CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE
MINUTES

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

**Members Present**

Phillip Peterson, Burlington
Aaron Martin, Essex
Bob Henneberger, Older Adults
Bruce Hoar, Williston
Chris Yuen, Essex Junction
Chris Damiani, GMT
Deirdre Holmes, Charlotte
Erica Quallen, South Burlington
Holly Francis, Environment
Jacqui Dement, FHWA
Jonathon Weber, Local Motion
Kurt Johnson, Underhill
Lisa Schaeffler, Milton
Mary Anne Michaels, Rail
Matthew Arancio, VTrans
Norm Baldwin, Colchester
Sam Andersen, GBIC
Sandy Thibault, CATMA

**Staff**

Eleni Churchill, Transportation Program Manager
Emma Vaughn, Communications Manager
Christine Forde, Senior Transportation Planner
Eliana Fox, Transportation Planner
Chris Dubin, Senior Transportation Planner
Jason Charest, Senior Transportation Planning Engineer
Bryan Davis, Senior Transportation Planner
Marshall Distel, Senior Transportation Planner

**Guests**

Faith Dall, VTrans
Paul Maloney, FHWA

**1.** Phillip Peterson called the meeting to order at 9:01 AM.

**2. Consent Agenda**

No consent agenda this month.

**3. Approval of June 4, 2024 Minutes**

NORM BALDWIN MADE A MOTION TO APPROVE THE MINUTES OF JUNE 4, 2024, SECONDED BY KURT JOHNSON. THE MOTION PASSED UNANIMOUSLY.

**4. Public Comments**

No comments from the public.

**5. Welcome New Members**

Phillip Peterson from Burlington volunteered to be the new TAC Chair, thank you! We also welcome Holly Francis as the new Environmental Community representative and Norm Baldwin as the Colchester representative. Erica Quallen introduced herself as the voting alternate for South Burlington, and Norm noted that Amanda Clayton is the alternate for Colchester. Paul Maloney, FHWA joined the meeting today, as well as Faith Dall, VTrans.

**6. Open Meeting Law Update**

The Vermont Legislature passed Act 133 (S.55) this session which is a permanent amendment to Vermont's Open Meeting Law and took effect on July 1, 2024. Emma Vaughn, CCRPC, provided a broad overview of some of the changes.

The purpose of the Open Meeting Law (OML) is to promote transparency, accountability, and better decision-making in government. The legislature allowed changes to the OML during COVID, some of which were

beneficial in improving civic engagement. As a public body, the CCRPC and all of its committees are required to comply with the main components of the OML, but there are distinctions based on two types of public bodies identified in the law:

1. "Non-advisory" or decision-making bodies like the CCRPC Board and Executive Committee. Non-advisory bodies are required to have a physical location and to audio or video record meetings with postings available for at least 30 days.
2. "Advisory" bodies like the TAC are advisory. Advisory bodies may hold remote-only, hybrid, or in-person meetings, subject to public participation requirements. Advisory bodies are not required to record via audio or video.

Resources with more information:

- CCRPC Open Meeting Law webpage: https://www.ccrpcvt.org/resources/open-meeting-law/ (includes information about the process to report OML violations).
- CCRPC 2-Page Open Meeting Law Summary: https://www.ccrpcvt.org/wp-content/uploads/2024/07/Open-Meeting-Law-Summary_20240701.pdf
- Vermont League of Cities + Towns »
- Vermont Secretary of State »

**7. Regional Safety Action Plan Consultant Selection**

As part of its responsibilities, the TAC approves consultant recommendations for various projects. Eleni Churchill, CCRPC staff, referenced the memo included in the agenda packet and noted that CCRPC received one proposal to the RFP for this project. It was deemed responsive by the review committee so they decided to proceed with asking the TAC to approve VHB for the Regional Safety Action Plan.

Bruce asked if we knew why only one proposal was received, and Eleni replied that maybe the budget seemed too low, especially with the desired level of public engagement. Erica asked about the budget for public outreach, which staff didn't know offhand but indicated that CCRPC staff will provide outreach support to enable the consultant to focus on technical work.

SAM ANDERSEN MADE A MOTION THAT THE TAC APPROVE VHB AS THE SELECTED CONSULTANT AS RECOMMENDED BY THE SELECTION COMMITTEE, SECONDED BY BRUCE HOAR. THE MOTION PASSED UNANIMOUSLY.

**8. TAC Bylaw Update**

The CCRPC Board Development Committee is recommending organizational bylaw updates to the CCRPC Board, including potential updates to the TAC bylaws as shared in the agenda packet memo. Bryan Davis, CCRPC, indicated that these may further be revised to include additional members, such as a representative from the equity advocacy/environmental justice community.

Sam asked about the total number of TAC members and suggested increasing membership incrementally. Bryan noted that we may also include a statement that any additional members would require CCRPC Board approval, so there is some control on the total number of TAC members.

**9. FY25 REI Concept Plan – Solicitation**

Chris Dubin, CCRPC staff, announced that the annual Road Erosion Inventory (REI) Conceptual Plans and Cost Estimates project is now on a first come, first served basis. Watershed Consulting Associates has been awarded this $20,000 project to create plans that usually consist of a few MRGP-related segments that need upgrades. Plans usually range from $2,000-$5,000. There is no match required for these plans.

The funds will be used to review and work with towns to ensure they're meeting municipal roads general permit (MRGP) standards and to develop 30% plans to move a project(s) into the next stage whether with a consultant or using their own resources. Plans will include cost estimates. Chris presented an example plan set. Please reach out to Chris if you're interested: cdubin@ccrpcvt.org

**10. 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.

**11. CCRPC Board Meeting Report**

In June the Board held their annual meeting and voted to approve resolutions recognizing members and staff with significant years of service. They also voted to approve officers and next year's meeting schedule and heard other miscellaneous updates.

In July the Board received a CCRPC financial update, was presented and discussed Act 250 changes as a result of legislative action taken this past session (Act 181/H. 687), received an update on the ECOS Plan public outreach to underrepresented populations and other miscellaneous Director updates.

**12. Chair/Members' Items**

- **VTrans Park and Ride Grant Program** is soliciting proposals for the improvements of small municipally owned and maintained Park and Ride Facilities. The proposed facility must be located on Municipal, State, or leased property on or near a State Highway, available to commuters daily year-round, provide parking for a minimum of ten vehicles, and will be owned and maintained by the local municipality. Grant funding is available for engineering and construction activities only. The legislature funded the 2025 Municipal Park and Ride Grant Program with $150,000.00. **Applications must be received by August 20**. Application and information online at https://vtrans.vermont.gov/highway/parkandrides. If you have any questions, contact Tina.Bohl@vermont.gov or 802-793-1743.
- **Building Communities Grants program**, administered by the Vermont Department of Buildings and General Services (BGS), is now accepting applications. Grants up to $25,000 support construction and capital improvements to strengthen Vermont towns and regions. All grants require matching funds and community-supported fundraising efforts are encouraged. **Application deadline is September 10**. Details and applications are available at bgs.vermont.gov/commissioner/building-communities-grants.
- **Three-Acre Permit** site funding: Vermont's Clean Water Act requires all 3-acre sites to obtain the Three-Acre Permit to capture and treat the stormwater that runs off these surfaces. A "three-acre site" is an impervious surface of three or more acres that:
    - has never had an operational stormwater permit, or
    - was permitted to standards in place prior to the 2002 Stormwater Management Manual

  A grant of up to $49,000 is available per site, which includes up to $19,999 for permit application and review costs and up to $30,000 for engineering costs. **Funding is expected to be fully allocated by September 1** so apply now if your municipality wants assistance with design and permitting costs. If you already applied for Three-Acre Permit coverage (i.e., Full Notice of Intent submittal), you can be reimbursed for costs incurred following Three-Acre Permit obtainment/authorization, if all work occurred on/after March 3, 2021.
  3-acre sites that have been integrated into a Municipal Separate Storm Sewer System (MS4) permit phosphorus reduction target are no longer subject to the Three-Acre Permit standards or timeline and are ineligible to receive this grant. For more information and to apply, visit http://tinyurl.com/VTPOA.
- **VTrans Mobility and Transportation Innovation Grant Program** supports innovative strategies and projects that improve mobility and access to services for transit-dependent Vermonters, reduce the use of single-occupancy vehicles, and reduce greenhouse gas emissions. In addition to funds from the Transportation Bill, this year's program includes additional funding from the federal Carbon Reduction Program (CRP) to specifically support the expansion of travel demand management projects that encourage less carbon-intensive means of travel. **Applications due September 16 at 4:30 pm**, more information available at https://vtrans.vermont.gov/public-transit/mti.
- **FHWA Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program** to help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural

disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk costal infrastructure. $1.4 billion in contract authority over five years (FY22 – FY26). https://www.fhwa.dot.gov/environment/protect/

- 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, applications due August 29, final round for Planning and Demonstration Grants. This round includes leftover funds from FY23 so this is a 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
    - Rural Opportunities to Use Transportation for Economic Success (ROUTES) https://www.transportation.gov/rural
    - Reconnecting Communities – – USDOT released the 2024 Notice of Funding Opportunity (NOFO) for the Reconnecting Communities Pilot (RCP) Program Fiscal Years (FY) 2024-2026. A total of $607 million will be awarded under this NOFO. This program was created to help reconnect communities previously cut off from economic opportunities by transportation infrastructure. https://www.transportation.gov/reconnecting
- **Vermont Local Roads** has resources and learning/training opportunities throughout the year: https://localroads.vermont.gov/.

Bryan and Sandy noted that CATMA is hosting their third annual Transportation Summit on October 15. Early bird registration is open, Burlington Mayor Emma Mulvaney-Stanek will be the keynote, the conference will feature a legislative panel and other special guests have been invited. Visit https://catmavt.org/transportation-summit/ for more information.

The next TAC meeting is scheduled for September 3.

The meeting adjourned at 9:39 AM.

Respectfully submitted, Bryan Davis