

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

5 Date: Wednesday, June 15, 2005
6 Time: 7:00 p.m.
7 Place: 30 Kimball Avenue, Suite 102, South Burlington, VT 05403
8 Present: Bill Keogh, Burlington Jeff McDonald, Charlotte (Vice-Chair)
9 Marc Landry, Colchester Alternate Jeff Carr, Essex
10 Dale Arango, Essex Junction Andrea Morgante, Hinesburg
11 Bob Penniman, Jericho (Chair) Andy Legg, Milton Alternate
12 Virginia Clarke, Richmond Jim Dudley, Shelburne
13 Jim Condos, South Burlington Stan Hamlet, Underhill
14 George Gerecke, Williston Mike O'Brien, Winooski (Sec-Treas)
15 Polly McMurtry, VTrans Planning Coordinator
16 Ex-officio: Chris Jolly, FHWA Lew Wetzel, CCRPC
17 Chris Cole, CCTA
18 Others: Matthew Langham, VTrans
19 Mary Bushey, Assistant City Manager
20 Roslyn Graham, Graham Publications
21 Staff: Bill Knight, Executive Director
22 Peter Keating, Sr. Transportation Planner
23 Christine Forde, Sr. Transportation Planner
24 Susan Smichenko, Sr. Transportation Planner
25 Daryl Benoit, Transportation Planner
26 Bernadette Ferenc, Executive Assistant
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. Bob noted that we will move the Nominating Committee report and
31 election of officers up on the agenda as Item 4a, since Jim Condos has to leave the meeting early.
32

33 The chair welcomed Andy Legg as Milton's alternate and Mike O'Brien introduced Mary
34 Bushey, who is the new alternate from Winooski and the Assistant City Manager. Chris Cole
35 noted she is also a newly appointed CCTA commissioner.
36

37 2. Public Comment Period. There was none.
38

39 Since this was his last meeting as Burlington's representative, the board recognized Bill Keogh
40 for his years of service on the CCMPO board. He was presented with a plaque "for leadership in
41 support of regional multi-modal transportation." Bill served on the board since Sept. 1998. He
42 was vice-chair from 1999-2000 and chair from 2000 to 2003. He will always be remembered to
43 having prepared a timer to be used for public hearings so that all people speaking could be given
44 equal time. He served on the search committee for a new executive director and the public
45 transportation task force. Mr. Keogh was most appreciative of the plaque. He has enjoyed his
46 tenure and hopes to continue as Burlington's alternate representative. It was noted that he could
47 still serve on the public transportation committee.
48

1 Bob Penniman thanked everyone who attended the retreat, especially staff for what they do and
2 their professionalism and being fully involved in the two retreat sessions. He thinks everyone
3 came out of the retreat with good feelings.
4

5 3. Action on Consent Agenda. Since the report from the Executive Committee was not yet
6 prepared, there were only two items on the Consent agenda: report from the Technical Advisory
7 Committee and Minor TIP amendments. JEFF CARR MADE A MOTION TO APPROVE
8 ITEMS C-2 AND C-3 ON THE CONSENT AGENDA. GEORGE GERECKE SECONDED
9 AND THE MOTION CARRIED UNANIMOUSLY.
10

11 4. Approval of Minutes. JEFF CARR MADE A MOTION, SECONDED BY GEORGE
12 GERECKE, TO APPROVE THE MINUTES OF MAY 18, 2005 WITH CORRECTIONS IF
13 ANY. THE MOTION CARRIED UNANIMOUSLY.
14

15 4.a. Report from the Nominating Committee and Election of Officers. The meeting was turned
16 over to Jim Condos, who chaired the nominating committee with Jim Dudley and Bill Keogh.
17 According to our bylaws, Jeff McDonald must leave the Executive Committee since he has
18 served for five years. We will be voting on the 3 officers only today and will elect the at-large
19 members next month. The Nominating Committee proposed the following slate of officers: Bob
20 Penniman, Chair; Mike O'Brien, Vice-Chair; and Jeff Carr, Secretary-Treasurer. There were no
21 nominations from the floor. JIM CONDOS MADE A MOTION TO ELECT THE SLATE OF
22 OFFICERS AS PRESENTED. BILL KEOGH SECONDED AND THE MOTION CARRIED
23 UNANIMOUSLY. Bob thanked Jeff McDonald for the time he has put in on the Executive
24 Committee. (Jim Condos left the meeting.)
25

26 5. Warn for Public Hearing on the FY06-08 Transportation Improvement Program (TIP).
27 Christine Forde made a brief presentation on the proposed TIP. The projects listed in year 1 are
28 top priority; followed by year 2 and then year 3. The TIP is fiscally constrained and all projects
29 must have funding available. It must cover at least 3 years and be updated at least every two
30 years. We did not approve a new TIP last year, so we must approve one this year. The TIP is
31 one of three documents that the CCMPO must produce by federal law. The TIP authorizes
32 obligation of federal transportation funds. If a project is not on the TIP, it cannot be funded with
33 federal funds. She then described how the TIP is developed and the different funding categories.
34 The largest category is roadway and intersection improvements that do not increase capacity.
35 There are 21 projects totaling \$18M; bridge preservation includes three projects plus some
36 general line items totaling \$3.3M (Lime Kiln Bridge; Huntington's East Street Bridge and US 2
37 iron truss bridge in Richmond; Capacity expansion projects include seven projects totaling
38 \$61.4M; there are eleven bike/pedestrian projects totaling \$3.3M – most of which are
39 bike/pedestrian or enhancement program projects; sidewalk projects show \$250,000 in each year
40 of the TIP. Christine highlighted projects with schedule changes, described reasons for delays on
41 some of the projects and reviewed some new projects. Christine described how to read the TIP,
42 which is arranged by community. The most important columns are the three years of funding,
43 which lists only federal dollars. The total cost includes federal, state and local dollars. Projects
44 such as Riverside Avenue had money obligated in prior years, so this year's funding is relatively
45 low. The abbreviations listed in the TIP are: PE = preliminary engineering; ROW = acquisition
46 of right-of-way; CON = construction including final engineering.
47

48 Christine noted that the memo in the meeting package describes two projects that were included
49 in the TIP recommended by the TAC, but not in agreement with VTrans. We had originally put

1 \$500,000 in each year for sidewalks, but we lowered it to \$250,000 per year. VTrans would like
2 to reduce it to \$100,000 for FY06 with no funding in latter years. However, the TAC wants to
3 leave it at \$250,000 per year because it is important for Chittenden County.

4
5 The second project in disagreement is Burlington to Essex passenger rail. VTrans would like us
6 to leave off "including \$4.8M for ROW acquisition." The TAC wants to leave that reference in
7 there, because it supports the resolution adopted by the CCMPO Board in December.

8
9 When asked what Colchester PE for the circ means, Christine Forde said the way the circ is
10 being discussed is divided between Circ Williston and Circ Colchester, which would be an EIS
11 for the rest of the old corridor route but they would review cumulative impacts, and it would go
12 all the way to Route 127. Virginia Clarke wondered why we are calling it "Circ Colchester" if
13 we are looking at all alternatives. Polly McMurtry said it is only called that because of the name
14 recognition to the general public. Chris Jolly said they did take the word "highway" out of there.
15 Virginia suggested we call it "Circ Colchester or alternative".

16
17 Bob reminded members that all we are doing tonight is warning the TIP for public hearing for
18 the July meeting. Right now the TAC, Executive Committee and VTrans have agreed to
19 disagree on these two issues, and he is not sure they'll be reconciled by July. The TAC feels
20 very strong about leaving acquisition of ROW in there, although there is no money in any year.
21 The sidewalk funds came out of a rather lengthy process that culminated in a regional
22 sidewalk/bike plan. We went through years where the MPO was asked to prioritize enhancement
23 projects from our area before they went for state review and many times they ignored our
24 priorities. Polly McMurtry noted that VTrans feels there is another funding source available in
25 the state for these projects and it would take away funding away from other priority projects and
26 given to Chittenden County for additional sidewalks and not be available to other areas of the
27 state. That's why VTrans would like to keep it at \$100,000 while we continue negotiation. Bob
28 Penniman said Chittenden County is a little different from other areas by the size of our
29 municipalities and it's not rocket science to put in sidewalks in many of the communities and not
30 take additional design dollars. When asked if we would have a valid TIP if that is in there, Bob
31 said it would be a valid TIP but may not be included in the STIP. When asked where the debate
32 is taking place it was noted that VTrans has stated their concerns and there will be additional
33 discussion at the next Executive Committee meeting.

34
35 Christine Forde said we're doing some negotiation with FTA about how the money for CCTA is
36 being shown in the TIP. Bob Penniman said the TIP is constrained, as is the UPWP, but there
37 could be additional funding for the TIP as well as the UPWP if the federal transportation bill is
38 passed. Discussion ensued about process, as we have a 15-day warning period prior to the
39 hearing.

40
41 Andrea Morgante questioned the Exit 12B project that's on the TIP for EIS. Bob Penniman said
42 in a previous draft it included money for the EIS for 12B. Some time after that VTrans removed
43 the money out of the three-year window. Some feel that is a problem as we have a letter saying
44 that VTrans had committed to leaving the EIS in the TIP, even though we had to remove any
45 construction funds. Andrea suggested that we name projects differently so that the name doesn't
46 assume a predetermined outcome.

47
48 When asked if FTA changes in formatting were likely to be included, Christine noted that we
49 like to have as many of the issues resolved as we can before we warn the hearing, but we have

1 had to bring changes to the hearing. Bob noted that the easiest thing is to put it in there because
2 it is easier to pull something off than to add it in. JEFF CARR MADE A MOTION TO WARN
3 A PUBLIC HEARING ON THE FY06-08 TRANSPORTATION IMPROVEMENT
4 PROGRAM (TIP) FOR THE THIRD WEDNESDAY IN JULY (JULY 20, 2005). VIRGINIA
5 CLARKE SECONDED AND THE MOTION CARRIED UNANIMOUSLY. Members should
6 call Christine with any questions.
7

8 6. CCMPO Sidewalk Program. Peter Keating noted that Bill Keogh was the primary advocate
9 to get sidewalk program in our TIP. Given the amount of money we felt it was important to have
10 some money available for getting sidewalks ready for construction. We had four applicants –
11 Williston, Essex, Colchester and Burlington. The review committee agreed that Burlington had
12 not followed the instructions in the application, so they were disqualified. The subcommittee
13 recommends full funding for Williston (\$5,868) and Essex (\$25,000); and partial funding to
14 Colchester (\$69,132) for a total of \$100,000. Andrea asked if these projects have to be reviewed
15 by members of VTrans or do the towns work out the details. Peter Keating said the MPO staff is
16 suggested to be project managers for these. Polly said VTrans will be project supervisors.
17

18 A lengthy discussion ensued about these dollars and the relation to the \$250,000 requested for
19 the next three years. Peter Keating said the idea behind this line item is for the MPO to actually
20 build sidewalks. It was noted that we could probably spend \$1M per year if it was available.
21

22 Chris Jolly did note that we need to get the money obligated for these projects by the end of
23 FY05 (Oct. 1st) because that's where it's set up to be done, and he is not sure VTrans would
24 carry this over to FY06.
25

26 When asked what the towns could do if they wanted to apply for the following year, Peter
27 Keating said once we have the adopted TIP we will set up a program. Local match is 20% or
28 more. Andy Legg said the cost for building a project with federal funds is higher because of all
29 the federal standards and he wondered if these would be relaxed. Chris Jolly said they have to
30 follow LTF procedures. Polly said the standards are abbreviated, but there are certain steps that
31 cannot be skipped. It was noted that although this year the committee funded PE for sidewalks,
32 that could change each year. However, the criteria for reviewing the applications are spelled out
33 in the bike/sidewalk plan. When Chris Jolly asked if the PE is completed will these projects be in
34 for construction next year, Bob said no, they should not assume they will be first in line. They'll
35 have to compete with everyone else. JEFF CARR MADE A MOTION TO APPROVE THE
36 RECOMMENDATIONS OF THE SIDEWALK COMMITTEE. JEFF MCDONALD
37 SECONDED AND THE MOTION CARRIED UNANIMOUSLY.
38

39 8 Special Services Transportation Agency (SSTA) and CCMPO. Chris Cole noted that over the
40 last 3-4 years, VTrans has been actively trying to reduce the number of sub-recipients under FTA
41 programs. Right now there are two grant recipients in the state (VTrans and CCTA). Whenever
42 one of them contracts out service to others, those entities are required to follow all federal
43 requirements. SSTA is CCTA's largest contractor. VTrans has contracts with all other rural
44 transit providers. It is important for CCTA and VTrans to ensure their contractors adhere to all
45 the federal requirements because when you're reviewed (every 3 years) and found out of
46 compliance you end up owing funds to FTA. So they take this very seriously. VTrans decided
47 based on information received from FTA that they were no longer going to accept SSTA as a
48 sub-recipient and CCTA became the sub-recipient of VTrans for 5310 funds in FY05. CCTA
49 issued an RFQ looking for contractors to provide the service. SSTA was the only respondent

1 and won the contract. CCTA also contracts with SSTA for paratransit services totaling almost
2 \$800,000 which provides services for ADA clients that can't take existing fixed route public
3 transportation.

4
5 This became an issue with the MPO board with the establishment of the public transportation
6 committee and suggestion that SSTA have a seat on the committee. Chris Cole said whenever
7 they put out bids, they really have to take the low bid and anybody can compete for those
8 contracts. It would be inappropriate to have one of their contractors sitting on a committee that
9 makes policy that could potentially affect other service providers. They want to have ongoing
10 relationship with SSTA as long as they can provide service and be competitive, and they do not
11 want to put SSTA in a potentially compromising position, especially because they're no longer a
12 grant sub-recipient of VTrans. Bill Knight said it was important for the board to hear this
13 because we have always supported SSTA, but their status has changed. VTrans has suggested
14 that SSTA should be removed from the TAC as well for the same reasons.

15
16 A lengthy discussion ensued about who should represent the recipients or recipient organizations
17 on the TAC or public transportation committee. Bill Knight said the strategic planning process
18 will be the opportune time to decide which committee would deal with the issue better.

19
20 9. Strategic Plan Update. Bob Penniman said since last Friday night the direction of the board
21 was to continue to use the subcommittee (Peter Keating, Virginia Clarke, Bob Penniman, & Bill
22 Knight) and figure out where to go. Paula Cope is continuing to get the summary and reports
23 done. The subcommittee will try to meet before the next Executive Committee meeting to get a
24 direction and next steps. It was noted that the report will be distributed and we will go from
25 there.

26
27 10. Executive Director's Report. Bill Knight sent his report out electronically this week.

28
29 11. Committee Reports. a. CCRPC Report. Lew Wetzel said they're working on the new
30 regional plan and will have a first draft in July for the towns and commissioners. Jim Dudley
31 noted that elected officials received a schedule for completion of the plan asking communities
32 how they will participate in the review.

33
34 b. Circ EIS Report. Bob Penniman feels this is going in 90 day chunks. There are 64 issues that
35 have to be reviewed and the June meetings will determine how these issues will be screened.
36 The consultant will be visiting communities again. Dave Roberts has been very active in the
37 process on the technical issues. Polly McMurtry said June 23rd is the 2nd workshop on
38 cumulative impacts and the following week there will be 3 workshops in a row to continue work.
39 Details are on the website: They'll be in Essex Junction on June 28th; South Burlington on June
40 29th and Camel's Hump Middle School on June 30th. Virginia Clarke noted that the Scoping
41 Memorandum is out and they are taking comments on the website. It was noted that CCMPO
42 and CCRPC are just two of the 14 resource agencies participating.

43
44 12. Other Business. There was none.

45
46 13. Members' items. There were none.

47
48 14. Executive Session on Personnel Matters. JEFF CARR MADE A MOTION TO GO INTO
49 EXECUTIVE SESSION WITH BOARD MEMBERS AND BILL KNIGHT AT 8:45 P.M. TO

1 DISCUSS PERSONNEL MATTERS, PREMATURE DISCLOSURE OF WHICH COULD
2 PREJUDICE THE CCMPO. VIRGINIA CLARKE SECONDED AND THE MOTION
3 CARRIED UNANIMOUSLY.

4

5 JEFF CARR MADE A MOTION TO COME OUT OF EXECUTIVE SESSION AT 9:15 P.M.
6 BILL KEOGH SECONDED AND THE MOTION WAS APPROVED UNANIMOUSLY.

7

8 VIRGINIA CLARKE MADE A MOTION THAT THE BOARD AUTHORIZES THE
9 EXECUTIVE COMMITTEE TO NEGOTIATE AN AGREEMENT FOR THE CONTINUED
10 EMPLOYMENT OF WILLIAM KNIGHT AS CCMPO EXECUTIVE DIRECTOR. MOTION
11 WAS SECONDED BY JIM DUDLEY AND APPROVED UNANIMOUSLY.

12

13 JEFF McDONALD MADE A MOTION, SECONDED BY JEFF CARR, TO ADJOURN AT
14 9:17 P.M. MOTION CARRIED UNANIMOUSLY.

15

16 Respectfully submitted,

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19

20 Bernadette Ferenc

21 Executive Assistant