DATE: Wednesday, October 7, 2026
TIME: 5:45 PM
LOCATION: Hybrid Meeting – CCRPC Office, 110 West Canal St. Winooski, VT or via Zoom

PRESENT: Bard Hill, Chair; Jacki Murphy, Vice Chair; Dana Hanley, Secretary/Treasurer; Andy Montroll, at large >5,000; Joe Segale, at large <5,000; Chris Shaw, Past Chair; Jeff Carr, Finance Member
ABSENT: None
STAFF: Charlie Baker, Executive Director; Taylor Newton, Deputy Director; Forest Cohen, Business Director; Emma Vaughn, Communications Manager; Anne Nelson Stoner, Outreach & Engagement Manager; Jason Charest, Transportation Technical Program Manager; Bryan Davis, Transportation Planning Program Manager; Christine Forde, Senior Transportation Planner

1. **Start Recording; Start Transcript; Call to Order; Attendance**
   B. Hill called the meeting to order at 5:46pm.

2. **Changes to the Agenda, Members' Items, Group Expectations**
   There were no changes to the agenda. B. Hill referenced the standard Group Expectations.

3. **Public Comment (for items not on the agenda)**
   No members of the public were present, and no public comments were received.

4. **Draft Minutes – September 4, 2026**
   The committee reviewed the draft September 4, 2026 minutes. There were no comments. ***A. Montroll made a motion to approve the September 4 minutes. J. Murphy seconded. J. Carr abstained. The motion passed 6-0-1.***

5. **Act 250 / Section 248 Applications** | There were none.

6. **Draft FY2028 Municipal Dues**
   F. Cohen reviewed the purpose and allocation of municipal dues, explaining that dues primarily provide local match for the transportation program and other programs where grant funding does not fully cover costs. Unspent dues may be retained in CCRPC's reserve account because municipal dues are flexible funds, while state regional planning funds must be fully expended. Municipal assessments are based on each municipality's share of the Equalized Education Grand List. Staff typically uses the Employment Cost Index (ECI) for state and local government compensation as a benchmark for a potential annual dues increase; the current ECI indicated a 3.6% increase, which would generate slightly more than $10,000 in additional revenue.

   Members discussed the effect of changes in the Equalized Education Grand List on individual municipal assessments and whether some significant changes reflected municipal reappraisals or actual grand list growth. Several members emphasized that municipalities are facing substantial operating-budget pressures and supported holding the overall dues assessment level, particularly if additional revenue would primarily increase CCRPC reserves rather than be needed for current expenses. Other members noted that a modest increase of 1–2% could help avoid future funding pressure and maintain continuity in annual dues increases.

   C. Baker explained that increased regional planning funds in recent years have allowed CCRPC to use state funds as match for federal transportation expenditures, preserving some municipal dues for reserves. He noted, however, that future state regional planning funding remains uncertain because it is tied to property

transfer tax revenues. He estimated that foregoing the 3.6% increase would have a relatively modest impact – approximately $10,000 – and could result in somewhat less funding being added to reserves. Members also noted that CCRPC has previously adopted 0% dues increases and that recent annual increases have generally ranged from approximately 2% to 4%.

J. Carr made a motion to recommend a 0% increase in FY2028 municipal dues to the Board. J. Murphy seconded. D. Hanley opposed. The motion passed 6-1-0.

7. Proposed TIP Amendment Policy updates

C. Forde reviewed proposed revisions to CCRPC's Transportation Improvement Program (TIP) amendment policy, explaining that federal regulations distinguish between administrative modifications and formal amendments but do not establish specific percentage or dollar thresholds. The proposed policy would clarify those thresholds and streamline routine TIP changes occurring between annual TIP updates. Standard amendments would continue to receive public review and TAC and Board approval, while administrative modifications could be approved by the Executive Director with subsequent notification to the TAC and Board. Public hearing amendments would generally be reserved for significant changes such as new fiscally constrained projects or major changes in project location, scope, or purpose.

C. Forde explained that the draft presented in the packet has a 15% project-cost increase threshold with a $500,000 cap for administrative modifications, while the TAC recommended a 25% threshold with a $1 million cap. A review of FY2025 and FY2026 TIP revisions showed that the proposed policy would substantially shift routine changes from standard amendments to administrative modifications. Members discussed the appropriate balance between administrative flexibility and Board oversight and clarified that exceeding the threshold would result in a standard amendment with a public meeting, not necessarily a public hearing.

J. Carr made a motion to recommend approval of the TIP Amendment Policy using a 25% project-cost threshold and $1 million cap for administrative modifications. C. Shaw seconded. The motion passed unanimously.

Following the vote, members also clarified that the Executive Director should retain discretion to elevate an otherwise qualifying administrative modification to the standard amendment process when a project's significance or public interest warrants additional review. C. Forde indicated that this discretion would be explicitly incorporated into the next draft.

8. Draft Public Participation Plan

A.N. Stoner presented the draft update to CCRPC's Public Participation Plan (PPP), which was last fully updated in 2014 and amended in 2017. She explained that the update is intended to move the PPP beyond a compliance-focused document and create a practical framework for staff and project teams to design, implement, and evaluate meaningful public engagement. The draft consists of two parts: the Public Participation Plan, which establishes requirements and baseline expectations for CCRPC, and a toolkit that provides project teams with worksheets, templates, accessibility resources, facilitation guidance, and other tools for planning engagement appropriate to a project's purpose, impacts, budget, and decision points.

A.N. Stoner highlighted a revised Project Impact and Engagement (PIE) Worksheet intended to help project teams identify the appropriate level of public participation early in project development, including interested and affected parties, environmental justice considerations, accessibility needs, engagement methods, and necessary resources. Members discussed the scope of the plan and its applicability to municipal projects; staff clarified that it applies when CCRPC is involved in a project but does not independently impose new requirements on municipal planning commissions or other local bodies.

Members encouraged staff to make the resources readily usable by municipalities through concise tools, visual guides, examples, short-form training, or other formats that could supplement the full plan. Discussion also emphasized barriers to participation, including transportation limitations, lack of internet access, discomfort with large public meetings, and growing public distrust of government. Members noted that reaching people where they are, including through smaller community-based engagement opportunities, can improve participation but may require significant staff resources.

A.N. Stoner said staff are collecting feedback from CCRPC staff, committees, community partners, state agencies, and municipal representatives and will incorporate comments over the coming months. C. Baker thanked A.N. Stoner and other involved staff and noted that CCRPC's previous major public participation planning effort became a model that was adapted by communities, and he anticipated that this update could similarly serve as a resource for municipalities and other organizations. He also noted that recent efforts, including the Community Liaison Policy, are already helping CCRPC develop approaches for meeting community members where they are. The updated plan is expected to return to the Board for action in January.

9. Legislative Breakfast Topics

C. Baker opened discussion of potential topics for CCRPC's December 10 legislative breakfast, noting concern among municipalities about finances and increasing demands on local governments. Drawing on discussions at the recent Vermont League of Cities & Towns (VLCT) Town Fair and CCRPC's 9/29 Municipal Elected Official Forum, he identified wastewater funding as a priority, particularly as communities consider infrastructure needed to meet housing targets. He also noted the importance of discussing the needs and interests of Chittenden County municipalities in the context of increasing statewide attention to rural communities.

Members suggested intermunicipal collaboration and shared services as another topic, including barriers and opportunities for municipalities to share staff, equipment, road crews, and other services through more formal mutual-aid agreements. Members also discussed municipal revenue diversification and local option taxes, including interest among some municipalities in obtaining authority for an additional percentage point of local option sales, meals, rooms, and alcohol taxes and concerns about the portion of local option tax revenue retained by the State. Members noted the broader challenge of municipalities relying heavily on property taxes to support local services.

Additional suggested topics included transit funding, particularly options for reducing reliance on municipal property taxes, and broader transportation funding, including uncertainty surrounding federal transportation revenues and the level of State support for municipal roads and bridges. Members emphasized that transportation funding remains particularly important to CCRPC in its role as the region's Metropolitan Planning Organization.

Members also suggested an Act 181/Act 250 implementation debrief, including the recent Land Use Review Board process and opportunities for municipalities to pursue Tier 1A status. Discussion noted that Tier 1A would shift certain development review responsibilities from the Act 250 process to municipalities, potentially requiring additional municipal capacity. Members suggested there could be a future role for CCRPC in coordinating shared or intermunicipal services as well as for supporting communities interested in pursuing Tier 1A status.

C. Baker invited members to submit additional ideas as they arise and noted that the topics will be discussed again before the December 10 breakfast. Staff will send Board members and alternates a calendar hold and will send a save-the-date to everyone soon.

10. Chair/Executive Director Report

a. **Board Training for October** | C. Baker revisited whether Board training meetings should be held in person to provide additional opportunities for Board members to build relationships. Members discussed balancing the benefits of in-person interaction with the convenience of remote participation and generally supported continuing to hold in-person Board meetings quarterly rather than requiring all training meetings to be in person. C. Baker noted that, including the December legislative breakfast, the Board will have four in-person meeting opportunities this year.

b. **Act 181 Updates** | C. Baker noted that this item was already covered at the end of Item 9, and that it would be a topic at the 12/10 legislative breakfast.

c. **Other |** B. Hill drew members' attention to ongoing discussions among Vermont League of Cities and Towns (VLCT), Property and Casualty Intermunicipal Fund (PACIF), and VLCT Employment Resource and Benefits (VERB) Trust regarding organizational responsibilities, authority, and financial arrangements, noting that municipalities participating in PACIF or VERB may wish to follow the discussions. C. Baker also directed members to VLCT's recently approved FY2027-2028 Municipal Policy document, noting that it provides useful context as CCRPC prepares for its legislative breakfast.

11. Draft October Board Agenda

C. Baker reviewed the proposed October 21 Board agenda. Items include a public hearing and adoption of the FY2027-2030 Transportation Improvement Program (TIP), along with certification of the metropolitan planning process; the proposed TIP Amendment Policy updates; and the proposed FY2028 municipal dues.

The agenda will also include consideration of a letter regarding the Lamoille Tactical Basin Plan's conformance with the Regional Plan. Members supported providing brief background on the Basin Plan before considering the letter. Additional items include the annual regional project priority list developed with GBIC, an introduction to the draft Public Participation Plan, and continued discussion of Legislative Breakfast topics. C. Baker noted that the separate Act 181 update could be removed from the draft agenda. Staff will also provide information regarding the upcoming 10/29 Housing Convening and a reminder about the 12/10 Legislative Breakfast.

12. New Business | None

13. Adjournment

J. Murphy made a motion to adjourn. C. Shaw seconded. The motion passed unanimously. The meeting adjourned at 7:14pm.

The next meeting is Wednesday, November 4, 2026.

These meeting minutes were prepared with the assistance of AI.

Respectfully submitted,
Emma Vaughn