DATE: Wednesday, October 21, 2026
TIME: 6:00 PM
PLACE: Hybrid Meeting – CCRPC Office, 110 West Canal St. Winooski, VT or via Zoom

ATTENDANCE: **CCRPC Board Members Present:** Tess O'Brien (Bolton); Garret Mott (Buel's Gore); Andy Montroll (Burlington); Dana Hanley (Charlotte); Jacki Murphy (Colchester); Andy Watts (Essex); Scott McCormick (Essex Junction); John Kingston (Hinesburg); Joe Segale (Huntington); Catherine McMains (Jericho); Jeff Carr (Shelburne); Andrew Chalnick (South Burlington – *left meeting at 7:05pm*); Brad Holden (Underhill); Benjamin Bornstein (Westford); McKew Devitt (Williston); Kristine Lott (Winooski Alt.); Matthew Arancio (VTrans); Matthew Langham (VTrans); Anna Henes (VTrans); Bruce Wilson (Socio-Economic)
Absent: Bard Hill (Richmond); Chuck Wilton (Milton); Joel Colf (St. George)
CCRPC Staff: Emma Vaughn, Kate McCarthy, Taylor Newton, Jason Charest, Melanie Needle, Christine Forde, Forest Cohen, Amy Irvin Witham, Bryan Davis, Dan Albrecht. Anne Nelson Stoner
Other: Town Meeting TV

1. **Start Recording and Transcript; Call to Order; Attendance; Changes to the Agenda; Group Expectations**
   Vice Chair J. Murphy called the meeting to order at 6:02 p.m., confirmed that the meeting was being recorded and transcribed, and noted that a quorum was present. E. Vaughn posted the Group Expectations in the chat.
   J. Carr made a motion to accept the changes to the agenda as presented. S. McCormick seconded. The motion passed unanimously.

2. **Public Comment Period: Items NOT on the Agenda** | None.

3. **Minutes of September 16, 2026 Meeting**
   C. McMains requested two clarifications to the September 16, 2026 meeting minutes. 1: Clarifying the reference to approximately $1M in broadband-related "communications" funding to identify the Chittenden County Communications Union District (CCCUD) for readers unfamiliar with the program. 2: An inconsistency regarding B. Wilson's departure from the meeting and a comment attributed to him later in the minutes. J. Carr clarified that B. Wilson had made the comment earlier in the meeting and that it had been placed under Members' Items for organizational purposes. Members agreed to the proposed clarifications.
   G. Mott made a motion to approve the minutes. A. Montroll seconded. J. Murphy and J. Segale abstained. All other members voted to approve. The motion passed.

4. **FY2027-2030 Transportation Improvement Program (TIP)**
   a. Public Hearing
   B. Bornstein made a motion to open the public hearing. J. Kingston seconded. Motion passed unanimously.
   C. Forde presented a brief overview of the FY2027–2030 Transportation Improvement Program (TIP), following the more detailed presentation at the September Board meeting. The TIP identifies approximately $324 million in anticipated federal transportation funding over four years, with the largest amount programmed in FY2027, primarily for paving and other transportation projects. C. Forde explained that the TIP coordinates regional transportation investments with VTrans and recommended Board approval.

   No public comments were received during the public hearing.
   J. Carr made a motion to close the public hearing. J. Kingston seconded. The motion passed unanimously.

b. Adopt TIP

J. Carr made a motion for the MPO to approve the FY2027-2030 TIP and communicate the approval to VTrans. A. Montroll seconded. The motion passed unanimously.

Following approval of the TIP, J. Carr asked about its incorporation into the State Transportation Improvement Program (STIP). C. Forde confirmed that the regional TIP becomes part of the STIP but clarified that federal approval is required before it takes effect. The FY2025 TIP remains in effect as part of the most recently federally approved STIP.

c. Certify Planning Process

C. Forde explained that federal regulations require Metropolitan Planning Organizations (MPOs) and states to certify compliance with federal transportation planning requirements as a condition of receiving federal funding. The self-certification, submitted with each TIP, addresses 10 federal requirements covering transportation planning operations, air quality, civil rights and accessibility, disadvantaged business enterprises, and restrictions on the use of federal funds for lobbying. She noted that Chittenden County currently meets Clean Air Act attainment standards and is therefore not subject to additional air quality modeling requirements.

B. Bornstein asked how CCRPC identifies and engages historically underserved populations and minority- and women-owned businesses to substantiate its certification. C. Forde explained that CCRPC uses broad distribution of job postings and requests for proposals, along with its community engagement programs, to promote inclusive participation. She clarified that the certification focuses on nondiscriminatory practices and outreach efforts rather than specific demographic outcomes. J. Segale asked how close the region is to exceeding federal air quality thresholds and whether conditions have remained stable. C. Forde indicated that she did not have that information available. M. Needle posted a link in the chat to air quality information in the ECOS Plan.

J. Carr made a motion to certify the transportation planning process and convey the certification to VTrans. A. Montroll seconded. The motion passed unanimously.

5. TIP Amendment Policy Update

C. Forde presented proposed revisions to the CCRPC Transportation Improvement Program (TIP) Amendment Policy, following previous discussions with the Transportation Advisory Committee (TAC), Executive Committee, and Board. The revisions clarify which TIP changes require a formal public hearing, which may be approved through a public meeting process, and which qualify as administrative modifications approved by the Executive Director. Public hearing amendments would require 30-day notice, while public meeting amendments would receive TAC and Board review. Administrative modifications would be reported to both bodies after approval.

The primary policy consideration was establishing a threshold for project cost increases that could be handled administratively. The TAC and Executive Committee recommended allowing increases of up to 25%, not exceeding $1 million, as administrative modifications. C. Forde explained that the proposed policy would streamline routine funding adjustments while preserving public review for significant project changes. Applying the revised criteria to FY2025 and FY2026 amendments would have reduced public meeting amendments from 39 to 14 in FY2025 and from 15 to 9 in FY2026. The policy also retains an expedited process for emergencies and time-sensitive funding opportunities.

J. Carr expressed support for the revisions, noting that they address previous Board concerns about balancing administrative efficiency with appropriate oversight. He emphasized that the changes would allow routine amendments to be processed more efficiently while preserving MPO review of significant TIP changes.

J. Carr made a motion to approve the proposed changes to the CCRPC/CCMPO TIP Amendment Policy. A. Montroll seconded. Motion passed unanimously.

6. Draft FY2028 Municipal Dues

F. Cohen presented the Executive Finance Committee's recommendation for a 0% increase in FY2028 municipal dues, noting that municipal contributions are primarily used to match federal transportation funding. Dues are allocated among municipalities based on the Equalized Education Grand List, which changes annually regardless of whether the overall assessment increases. Although the proposed total assessment would remain unchanged, individual municipal contributions would vary due to changes in grand list values, which increased more than 9% overall.

F. Cohen explained that the Executive/Finance Committee weighed municipal budget pressures against the need to maintain sustainable funding over time. Historically, dues increases have generally ranged from 2% to 3%, with a recent increase of 4%, although some years have remained level. In response to a question about CCRPC's funding needs, F. Cohen confirmed that level dues would be sufficient for FY2028 and that a 1% increase would generate only approximately $3,000 in additional revenue against an overall agency budget of $10–11 million.

J. Carr supported the recommendation, citing difficult municipal operating and capital budgets and noting that some communities would still experience increases in their individual assessments despite the overall freeze. He emphasized that maintaining level dues for one year would provide some relief without compromising CCRPC's immediate funding needs, while acknowledging that future increases may be necessary.
G. Mott made a motion to approve a 0% increase in FY2028 municipal dues. A. Montroll seconded. Motion passed unanimously.

7. Lamoille Tactical Basin Plan – Regional Plan Conformance

D. Albrecht presented an overview of the draft Lamoille Tactical Basin Plan (Basin 7) and a proposed determination of its conformance with the CCRPC ECOS Regional Plan. He explained that tactical basin plans guide watershed restoration and water quality improvements under Vermont's Clean Water Act and Lake Champlain phosphorus reduction requirements. Key concerns in Basin 7 include phosphorus and sediment runoff, streambank erosion, and flooding. The Plan endorses various strategies related to discrete sectors, namely, Agriculture, Developed Land-Stormwater, Developed Lands – Roads, Wastewater, and Natural Resources Restoration. The strategies most relevant to the RPC and to its municipalities are those related to stormwater management, municipal roads, wastewater treatment, and floodplain restoration.

D. Albrecht reviewed a crosswalk analysis demonstrating how the Basin Plan's strategies align with ECOS Plan goals related to watershed health, ecological systems, working lands, land use, and infrastructure. He highlighted CCRPC's ongoing assistance with municipal road erosion inventories, stormwater planning, permit compliance, floodplain regulations, and grant applications. The analysis concluded that the Lamoille Tactical Basin Plan conforms with the Regional Plan.

G. Mott emphasized the interconnected nature of the Lamoille watershed across municipal and regional boundaries. Members also discussed whether the plan should address increased wetland and riparian buffers. D. Albrecht and T. Newton explained that buffer requirements are generally established through state regulations and municipal bylaws rather than tactical basin plans. J. Segale asked how the plan guides implementation and funding, and D. Albrecht explained that it informs investments in the Vermont Clean Water Fund and projects undertaken by municipalities, conservation districts, watershed organizations, and other partners. D. Hanley emphasized the importance of village wastewater infrastructure to support compact

development, while T. O'Brien asked about stream geomorphic assessments and the prioritization of streams needing detailed field studies. D. Albrecht noted that public comments on the draft Basin Plan would be accepted through the end of October and provided the link to comment in the chat.
G. Mott made a motion to approve the determination that the Lamoille Tactical Basin Plan conforms with the CCRPC Regional Plan. J. Segale seconded. Motion passed unanimously.

8. Regional Project Priorities

T. Newton presented the updated Regional Priority Project (RPP) List, which is reviewed twice annually and identifies the top 10 economic development projects eligible for bonus points through the Northern Border Regional Commission (NBRC) Catalyst Grant Program. CCRPC recommends the list to the Greater Burlington Industrial Corporation (GBIC) Board for submission to the Vermont Agency of Commerce and Community Development. Projects are ranked based on factors including construction readiness, established costs, and secured funding. The highest-ranked project was the South End Coordinated Redevelopment Phase 2 which includes a childcare center. T. Newton noted that two projects, the Cherry Street Sewer Project in Burlington and the Walk-Bike Bridge Project in South Burlington, had been invited to apply for NBRC funding and could be replaced on the list if awarded grants.

J. Carr expressed concern that eight of the top 10 projects were concentrated in Burlington, South Burlington, and Winooski, potentially disadvantaging smaller municipalities with fewer resources to advance projects to construction readiness. He suggested greater assistance to outlying communities rather than imposing a cap on projects from individual municipalities. T. O'Brien acknowledged the disparity but emphasized that investments in the region's urban core also benefit surrounding communities and opposed a municipal cap. B. Wilson similarly emphasized the regional economic and housing benefits of major infrastructure investments in the urban core. T. Newton acknowledged the concern and committed to continued monitoring and efforts to advance projects in smaller communities.
G. Mott made a motion to recommend the proposed Regional Priority Project List to the GBIC Board, with an additional request to formally communicate the importance of including and advancing projects from rural municipalities. S. McCormick seconded. Motion passed unanimously.

9. Draft Public Participation Plan

A.N. Stoner presented the first draft of the updated CCRPC Public Participation Plan, which was last comprehensively updated in 2014 and amended in 2017. The revision shifts the plan from a primarily compliance-focused document to a practical framework for designing and implementing meaningful community engagement. The plan is organized into two parts: foundational public participation requirements and a toolkit to help project teams plan, implement, and evaluate engagement activities. A new Project Impact and Engagement Worksheet, currently being piloted, will help staff identify affected communities, determine appropriate levels of participation, address accessibility barriers, and incorporate engagement needs into project scopes and budgets early in the planning process.

A.N. Stoner explained that the toolkit incorporates CCRPC's previously adopted Language Access Plan, stipend and community liaison policies, and guidance for documenting engagement outcomes and sharing results with participants. The draft has been reviewed by staff, community engagement committee members, and community partners, with additional revisions underway. The anticipated schedule includes initiating the required 45-day public review process following the November Board meeting, with adoption targeted for January 2027.

S. McCormick suggested strengthening guidance on identifying and engaging stakeholders, noting similar challenges in Essex Junction's municipal engagement planning. He also asked whether CCRPC could provide technical assistance to municipalities developing their own engagement strategies. A.N. Stoner confirmed

that municipal engagement assistance has been formalized through the UPWP process and cited ongoing work with Essex Junction and Winooski as examples. J. Carr noted CCRPC's successful assistance with public outreach during Shelburne's town plan update. Board members were encouraged to provide additional written feedback as revisions continue.

10. Legislative Breakfast Topics

T. Newton reviewed potential topics for CCRPC's legislative breakfast in early December, based on discussions by the Executive/Finance Committee. Proposed topics included expanding opportunities for municipal shared services, increasing funding for municipal wastewater infrastructure, reviewing implementation of Act 181 and changes to Act 250, and diversifying municipal revenue sources beyond property taxes. The Act 181 discussion could address the establishment of the Land Use Review Board, regional planning responsibilities, and implementation of Tier 1A and Tier 1B designations.

J. Carr emphasized the importance of communicating Chittenden County's role as an economic engine for Vermont, particularly in light of concerns and opposition to Act 181 in other parts of the state. He encouraged legislators to advocate for investments that support the region's economic contributions and benefit the state as a whole. G. Mott raised concerns about the potential expansion of state authority over regional and local planning. T. O'Brien expressed interest in understanding the Legislature's response to opposition to Act 181 and the road rule, including the rationale for proposed changes and subsequent decisions.

T. O'Brien also raised questions about whether regional planning commissions could help address planning challenges associated with potential school consolidation, particularly where proposed school district boundaries differ from regional planning boundaries. K. McCarthy noted that the 2026 ECOS Regional Plan supports preserving community buildings as gathering places when their original uses change, including former school facilities. J. Carr referenced the September 30 Capital Debt Affordability Advisory Committee report, which addresses school construction needs and deferred maintenance.

11. Chair/Executive Director Updates

a. **Housing Convening – October 29** | T. Newton informed members about the virtual Chittenden County Regional Housing Convening on October 29, and Emma added the registration link to the chat.

b. **Legislative Breakfast – December 10** | T. Newton reminded members that the Legislative Breakfast will be held on December 10 at the Delta Hotel in South Burlington, and Emma added the registration link to the chat.

c. **Other** | None.

12. Committee/Liaison Activities + Reports | J. Murphy directed Board members to committee and liaison materials linked within the agenda packet.

13. Adjournment | *J. Carr made a motion to adjourn. A. Montroll seconded. Motion passed unanimously. The meeting adjourned at 7:43pm.*

The next meeting is Wednesday, November 18, 2026.

These meeting minutes were produced with the assistance of AI.

Respectfully submitted,
Emma Vaughn