportation Planner  
Jason Charest, Senior Transportation Planning Engineer  
Sai Sarepalli, Senior Transportation Planning Engineer  
Bryan Davis, Senior Transportation Planner  
Marshall Distel, Senior Transportation Planner  
Chris Dubin, Senior Transportation Planner  
Pam Brangan, GIS Data & IT Manager

**Guests**

Faith Dall, VTrans  
Jim Cota, VTrans

1. Bryan Osborne called the meeting to order at 9:02 AM.

**2. Consent Agenda**

SAM ANDERSEN MADE A MOTION TO APPROVE THE CONSENT AGENDA, SECONDED BY AARON MARTIN. THE MOTION PASSED UNANIMOUSLY.

In the chat Christine shared:

Essex – Jericho Culvert Bundle - Regional Concerns Meeting, 1) Essex Junction Meeting -- main conference room at the Town Offices, Monday, March 18, 2024, 6:30 PM-7:30 PM, 2) Jericho Meeting -- Town Hall., Thursday, March 21, 2024, 6:30 PM-7:30 PM, I don't think meetings have been set for Essex or Charlotte.

**3. Approval of February 6, 2024 Minutes**

CHRIS YUEN MADE A MOTION TO APPROVE THE MINUTES OF FEBRUARY 6, 2024, SECONDED BY LISA SCHAEFFLER. THE MOTION PASSED UNANIMOUSLY.

**4. Public Comments**

No comments from the public.

**5. Class 1 Town Highway Reclassification Study**

Sai Sarepalli, CCRPC, and David Saladino, VHB, shared the results of a study that investigated the feasibility of reclassifying a section of US 2 in Williston as a Class 1 Town Highway, describing reclassification opportunities and constraints for the State and local municipalities. View the [final report here](#).

David explained that two goals of the study were to look at opportunities to generally encourage reclassification of State highways to Class 1 Town Highway, and specifically to examine the feasibility of reclassifying US 2 through Taft Corners in the Town of Williston to a Class 1 Town Highway.

David presented a statewide scan to identify where the Class 1 Town Highways are located and their correlation to population. He shared a map that ranked municipal property value per person, suggesting it could be a proxy for ability to pay for maintenance responsibilities on Class 1 Town Highways. The study also includes a chart showing a comparison of maintenance responsibilities between State highways and Class 1 Town Highways.

The team identified cost estimates for operations and maintenance if the Town took over the roadway as a Class 1 Town Highway. For this 1.7-mile section of US 2, the estimated cost would be around \$36,000 per year, but the State would contribute approximately \$12,000, reducing the Town's cost to \$23,000. Additional labor costs would bring the total to about \$24,000 per year. The study considered different scenarios that could affect the local capital responsibilities depending on whether the State retained maintenance of signals, striping, or both. The State would bring the roadway to a "state of good repair" before it was reclassified.

David described the characteristics of the roadway and noted that Williston passed a Form Based Code which included a typology for the roadway. There are some streetscape elements that would not be permitted in the State right of way.

Sam asked to what extent the Town was receptive. David responded that the Town decided not to pursue reclassification mainly due to the additional financial responsibility.

Jonathon noted that a lot of the design considerations are based on the curb offset, likely to accommodate plowing, and asked if there is an opportunity to consider other plowing options. David said they did look at the curb offset but they didn't reach a point where the Town was interested in taking over plowing responsibilities. David also noted that his team is working with the State on updating their design standards so could be another opportunity to explore that option.

Jim Cota, VTrans District 5, pointed out that their plow trucks are 13.5 feet wide with the plow wing down, so they prefer the 15-foot curb line. It's also challenging to plow if you have to turn around to plow additional lanes, like turn lanes, and it can get expensive if traffic continues to pack down snow. He noted in some cases it makes sense for the State to retain or take on some responsibilities but not in others. A Town may also need to add a new garage or bay to accommodate an additional plow if they took over plowing responsibilities.

Bryan Osborne asked where the project team got the cost information for the estimates. They came from the State and other sources, as well as professional judgement and accounting for inflation. Bryan noted an estimated cost for Colchester to take over State highways would be double his current total budget. David noted the challenges in estimating the benefits of changing land uses and recouping some of those additional costs.

Erica asked if there was consideration for a short-term change to VTrans compensating per lane mile, rather than centerline mile? For Williston Road in SB, it is ~2 miles of centerline, but ~8 miles of lane miles. David said this didn't come up but is a consideration and those miles can add up quickly.

## **6. Shelburne Bike Parking Survey Tool**

Pam Brangan, CCRPC staff, shared a survey tool she developed for the Town of Shelburne to collect information on bike parking. This is an example of a technical assistance project available for your city/town. This project was borne out of a local task force to improve walk bike conditions, which included looking at bike parking in Town. She used ESRI Survey123 to create the survey which allowed people to input different aspects, location, and add photos. The Town will use the information to identify which racks should be replaced and locations where bike parking is needed.

Jonathon asked how long the tool will stay open, Pam isn't sure how long the task force would like to keep it open. He's interested in how other communities may use this type of tool for bike parking mapping and management.

Eliana asked if the survey fields are editable after someone uploads information. Pam confirmed it is possible but may have been disabled currently.

#### **7. FY25 UPWP Update**

Marshall Distel, CCRPC staff, provided an overview of the Unified Planning Work Program (UPWP) process and an update on the status of the FY25 UPWP. He noted that CCRPC will have enough planning funds to support all of the requests but we haven't evaluated if we'll have enough staff capacity to manage all of them. We will bring the draft FY25 UPWP to the TAC in April and then to the Board in May. He noted we received more data requests from municipalities than is typical, so we'll also need to determine staff and intern capacity to complete the requests. View the [UPWP webpage here](#).

#### **8. Complete Streets Reporting**

Bryan Davis, CCRPC staff, provided an overview of the need and requirements for annual complete streets reporting. He shared the form sent to municipalities and explained the different sections. The timing of the request can be challenging since it coincides with preparations for Town Meeting Day. Matthew Arancio agreed and said VTrans will consider this as the complete streets reporting shifts to other staff internally.

#### **9. Status of Projects and Subcommittee Reports**

See bulleted list at the end of the agenda for current CCRPC projects. TAC members are encouraged to ask staff for more information on the status of any of these ongoing or recently completed projects.

#### **10. CCRPC Board Meeting Report**

In February the Board heard a presentation about the Vermont Futures Project from Executive Director Kevin Chu, was updated on the annual federal transportation funding spent in Chittenden County and the state's capital program, received an update on board and committee appointments, discussed the draft code of conduct, heard an equity program update, and heard other miscellaneous Director updates.

#### **11. Chair/Members' Items**

- The **Northern Border Regional Commission** has announced availability of \$50M in **2024 Catalyst Program** funding for infrastructure (awards up to 1M) and non-infrastructure (awards up to \$500,000). Infrastructure broad categories of transportation, basic public infrastructure, telecommunications, and energy. <https://www.nbrc.gov/content/Catalyst> and [program overview](#)
- **USDOT Funding Resources/Opportunities:**
  - USDOT Safe Streets and Roads for All (SS4A) grant program, NOFO now available with multiple deadlines depending on grant request (April 4 for Planning and Demonstration Grants; May 16 for Implementation Grants, second round for Planning and Demonstration Grants; August 29, final round for Planning and Demonstration Grants). This round includes leftover funds from FY23 so this is good opportunity for new applicants. <https://www.transportation.gov/grants/SS4A>
  - USDOT Discretionary Grants Dashboard (<https://www.transportation.gov/grants/dashboard>) provides an overview of discretionary grant opportunities. The Dashboard also includes Federal grant programs outside of DOT that may be of particular interest to [rural communities](#).
  - DOT Navigator <https://www.transportation.gov/dot-navigator>
  - Active Transportation Infrastructure Investment Program (ATIIP), NOFO expected later this winter [https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/atiip/index.cfm](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/atiip/index.cfm)
  - Rural Opportunities to Use Transportation for Economic Success (ROUTES) <https://www.transportation.gov/rural>

- Reconnecting Communities – note that Burlington and South Burlington applied last round, awards not yet announced. This program is more competitive than SS4A.

<https://www.transportation.gov/grants/rcnprogram>

- **2024 Tier 2 & Tier 3 River & Roads Training Dates**, to view more details visit <https://dec.vermont.gov/event/vermont-rivers-roads-tier-2-and-tier-3-training>.
- **Walk to Shop follow up:** in February the TAC heard a presentation on the Walk to Shop shopping trolley program. The program team is available to: 1) provide technical assistance and guidance; 2) create connections to partners and resources; 3) direct community engagement; and 4) bring awareness and access to shopping trolleys as a tool and amenity for choice riders and transit dependent residents. More information is attached, and visit <https://www.netzerovt.org/walk-to-shop/>.

Matthew Arancio, VTrans, introduced Faith Dall who joined the VTrans planning coordinator team from the State right of way section.

The next TAC meeting is scheduled for Tuesday, April 2, 2024.

LISA SCHAEFFLER MOVED TO ADJOURN, SECONDED BY AARON MARTIN. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 9:50 AM.

Respectfully submitted, Bryan Davis

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION  
**MS4 SUBCOMMITTEE**  
OF CLEAN WATER ADVISORY COMMITTEE – **Draft** MINUTES

DATE: **Wednesday, March 6<sup>th</sup>, 2024**     **REGULAR MEETING**  
SCHEDULED TIME: 12:15 p.m. to 1:30 p.m.  
PLACE: online via Zoom  
DOCUMENTS: Minutes, documents discussed, and presentations accessible at:  
<http://www.ccrpcvt.org/meetings/clean-water-advisory-committee/>

<b>Committee Members in Attendance (all attending online unless otherwise noted)</b>		
Burlington:	Burlington Airport: Catie Calabrese (EIV)	Williston: Lisa Cicchetti
Colchester: Brett McCreary, Karen Adams	Milton: Lisa Schaeffler	Winooski: Ryan Lambert
Essex: Annie Costandi, co-chair	Shelburne: Shayne Geiger, Chris Robinson	VAOT:
Essex Jct.: Chelsea Mandigo	South Burlington: Marisa Rorabaugh, Dave Wheeler	Univ. of VT: Lani Ravin
Winooski NRCD: Adelaide Dumm, Macie Broussard	VT DEC – Christy Witters, Sam Hughes	
<b>Guests:</b> ; Colleen Miller – EIV, Gianna Petito - DEC		
<b>CCRPC Staff:</b> Dan Albrecht, Chris Dubin, Sai Sarepalli		

**1. Changes to the Agenda and Public Comments on Items not on agenda:** Adelaide introduced the new conservation specialist named Macie Broussard. Chris Robinson asked about pros and cons of integrating permit discussion ETC. Dan suggested to move the MS4 formula grant discussion up earlier.

**2. Review and approval of minutes (Feb 6<sup>th</sup>, 2024)** Dan reviewed minutes with *Karen Adams making a motion to approve minutes and Lisa Schaeffler Seconded. Lani Ravin abstained as she did not attend the meeting. Motion passes.*

**3) What projects are eligible using our MS4 Community Formula Grants?**

Lisa C from Williston – Williston is having trouble getting projects approved under the formula grants. Karen A – which projects specifically? It should be eligible if its in the PCP. Lisa C – some of our ponds are not actually eligible because they wet ponds and they are not a tier 1 or tier 2 project. We had another project that was a retrofit of a dry pond to make it a wet pond which would also not be eligible. Some other projects would need project identification which is also not eligible. Gianna P – would love to hear more about the conflicts with river corridors and if they are insurmountable. We don't have many projects that are starting to move forward. Lisa – we are running out of projects that are in our PCP and FRP and was hoping to use project identification to go back to the drawing board. Chelsea M talked about making updates to their PCP list ahead of resubmittal. Lisa – I am open to adding projects but we haven't started that yet. Marisa R – Have you looked at retrofitting to tier 2 gravel wetland? You should take the existing footprints and make them tier 2.

**4) MS-4 / SWMP Permit Requires (Discussion)**

**Construction Site Inspection Requirements -** Lengthy discussion ensued about specific changes to the MS4 permit including but not limited to jurisdiction, enforcement, reporting, ordinances, permit review, etc. The team discussed the challenges and requirements associated with obtaining a construction permit, especially for small MS4s. Christy clarified the EPA's imposed conditions and the administrative burden. Chelsea raised concerns about the confusing nature of the permit requirements, and Christy reassured the team of their support and efforts to push back against some of the demands. The team also discussed the potential of incorporating MS4 requirements into their plan to simplify the process and secure funding. The team agreed to prioritize and create programs that fit their municipalities. The requirements for the Btv project's INDC Permit were also discussed, with Catie, Catie, and Christy further clarifying compliance with the minimum measure



Christy is going to review the language and changes to see what DEC is exempting MS4s from. The team discussed the requirements and complications associated with the MS. 4 permit, which pertains to stormwater management. Christy clarified that the permit stipulates that a new reassessment must be submitted by April 1st, 2028. The conversation revolved around the responsibilities of various entities, including municipalities and homeowners, in complying with the permit. There was a particular focus on the formation of Homeowners Associations and the difficulties in identifying the right owners for the permit. David expressed his disagreement with the state's role in enforcing this permit, suggesting that other MS. 4s manage erosion control without state involvement. Christy acknowledged these points and committed to investigating the issue further.

#### **Municipal Road Standards (aka imbedded MRGP standards)**

Chris talked about Vtrans push towards aligning the Town Highway Road and Bridge standards with MRGP standards with respect to things like ditching and stone sizing. DEC is making a lot of new guidance around the MRGP which Chris will look into. Karen asked about the historic requirements of “intermediate progress” of upgrading a certain percentage of assets within a subset period of time in the life of this permit. Chris reiterated his ask from municipalities to review their data in the portal, specifically regarding hydrologically connected outlets, as there are new ‘status’ options available in the REI reporting application. Chris also stated that we have some REI requests but only 2 came through the UPWP, so we have more capacity for other towns. Chris confirmed with Christy Witters that new REIs need to be completed for MS4 municipalities within every 5 year window of the permit. Christy Witters – the MS4 permit states that a new REI needs to be completed by April 1, 2028

**Other - Permit incorporation** – Chris Robinson - Looking to roll over sites into MS4 permit but we have a lot of unique situations min both 3 acre and non 3 acre sites. What are the Pros and cons of taking over these sites? Does this change the deadlines for those sites? Chelsea Mandigo stated that Essex Junction will not take any 3 acre sites. Annie Costandi – the town has some 3 acre sites and we are considering. PRO – we aren’t going to get much P removal if we have to do retrofits. Karen Adams – we gave people the choice of co-permittee or to roll into MS4 with fees. We would then need to make investments elsewhere. Shayne Geiger – Shelburne has a situation where they are the sole permittee in some cases and would be fully responsible. Karen A – we were already co-permittees.

#### **5) Agenda Items for TUESDAY April 2<sup>nd</sup> meeting**

*Chelsea asked if anyone has ideas for the April 2<sup>nd</sup> meeting to email her, Annie Costandi, and/or Dan Albrecht.*

*Respectfully submitted, Chris Dubin and Dan Albrecht*

# Equity Advisory Committee

Wednesday, February 28<sup>th</sup>, 2024

5:00-6:30 PM | ZOOM

<https://us02web.zoom.us/j/82213942290?pwd=VnRrUFFCcjBmcGN6enFtSmhZeG1yUT09>

Participants: Anne Nelson Stoner, Sarah Muskin, Bryan Davis (CCRPC Staff); Mona Tolba (Interpreter & EAC Member); Elaine Wang, Urmila Chhetri, Clayton Clark, Kashka Orlow, Omar Derzi, Lydia Diamond, Jasim Madafar, Ragab Mohamed, Melissa Heitkamp, Zoraya Hightower, Jules Wetechi (EAC Members)

1. **Welcome:** AN began the meeting at 5:10 and reviewed the agenda.
2. **Introductions for New Members:** The group went around and did introductions, sharing names, pronouns, why they are a member of the EAC or, if new, why they are excited to join, and their favorite animal.
3. **Debrief January Climate Action Focus Group:** AN thanked the group for attending the January meeting and bringing guests. She shared that 50 people attended and we received a lot of great feedback. AN shared who has received the feedback and what documents/work the information will inform, including (1) The Vermont Climate Action Plan, (2) CCRPC's Regional Plan, (3) Energy planning throughout the state. AN then shared some feedback she received after the meeting and asked if anyone else had takeaways or things they would do differently for the next time?

Elaine shared her group felt good and there was a balance of time for Nepali interpretation with everyone contributing. She noted we were not fully prepared for interpretation, and were lucky Indra was there. Urmila shared that the event went well and would like for their to be follow up events like this one to keep the momentum going. For example, can we share another event date and time with folks before they leave so they know when to come back? Lydia enjoyed the large group, though mentioned it was a bit loud. She suggested we meet as a larger group quarterly to not lose the momentum.

4. **2024 Strategic Planning:** AN reviewed what the EAC has accomplished, or worked on, over the past year. Accomplishments include: establishing regular EAC meeting times, ground rules, and working priorities; developing an equity statement, organizational values, a code of conduct, and a draft equity action plan; and, developing a network map on Miro, exploring how to use CCRPC funds to support community partnerships, planning for engagement for the regional plan update, and hosting the climate action focus group. AN asked if anyone had questions or reflections on the past year. Kashka said great job. Ragab asked what happened to the funding project: Are we still giving funds out to partner organizations? AN explained that she is still working on this idea but ran into some roadblocks with how federal funds can be used. She is meeting with Winooski Parents & Students this week to discuss a partnership with funding.

AN then reviewed priorities for the upcoming year, which include finished the code of conduct and implementing it withing CCRPC culture, finishing and operationalizing the Equity Action Plan, conducting community engagement for the Regional Plan update and updating the plan,

updating CCRPC's Public Participation Plan & Stipend Policy, and getting the EAC more involved in specific CCRPC projects.

Zoraya asked what AN means when she hopes the EAC will be able to support with more outreach. AN clarified that she leans on EAC members individually, outside of meetings, to help connect with other community leaders, organize events, and focus groups for engagement. Urmila asked for clarification on priorities for the upcoming year and shared a need in her community for more mental health, substance use, and housing services. Jasim asked why the state is continuing to accept more refugees when we do not have the services to support them, like housing and transportation. Elaine explained that she participates in the quarterly UCSRI meetings and said part of the problem is the flawed funding structure of these organizations, where they receive more funding the more people they take in, resulting in a lack of funds to support those who are already here. The organization knows the system is broken but no one has an answer.

5. **CCRPC's ECOS Regional Plan Outreach & Engagement:** AN used this conversation as a segway into what role CCRPC plays in the issues we are discussing. She shared information about the ECOS Regional Plan (the 2-pager with a summary of all the goals in the plan), what it is and how CCRPC can use it to influence the priorities of municipalities in Chittenden County, other Regional Planning Commissions, and partner organizations. Mona asked how the plan is implemented/how CCRPC and its partners are held accountable to what is in the plan? AN said this is a great question and shared that the plan, alone, is not enforceable. However, CCRPC must review all municipal plans to align with the Regional Plan. So, if we update the way we do this, we do some power and influence over content that ends up in municipal plans. It also determines where we focus our attention (what projects we take on for the year). Sarah added that the Regional Plan is more like a carrot than a stick in that it is not enforceable, but it does carry influence and sway.

AN shared the list of events and focus groups CCRPC is organizing. She shared photos from some outreach they've already done at King Street Laundry and ISVT, and asked if anyone had additional ideas for events or focus groups on any of the chapters in the plan. Jules shared in the chat that he could help share information with the French, Swahili, and Lingala speaking communities. Kashka offered support with the King Street Center. Urmila offered to help get youth involved as she works with youth programming through AALV along with Samuel Dingba.

6. **Future Meetings:** Lastly, AN shared that April is Fair Housing Month and the EAC meeting in April will be focused on housing. She shared information about the April 1<sup>st</sup> Keynote Speaker event hosted by the Human Rights Commission and CVOEO, and asked whether any EAC members would like a free copy of the book, Just Action, and whether they would like to join the book group leading up to the event. The following EAC members requested a copy of the book: Ragab, Lydia, Omar, Urmila, Kashka, Jasim, Clayton.
7. AN, Sarah, Kashka, and Urmila hung around for a few extra minutes to discuss ideas. AN asked if Urmila works with young kids and offered up some of the housing art kits from CVOEO. AN

shared that it might be beneficial, thinking about how to give the ECOS Plan teeth, or greater influence, to have EAC members go around the municipalities to share feedback we've received through outreach and engagement.

## **FY2025 UPWP Committee - Meeting 2 (Virtual Meeting via Zoom)**

### **Monday, February 26, 2024**

**Members Present:**

Bard Hill (Chair, Richmond)  
Joe Segale (Huntington)  
Michael Bissonette (Hinesburg)  
Jacki Murphy (Colchester)  
Kurt Johnson (Underhill)  
Jonathan Rauscher (Winooski)  
Charles Dillard (Burlington)  
Ryan Lambert (Winooski)  
Annie Costandi (Essex)  
Matthew Arancio (VTrans)  
Jacqueline DeMent (FHWA)

**CCRPC Staff:**

Amy Irvin Witham  
Bryan Davis  
Charlie Baker  
Eleni Churchill  
Eliana Fox  
Forest Cohen  
Sarah Muskin  
Taylor Newton

**Others Present:**

Bryan Osborne (Colchester DPW)  
Faith Dall (VTrans)

**1. Welcome & Introductions**

Committee Chair, Bard Hill, opened the meeting at 5:30 p.m. and all attendees made brief introductions.

**2. Changes to the Agenda**

Bard Hill and Eleni Churchill shared that the meeting's Agenda had slight revisions. Two items were added to the meeting's Agenda: new Item #2, Changes to the Agenda and new Item #5, Available Federal Funding.

**3. Review and approval of UPWP Committee Notes – Meeting #1 (Action)**

The meeting notes from the first UPWP Committee meeting were reviewed. Bard Hill welcomed a motion to approve the meeting notes. **Joe Segale made a motion to approve the meeting notes, and Jacki Murphy seconded the motion. The action passed unanimously.**

**4. Review of FY25 Project Applications, Comments and Updates**

Bard Hill initiated a discussion about FY25 project applications, comments, and updates. Eleni Churchill and Taylor Newton took over the review of the Updated FY25 UPWP Project Spreadsheet (attachment). Eleni led a discussion about the various funding sources identified in the spreadsheet, and explained how the CCRPC uses a version of this spreadsheet to track projects throughout the year. Taylor clarified that the dollar amounts in the "Land Use \$" column of the spreadsheet represent money paid directly by municipalities to CCRPC for fee-for-service type projects.

The group then discussed the US 2/Clay Point Road Scoping Study. Bryan Osborne provided some background information on the project, citing safety issues and recent traffic fatalities at this intersection. Eleni explained that this project is considered regional not only because it is on a state

highway but also because it will be coordinated with various partners, including VTrans, multiple municipalities, and the Northwest Regional Planning Commission.

Eleni continued to go through the project spreadsheet, line by line. The group then discussed the Updated Williston Road Multimodal Scoping Study. Eleni asked the Committee if they think this project should be considered “regional” as Williston requested in their application. A regional project means that the CCRPC would put up the 20% match for the project, instead of the municipality. Joe Segale asked if regional projects get higher priority over municipal projects. Eleni responded that we did not have to consider prioritization before since typically there is enough funding to cover all project requests. Eleni stated that regional projects are typically ones that involve two (or more) communities and staff is concerned with precedent setting if the committee accepts this project as regional due to the possible pressures on our municipal dues that are used to match regional projects. Committee members discussed this question and Michael Bissonnette stated that he feels that this should be a municipal not a regional project.

Joe Segale asked a clarifying question about the availability of matching funds. There was then a discussion about the limitations of Federal planning funding because of the match requirement – 80% Federal, 20% non-Federal. Charlie Baker and Eleni confirmed that CCRPC will have enough Federal Funding to cover all FY25 project requests. Then, Jacki Murphy asked if Williston would still have time to get a letter of support to get municipal matching funds for the Williston Road project. Eleni answered “yes” they still have time to get the letter. Bryan Osborne asked about the definition of a regional project and thinks the definition should be revisited in the future to recognize that state highways connect multiple municipalities and are different than municipal projects on local roads. Bard emphasized the implications of changing the definition and what it will mean for CCRPC dues if we have many more regional projects. Bard then suggested the group pause this conversation and add the regional definition question as an agenda item for a later meeting.

Eleni and Taylor continued to go through the project spreadsheet, and provided brief overviews for each municipal project request, including: town plan updates, stormwater pipe inspections, active transportation plans, culvert assessments, scoping studies, and technical assistance. Eleni also provided a brief overview of project requests from partners, including Local Motion, Carshare VT, Net Zero VT, VEIC, and GMT.

## **5. Available Federal Funding**

The availability of Federal funding was discussed. Eleni explained that CCRPC staff recently met with representatives from FHWA and VTrans to discuss how much Federal funding CCRPC has for FY25. In the meeting, CCRPC staff were told that there is approximately \$2.9 million in reserve that has accumulated over the past few years, and that there is more than enough money to cover all the FY25 requested projects. However, CCRPC must evaluate staff capacity before agreeing to fund every project.

Charlie Baker explained that the total amount of Federal funding available for FY25 is about \$3.5 million, which is more than CCRPC can draw down because of the 20% match requirement. Charlie asked the committee for ideas regarding this extra funding, suggesting the potential for increased



match investment or redistributing excess funds back to VTrans. Charlie also mentioned that there was a discussion whether it might be easier for CCRPC in the future if the UPWP aligned with the Federal Fiscal Year (October 1<sup>st</sup> to September 30<sup>th</sup>).

Bard Hill confirmed that further discussions on these financial matters would take place at subsequent Executive Committee Meetings.

The group also discussed the challenges smaller towns face in accessing federal funds from the CCRPC because of match requirements. Charlie emphasized the issue of rural-urban equity and noted that smaller towns had a harder time with the local match. Joe Segale asked about the level of CCRPC staff involvement in projects for bigger municipalities, and Eleni Churchill confirmed CCRPC staff's significant role in managing projects in all communities, including our bigger/urban municipalities. Jon Rauscher raised the issue of a shortage of consultants to handle the work and asked about the frequency of CCRPC's project consultant selection. Eleni said that the CCRPC issues a Request for Qualifications (RFQ) to develop a pre-qualified list of consultants every four years and the Commission hires specialized consultants for specific projects through Request for Proposals (RFPs) or RFQs, if needed. Eleni mentioned that the CCRPC will need to go out for another RFQ for pre-qualified consultants next year.

Jacqueline DeMent concluded the federal funding discussion by emphasizing that the excess funds this year have nothing to do with mismanagement by CCRPC or VTrans. Jacqueline commended both organizations for their management of available funds and clarified that the excess came from inconsistency of federal fiscal year versus state fiscal and also a 90% allocation of available federal funds.

## **6. FY25 UPWP Municipal Project Prioritization**

Eleni Churchill introduced the Project Prioritization item by explaining that staff performed this exercise because CCRPC was unsure of how much federal funding would be available for FY25 projects. Staff looked at UPWP application criteria and assigned each one a numeric value.

Charlie emphasized that this process was a first attempt at trying to prioritize UPWP requests, that prioritization would not be implemented in FY25, and that the Committee should not put too much weight on each project's score. Rather, this is just to plant a seed for future UPWP committee conversations.

Eleni added that this was an exercise to test the UPWP application's criteria to see how well they work, and staff need to consider amending these criteria in the future. For example, there is not a good way to consider regional projects in the application criteria, so staff only looked at municipal projects for this project prioritization exercise.

Bard Hill confirmed that the UPWP prioritization process would potentially go to the Executive Committee as a next step. Charlie asked that the UPWP Committee provide feedback so that staff can consider it. Staff have a one-pager that can be sent to Committee members to review and

provide feedback on. Committee members are encouraged to reach out to CCRPC staff with comments and questions.

## 7. Next Steps & Adjourn

Eleni Churchill explained that CCRPC staff will take all the FY25 requested projects and put them in a bigger spreadsheet (draft FY25 UPWP document) that also contains ongoing projects and tasks that will be carried forward from previous years to FY25. While staff builds out the draft FY25 UPWP, they will be able to evaluate staff capacity for the new project requests and make recommendations about if all requests could be included in next year's program. This will then be sent to the UPWP Committee ahead of the third meeting on March 25<sup>th</sup>. Committee members are encouraged to reach out to CCRPC staff with any questions.

Bard Hill then asked if there were any questions or comments on the spreadsheet or on the next steps. There were none.

Bard asked if there was a motion to adjourn the meeting. **Jacki Murphy made a motion to adjourn, and Kurt Johnson seconded the motion. The motion to adjourn the meeting passed unanimously and the meeting adjourned just before 7:00 p.m.**

Respectfully submitted,

Eliana Fox