DATE: Tuesday, September 1, 2026
TIME: 9:00 AM
LOCATION: Virtual meeting via Zoom
ATTENDANCE:

Members Present:	Staff:
Adam Argo, Huntington Adam Wechsler, People with Disability Aaron Martin, Essex Bob Henneberger, Older Adults Chris Damiani, GMT Chris Yuen, Essex Junction Christine Dougherty, Williston Deirdre Holmes, Charlotte Erica Towle, South Burlington Holly Francis, Environment Jack Evans, Local Motion Josh Arneson, Richmond Matthew Arancio, VTrans Randy Alemy, Colchester Roger Thompson, FHWA	Charlie Baker, Executive Director Taylor Newton, Deputy Director Ann Janda, Senior Energy Project Manager Bryan Davis, Transportation Planning Program Manager Christine Forde, Senior Transportation Planner Eliana Fox, Transportation Planner Emma Vaughn, Communications Manager Jason Charest, Transportation Technical Program Manager Marshall Distel, Senior Transportation Planner Sai Sarepalli, Senior Transportation Planning Engineer Guests: Gillian Nanton, Shelburne Matt Langham, Nicole Gadbois, Anna Henes, VTrans Michael Giguere, Essex Junction Will Hodgson, GMT

1. Call to Order, Welcome + Attendance, Group Agreements
   B. Davis called the meeting to order at 9:04 AM and reminded members about the CCRPC group agreements which are included in this month's agenda.

2. Consent Agenda
   None this month.

3. Approval of July 7, 2026 Minutes
   B. HENNEBERGER MADE A MOTION TO APPROVE THE MINUTES OF JULY 7, 2026, SECONDED BY C. YUEN. THE MOTION PASSED UNANIMOUSLY.

4. Public Comment Period
   No comments from the public.

5. CCRPC Board and Committee Member Handbook & Code of Conduct
   E. Vaughn, CCRPC, presented the CCRPC Board and Committee Member Handbook & Code of Conduct which was recently adopted by the CCRPC Board. The handbook explains the roles and responsibilities of Board and committee members, establishes shared expectations, and provides a process for addressing concerns if or when they arise. It provides a set of guidelines intended to reflect and cultivate CCRPC's values, equity commitment, and purpose. Group expectations are a key component and are included in committee agendas and CCRPC presentation slides. It also includes links to a variety of CCRPC resources across organizational topics and plans. For more

information visit: ccrpcvt.org/commissioners or contact Emma at 802-846-4490 x121 or evaughn@ccrpcvt.org.

6. FY2027–FY2030 TIP

C. Forde, CCRPC, said that federal regulations require the CCRPC, as the designated Metropolitan Planning Organization (MPO) for Chittenden County, to develop and maintain a Transportation Improvement Program (TIP). The TIP contains funding information for transportation projects proposed to spend federal transportation dollars in Chittenden County. Projects must be listed in the TIP to spend federal transportation funds. The TIP includes all modes of transportation including highways, bicycle and pedestrian facilities and transit. The TIP covers a four-year period, and it must be fiscally constrained. It is typically updated every year with the assistance of the Transportation Advisory Committee (TAC), the Vermont Agency of Transportation (VTrans), and Green Mountain Transit (GMT).

To get on the TIP, projects need to have been through the planning process, be ready for design, have funding, and must be listed in the VTrans Capital Program. Once the fiscal constraint is set, it can't be changed, meaning new projects can't be added without changing the fiscal constraint. The TIP is incorporated into the State Transportation Improvement Program, or STIP. The CCRPC is currently operating under the FY25-28 TIP while the FY26-29 TIP is under review by VTrans and FHWA. C. Forde reviewed the organization of the Draft Fiscal Year 2027–2030 TIP, how to read the rows and columns, and then shared several charts and slides showing funding across project types.

J. EVANS MOVED TO RECOMMEND THAT THE TAC ASK THE BOARD TO WARN A PUBLIC HEARING FOR THEIR OCTOBER MEETING FOR THE FY2027–2030 TIP; AND THAT THE BOARD APPROVE THE TIP IN OCTOBER, SECONDED BY C. YUEN. THE MOTION PASSED UNANIMOUSLY.

7. TIP Amendment Policy

C. Forde, CCRPC, said the organization is recommending revisions to CCRPC's Transportation Improvement Program (TIP) Amendment Policy to provide a clearer distinction between TIP amendments and administrative modifications, and to align the process more closely with the federal framework in federal regulations (23 CFR Part 450). The revised policy replaces the prior policy's detailed dollar and percentage thresholds with a significance-based approach focused on fiscal constraint, project purpose and independent utility, regional priorities, and public interest. It also clarifies the public participation process and establishes a more structured expedited amendment process.

R. Thompson, FHWA, expressed concern that if the TIP changes through amendment, it also changes the STIP, which requires public involvement. C. Forde noted that CCRPC meetings are public so there is an opportunity for the public to comment. R. Thompson noted that public review is required for amendments but not administrative modifications, and it seems most of the changes made to the TIP would be considered modifications rather than amendments. M. Langham, VTrans, said amendments in the TIP are incorporated into the STIP, and the State follows the "Non-metropolitan planning process" to update the STIP.

Staff from CCRPC, VTrans, and FHWA will continue discussions offline and come back to the TAC with an update.

8. Demographic Forecast Update

J. Charest, CCRPC, reminded the TAC that the CCRPC updated the regional forecasts for population, employment, and households out to 2050. The last update was in 2017 and the preference is to update this every 5 years but was delayed due to the pandemic. This data is of critical importance to informing and updating our ECOS and Metropolitan Transportation Plans (MTP) along with our regional travel demand model. The MTP is our long-range transportation plan and as a Metropolitan Planning Organization (MPO) is required to be updated every 5 years. The process to update our MTP before it expires in May of 2028 is in its initial stages and ramping up this coming fall and next calendar year with the Long-Range Planning Committee (LRPC).

Population forecasts were previously presented at the July 7, 2026 TAC meeting. Following that meeting, employment forecasts became available and were presented at the July 8, 2026 Planning Advisory Committee (PAC) meeting as well as the July 15, 2026 Board meeting. Additionally, we now have household forecasts as well. The draft forecasts are on the agenda as an action item for approval at the September 2, 2026 Executive Committee meeting. The PAC will also revisit things at their September 9, 2026 meeting. Providing there are no major changes, this will then go to the Board for their approval at their September 16, 2026 meeting.

These are representations of current trends rather than conditions for which we're planning. Chittenden County population is expected to grow by 12,000 by 2050, 4% employment growth is expected, and nearly 16,000 new households. Note that household size is on the decline from about 2.3 persons per household down to about 2 persons per household.

The demographic forecast data is of critical importance to informing and updating our ECOS and Metropolitan Transportation Plans (MTP) along with our regional travel demand model.

9. MTP Update/ Introduction

B. Davis, CCRPC, said the organization will begin updating the Metropolitan Transportation Plan (MTP) beginning this fall and provided an overview of the MTP and upcoming schedule. The MTP is the region's principal long-range transportation plan that sets the regional transportation vision and goals, must be updated every five years, and is a fiscally constrained document. The current MTP was approved in May 2023. Federal Regulations (23 CFR 450.324(f)) mandate what needs to be included in the document. The MTP is one of four key responsibilities of an MPO in addition to the Transportation Improvement Plan (TIP), Unified Planning Work Program (UPWP), and Public Participation Plan (PPP).

Throughout the process the TAC will have opportunities to contribute to the update, and Erica Towle and Jon Rauscher will serve as TAC reps on the Long-Range Planning Committee (LRPC) who will be overseeing the update.

10. CCRPC Board Meeting Report
    At their July meeting the Board heard a presentation from VTrans on their project programming process and fiscal outlook, voted to approve TIP amendments and the CCRPC Language Access Plan, heard an update on the regional demographic forecast, heard the draft Board committee appointments, heard an overview of the recently adopted Board Member Handbook and Code of Conduct, and other Executive Director updates.

11. Chair/Members' Items
    a. **Long Range Planning Committee**: Erica Towle and Jon Rauscher will serve as TAC reps on the LRPC.
    b. **ADA and Title VI One-Sheets for Local Public Agencies**: VTrans has designed one-pagers to simplify your understanding of ADA and Title VI compliance. Compliance is not just a legal requirement, it is about safeguarding vulnerable communities and ensuring everyone has equal access. Get started here: **ADA** and **Title VI**.
    c. **USDOT Discretionary Grants Dashboard: https://www.transportation.gov/grants/dashboard**.

The next TAC meeting is scheduled for Tuesday, October 6, 2026, 9:00 AM and will be in person.

B. HENNEBERGER MOVED TO ADJOURN, SECONDED BY C. YUEN, MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 10:16 am.

Respectfully submitted,
Bryan Davis