

1 Chittenden County Metropolitan Planning Organization
2 Regular Meeting & Public Hearing
3 Minutes
4

5 Date: Wednesday, May 18, 2005
6 Time: 7:00 p.m.
7 Place: CCMPO Offices; 30 Kimball Avenue, Suite 102, So. Burlington, VT 05403
8 Present:
9 Jerry Mullen, Bolton Robin Pierce, Charlotte Alternate
10 Marc Landry, Colchester Alternate Jeff Carr, Essex
11 Dale Arango, Essex Junction Andrea Morgante, Hinesburg
12 Rick Moulton, Huntington Bob Penniman, Jericho (Chair)
13 Jim Manley, Milton Virginia Clarke, Richmond
14 Jim Dudley, Shelburne Jim Condos, South Burlington (8:40)
15 Stan Hamlet, Underhill Tom Buckley, Westford
16 George Gerecke, Williston Mike O'Brien, Winooski
17 Dawn Terrill, VTrans Secretary
18 Ex-Officio: Chris Jolly, FHWA Aaron Frank, CCTA
19 Lew Wetzel, CCRPC Mike Flaherty, VTA
20 Others: Matthew Langham, VTrans Polly McMurtry, VTrans Plan. Coord.
21 Greg Brown, CCRPC Exec. Dir. Paula Cope, Cope & Associates
22 Deb Sachs, 10% Challenge
23 Staff: Bill Knight, Executive Director Peter Keating, Sr. Trans. Planner
24 Dave Roberts, Sr. Trans. Planner Susan Smichenko, Sr. Trans. Planner
25 Daryl Benoit, Trans. Planner Paul Craven, Project Manager
26 Bernadette Ferenc, Exec. Asst.
27

28 The meeting was called to order at 7:07 p.m. by the Chair, Bob Penniman.
29

30 1. Changes to the Agenda. There were none.
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32 2. Public Comment Period. There were no members of the public present.
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34 3. Action of Consent Agenda. There were two items on the consent agenda: Report from the
35 Executive Committee and Report from the Technical Advisory Committee. JEFF CARR MADE
36 A MOTION TO ADOPT THE CONSENT AGENDA. GEORGE GERECKE SECONDED
37 AND THE MOTION CARRIED UNANIMOUSLY.
38

39 4. Approval of Minutes. JEFF CARR MADE A MOTION TO APPROVE THE MINUTES OF
40 APRIL 20, 2005 WITH ADDITIONS OR CORRECTIONS. JIM MANLEY SECONDED.
41 George Gerecke questioned the number of communities voting in favor of the TIP amendment
42 on page 3 of the minutes – he counts 13. Bernie Ferenc noted that the second number is only the
43 number of communities – so there are only 12 (VTrans is the 13th yes vote). It was noted that on
44 page 7, line 21, “contract” should be “contracts.” VOTE: MOTION CARRIED TO APPROVE
45 MINUTES AS CORRECTED. VIRGINIA CLARKE ABSTAINED.
46

47 5. Strategic Plan Assessment Phase Presentation. Bob Penniman introduced Paula Cope who
48 came to report on the telephone interviews her firm conducted over the last couple of weeks.
49 Paula Cope thanked everyone who participated in the interviews. Although folks were busy they
50 really shared with us, with some interviews taking up to an hour. Many called back and that

1 helped shape the picture. She distributed a report on those interviews. She reviewed the
2 methodology drafted by the consultant and steering committee. The questions covered three
3 main topics (mission/vision/values; strengths, weaknesses, opportunities, and threats; and
4 communications) with a fourth area for open questions. Of the 34 people originally contacted,
5 29 interviews were conducted. These stakeholders included CCMPO board members and ex-
6 officio members, a rep from CCRPC, a legislator, reps from VTrans including the Secretary,
7 FHWA, TAC, business community and MPO staff. Paula then reviewed each question and the
8 responses. The report has 11 recommendations.

- 9 • The MPO needs to define its purpose to be clear, concise and accurate.
- 10 • There should be a vision for the organization as well as for the region's transportation
11 system.
- 12 • Definition of "planning" needs to be discussed and agreed to within the board.
- 13 • Relationship of MPO and VTrans and the legislature. Clarification is critical. It needs to
14 be followed up so we can be confident about that.
- 15 • Relationship with VTrans should be active, collaborative, and strong – not staff
16 dependent.
- 17 • A written procedure with accountabilities should be developed to define for staff the
18 process for handling requests from the public for information. Also information should
19 be clarified for staff and new board members on the open meeting law.
- 20 • Board orientation needs improvement.
- 21 • Provide regular Board and staff training opportunities about new transportation issues,
22 etc.
- 23 • Some improvement to the web could be made including a glossary of transportation
24 terms and acronyms, the MPO story, MPO milestones, etc.
- 25 • Clarify expectations of staff with regard to lines of communications, community
26 stewardship, support to committees, etc.
- 27 • Examine the current committee structure, bylaws, committee charters, and staffing to
28 each committee. Look for opportunities to streamline information and make information
29 more accessible to busy volunteers by providing summaries of detail reports, electronic
30 board packets and innovative ways of doing business.

31
32 There are three key topics the Board will need to address in the near term:

- 33 • Role of MPO as regional transportation planning organization and to follow up on pieces
34 we talked about earlier.
- 35 • Definite desire for all stakeholders for CCMPO to be all it could be.
- 36 • Many wanted to move forward with the strategic planning process and to incorporate
37 gaining clarity on the organization's vision, mission, roles and authority into the process.
38 The next step would be a retreat.

39
40 After a brief discussion it was decided that a retreat will be held on Thursday, June 9 and Friday
41 June 10th from 4-8:30 p.m., thus allowing ½ hour for a dinner break. The location will be
42 determined, as we'd like to have break-out rooms. It's really preferred to have folks attend both
43 sessions to keep continuity. Since the Secretary will be out of town that week, she will ask
44 David Dill to be there.

45
46 6. Public Hearing on FY06 Unified Planning Work Program (UPWP). JERRY MULLEN
47 MADE A MOTION TO OPEN THE PUBLIC HEARING AT 8:05 P.M. JIM DUDLEY
48 SECONDED AND THE MOTION CARRIED UNANIMOUSLY. There were no members of

1 the public present. JEFF CARR MADE A MOTION TO CLOSE THE PUBLIC HEARING AT
2 8:07 P.M. JIM MANLEY SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

3
4 JEFF CARR MADE A MOTION TO APPROVE THE FY06 UNIFIED PLANNING WORK
5 PROGRAM AS PRESENTED. MIKE O'BRIEN SECONDED. VOTE:

6 Bolton	yes	Burlington (4)	absent	Charlotte	yes
7 Colchester (2)	yes	Essex Jct.	yes	Essex Town	yes
8 Hinesburg	yes	Huntington	yes	Jericho	yes
9 Milton	yes	Richmond	yes	St. George	absent
10 Shelburne	yes	So. Burl. (2)	absent	Underhill	yes
11 Westford	yes	Williston	yes	Winooski	yes
12 VTrans	yes				

13 THE MOTION CARRIED WITH 17 OF 24 VOTES PRESENT AND VOTING AND 15 OF 18
14 COMMUNITIES VOTING IN FAVOR.

15
16 Update on Federal Transportation Bill. Secretary Dawn Terrill mentioned that the press reported
17 that Vermont would get \$178M in federal transportation funds in the new Transportation Bill.
18 She described the many variables involved between Senate and House versions, and noted the
19 possibility of additional continuing resolutions before a new bill is passed. We need to stay
20 tuned because there is no guarantee of additional money.

21
22 7. Public Transportation Committee. Bill Knight reported that Bill Keogh, Mike O'Brien and
23 Virginia Clarke have been on the task force and the ad hoc committee. One of the suggestions is
24 to set up a more permanent committee to deal with this topic. The meeting packet included
25 proposed operating procedures for the new committee. A discussion ensued and the following
26 changes were suggested and/or agreed to:

- 27 • Andrea Morgante suggested that we include representatives of school bus transportation
28 because it is important public transportation. Aaron Frank said CCTA does not compete with
29 schools or private transportation providers. The "other" stakeholders could potentially
30 include this segment.
- 31 • Section III. B and C, where we talk about Executive Director and VTrans representatives
32 being "ex-officio" representatives, will be changed to "non-voting."
- 33 • A brief discussion ensued about how the committee would report to the Board. The
34 procedures calls for an annual report, all agreed it should be semi-annual. This will be added
35 to Page 3, Section V. B.
- 36 • Tom Buckley felt the purpose should be more specific to interpret what's going on in the
37 Legislature and monitoring and making recommendations to the Board. He suggested adding
38 an item to the I. Purpose section: "E. Monitor and encourage appropriate legislative policies
39 for Board consideration." After discussing concerns about "lobbying" or the perception of
40 lobbying, members agreed to add the language Tom suggested since we are allowed to
41 provide expert testimony to legislative committees.

42 Chris Jolly noted that this would require staff time and wondered it was covered in the FY06
43 work program. Bill Knight noted it was included.

44
45 MIKE O'BRIEN MADE A MOTION TO APPROVE THE OPERATING PROCEDURES
46 WITH CHANGES MADE THIS EVENING. JERRY MULLEN SECONDED AND THE
47 MOTION CARRIED UNANIMOUSLY.

1 8. Amendments to FY04-06 Transportation Improvement Program (TIP). Bob Penniman said
2 technically this could have been a minor amendment, but the Executive Committee decided it
3 should be discussed since we had just approved the addition of this project at the last meeting.

4 a. Report on Act 250 relative to improvements in the area. Polly McMurtry distributed a report
5 on "Exit 12 – permit conditions concerning traffic impacts", and said Jeff McDonald had said
6 Maple Tree Place traffic projections were erroneous and asked if they had been more on
7 target would the developer have been held more responsible for improvements. She noted
8 that the Maple Tree Place projections were fairly close, but another condition on the Act 250
9 permit was that they provide another traffic study and that's slated to begin in June. She
10 presented a map that showed many Act 250 permits in that area that have been conditioned
11 and continue to go through amendments. Taft Corners Park is getting close to the peak hour
12 trips they were allocated before another traffic study is required. The summary of her
13 research is that it's very complex but certainly developers are being asked to help with the
14 improvements. This is an ongoing saga and Act 250 staff has a database that they keep track
15 of this on. She spoke to Lee Nellis, Williston Town Planner, who said the town only looks
16 after the town roads and developers do pay impact fees. Chris Jolly noted that this first came
17 up in the scoping report for Exit 12 where they were looking at projections and there was a
18 significant difference in the Maple Tree Place traffic study vs. what is actually there. Bob
19 Penniman said this report counters that. Chris Jolly feels something isn't jiving here.
20 George Gerecke said the Exit 12 scoping study report mentioned that there was a discrepancy
21 in Maple Tree Place traffic projections, but maybe it was only one segment of it. Chris Jolly
22 mentioned it because it's a piece of the puzzle.

23 b. Amendment to TIP. JEFF CARR MADE A MOTION TO APPROVE THE TIP
24 AMENDMENT IN THE AMOUNT OF \$900,000 IN THE FY04-06 TIP FOR THE
25 PAVING OF SOUTHBOUND I-89 BETWEEN SOUTH BURLINGTON AND BOLTON.
26 JERRY MULLEN SECONDED. Virginia Clarke reiterated her concern that we're pouring
27 yet another \$1M into a band aid solution to the intersection that is part of the Route 2A
28 corridor being studied with the Circ. Sec. Terrill said the increase requested is not related to
29 Exit 12. The Agency is encountering challenges to paving projects overall in that paving
30 bids are coming in over 30% more than previous years. VOTE: MOTION CARRIED
31 WITH JIM MANLEY ABSTAINING.

32
33 9. Status of FY06-08 Transportation Improvement Program (TIP). Christine Forde prepared the
34 memo to give members a heads up on what's proposed in the new TIP.
35

36 10. Update on Project Review. The board packet contained the latest iteration of the Quarterly
37 Project Status for Chittenden County Projects and it's a work in progress. A subcommittee has
38 been meeting with VTrans quarterly to come up with a report process that works for everyone.
39 Members have found the information to be up to date and valuable. This report is getting to the
40 realization of what this committee was set up for. Members commended Christine Forde on our
41 staff and Jim Bush and Dave Dill at VTrans who made this happen
42

43 11. Nominating Committee. Bob Penniman noted that Jim Condos will serve as chair of the
44 nominating committee and will decide who is on the committee, so if he calls please accept.
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46 12. Executive Director's Report. Bill Knight noted that members received it be electronic mail
47 last Friday.
48

1 13. Committee Reports.

- 2 a. Finance Committee Quarterly report. Mike O'Brien noted that there is a revised profit and
3 loss statement for March at your place. They have no issue with the report.
- 4 b. CCRPC report. Bob Penniman thanked Lew Wetzel and Tom Buckley for taking the
5 message to the RPC last month about the MTP. They'll take action at their meeting next
6 week. Since Jeff McDonald is working out of state we will ask Tom to represent the MPO.
7 Lew Wetzel explained that the RPC chair introduced a draft resolution at the last meeting
8 that incorporates the MTP as the transportation element of the regional plan. When asked if
9 the RPC feels they had adequate representation on the MTP committee, Tom said in general
10 the process had them involved. A lot of questions have been raised in the process and there
11 is a misunderstanding about how a series of comments they had would be treated in the MTP.
12 Most can be characterized as minor. Everyone understands the intent is to address these
13 concerns with the next update of the MTP. Lew said RPC is reviewing the state's rail plan
14 and the one main omission is the relocation of the Burlington railyard and RPC will weigh in
15 on that. Bob noted that RPC is planning to release an initial draft of the new regional plan in
16 June.
- 17 c. Circ EIS. Polly McMurtry said there is a workshop tomorrow at 4:30 p.m. on indirect and
18 cumulative impacts. A second one will be held on June 23rd and there will be two more in
19 the fall. This will be a very technical workshop with break-out sessions for people's ideas
20 and they hope people will come to all four. There will also be workshops on screening of the
21 alternatives. The first step will screen the many alternatives using traffic demand model and
22 that will happen over the summer and fall. The selected alternatives will then have additional
23 analyses. The importance of tomorrow's session is to determine the format and process for
24 evaluating secondary impacts of this project. Sec. Terrill reminded the group of the overall
25 time frame. They're a little behind schedule right now and trying to see where they can make
26 up some time. They hope to have a draft EIS for summer 2006 with construction in 2007.
27 The Berger Group is running all of these workshops and will engage the public.

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29 14. Other Business. There was none.

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31 15. Members' Items. There were none.

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33 16. Executive Session on Personnel Matters. JEFF CARR MADE A MOTION TO GO INTO
34 EXECUTIVE SESSION TO DISCUSS PERSONNEL TO INCLUDE BOARD MEMBERS
35 AND PAULA COPE, PREMATURE DISCLOSURE OF WHICH COULD PREJUDICE THE
36 CCMPO. JIM CONDOS SECONDED AND THE MOTION CARRIED AND THE BOARD
37 WENT INTO EXECUTIVE SESSION AT 9:12 P.M.
38 JEFF CARR MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 10:13 P.M.
39 MIKE O'BRIEN SECONDED AND THE MOTION CARRIED UNANIMOUSLY.
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41 JIM CONDOS MADE A MOTION TO ADJOURN AT 10:14 P.M. JIM MANLEY
42 SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

43
44 Respectfully submitted,

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46
47 Bernadette Ferenc
48 Executive Assistant