

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

5 Date: Wednesday, January 18, 2006
6 Time: 7:00 p.m.
7 Place: CCMPO Offices, 30 Kimball Avenue, Suite 102, South Burlington, VT
8 Present: Andy Montroll, Burlington Jeff McDonald, Charlotte
9 Marc Landry, Colchester Jeff Carr, Essex (Secretary-Treasurer)
10 Dale Arango, Essex Junction Andrea Morgante, Hinesburg (7:05)
11 Rick Moulton, Huntington Bob Penniman, Jericho (Chair)
12 Virginia Clarke, Richmond Jim Dudley, Shelburne
13 Tom Buckley, Westford George Gerecke, Williston
14 Mike O'Brien, Winooski (V-Chair) Dawn Terrill, VTrans Secretary
15 Ex-Officio: Penrose Jackson, CCRPC
16 Others: Matthew Langham, VTrans Peter Plumeau, Wilbur Smith Associates
17 Staff: Scott Johnstone, Executive Dir. Peter Keating, Sr. Trans. Planner
18 Christine Forde, Sr. Trans. Planner David Roberts, Sr. Trans. Planner
19 Daryl Benoit, Trans. Planner Bernadette Ferenc, Executive Asst.
20

21 The meeting was called to order at 7:02 p.m. by the Chair, Bob Pennimnan.
22

23 1. Changes to the Agenda. The chair added a new item 7a. CCRPC Report. We had
24 inadvertently left this standing report off the agenda.
25

26 2. Public Comment Period. There were none.
27

28 3. Action on Consent Agenda. There were no items on the consent agenda.
29

30 4. Approval of Minutes. TOM BUCKLEY MADE A MOTION TO APPROVE THE
31 MINUTES OF DECEMBER 21, 2005, WITH CORRECTIONS, IF ANY. JEFF CARR
32 SECONDED AND THE MOTION CARRIED WITH RICK MOULTON AND ANDY
33 MONTROLL ABSTAINING.
34

35 5. VTrans FY07 Transportation Budget Presentation. Sec. Terrill noted that after the passage of
36 SAFETEA-LU they knew that they'd have a challenge to come up with the funding. They have
37 a tremendous budget – there is an increase of \$102m (\$78m federal). While SAFETEA-LU is
38 giving us an increase of over \$60m per year for five years, we have only four years to use it. The
39 state funding challenge is large. We need an increase of 10% going into the transportation fund
40 and the state needs to come up with an additional \$24.2m in match funds. The Governor is
41 proposing to enhance the Transportation fund by: increasing selected DMV fees (\$9.8m);
42 redirecting 1% of the Purchase and Use tax (this would recapture 1% of the 2% going to
43 education or \$14.4m); and reduce the amount being transferred out of the T. fund into the general
44 fund. We need to have a sustainable, affordable source because when this bill ends, our reliance
45 on state dollars will increase. In years past, the greatest increase would come in federal formula
46 funding. But this year there are three categories of earmarks that put money into specific
47 projects. Besides raising additional state dollars to cover the increase in federal dollars, the base
48 costs of salaries & benefits; fuel, salt and highway materials, etc. is increasing. The Secretary
49 then gave an overview of the FY07 budget by major program category. (Members received

1 copies of the PowerPoint presentation). The Secretary also distributed a list of MPO area projects
2 for FY2007 from this budget. The Secretary noted that they have never come to the MPO Board
3 with the budget presentation before, but that CCMPO staff usually developed an update of what
4 is being funded in our area. When asked if the reduction of Purchase & Use tax will put
5 political pressure on reducing the JTOC and are they inter-related, the Sec. said no, they are two
6 very distinct issues. When asked if consideration had been given to differentiate the types of
7 vehicles being taxed by DMV so that energy efficient vehicles would be taxed less, the Sec. said
8 this was discussed but it was felt that it would hurt the lower income people who can't afford the
9 higher efficiency vehicles. They had to look at the long-term impact on sustainable revenue.
10 Bob Penniman thanked the Secretary for the presentation.

11
12 6. Executive Director's report. This was sent electronically last week.

13
14 7. Committee Reports:

15 a. CCRPC. Penrose Jackson reported that they haven't met since November except for a short
16 meeting to discuss the most recent draft of the regional plan. They will meet next week and
17 should be releasing the next draft shortly. This is the bulk of their work now and the plan is
18 getting more readable at each draft.

19 b. Executive Committee. Draft minutes were included in the packet for members' information.

20 c. Strategic Planning Committee.

21 i. Vision, mission and goals. Virginia Clarke noted that the committee has put together the
22 vision, mission and goals which were taken from the surveys and retreat done last year. They
23 would like us to adopt them tonight so we can proceed to work on committee structure,
24 MOUs, etc. The vision shows where we want to go, the mission shows how to get there and
25 the goals will track how we do along the way. Scott Johnstone noted that we did add one
26 word to the process that came from SAFETEA LU and that is "equity". That concept is deep
27 within our MTP so we didn't find that an issue. Marc Landry hadn't attended the retreat, but
28 wondered why our partners and stakeholders in goals 3 and 4 didn't include private sector or
29 anything beyond our region. He also asked why "air" wasn't mentioned as being a part of
30 planning in Chittenden County. Bob Penniman noted that the airport gets its own federal
31 funding, so we don't deal with it. Marc Landry wondered why Brian Searles wasn't at the
32 table when CCTA is. It was noted that he does receive the board packet each month and the
33 airport is an ex-officio member of the board. JIM DUDLEY MADE A MOTION THAT WE
34 ACCEPT THE VISION, MISSION AND GOAL STATEMENTS AS PRESENTED. JEFF
35 CARR SECONDED.

36 **VISION:** To create a seamless multimodal transportation system for Chittenden County, Vermont, that is
37 safe, efficient, accessible, equitable and sustainable; that supports economic vitality, and that protects our
38 natural and cultural resources.

39
40 **MISSION :** To be the public forum for transportation decision-making in Chittenden County, Vermont,
41 and to maintain and strengthen a continuous planning process, in collaboration with our partners and
42 stakeholders, that leads to the implementation of our vision.

43 Goals

44
45 **Goal #1:** *To create a world-class, locally effective transportation system through our policy, programming and*
46 *technical decisions, and by:*

47 A. Making those decisions in conformance with the transportation goals of the Metropolitan Transportation
48 Plan (MTP):

- 49 1. Preserve and improve the physical condition and operational performance of the existing
50 transportation system.
- 51 2. Reinforce sustainable land use patterns, such as growth centers, as set forth in local and regional
52 plans.

- 1 3. Create a transportation system that offers constantly improving safety, accessibility, flexibility,
- 2 and comfort for everyone.
- 3 4. Establish a transportation system that minimizes the time and total cost of moving people and
- 4 goods, allowing the region's economy to thrive.
- 5 5. Protect or enhance the region's built and natural environments.
- 6 6. Create a transportation system that builds community, enhances neighborhood vitality, and
- 7 minimizes noise, glare, and vibration.
- 8 7. Provide levels of access and mobility that insure people and goods can travel when and where they
- 9 need to go.
- 10 8. Consider ways to improve transportation system efficiency before increasing transportation
- 11 capacity.
- 12 9. Establish a transportation system that uses diverse sources of power and maximizes energy
- 13 efficiency and conservation.
- 14 10. Develop a transportation system that features a variety of travel modes and encourages the
- 15 reduction of single-occupant vehicle use.
- 16 11. Educate the public—from children to seniors—about the implications of different development
- 17 patterns and mode choice decisions.
- 18 12. Provide improvements to transportation facilities and services expeditiously through an inclusive
- 19 and cost effective process.
- 20 B. Providing technical assistance to member communities.
- 21 C. Facilitating implementation of projects and programs.

Organizational Goals

25 **Goal #2:** *To maintain and improve a strong and effective professional transportation planning organization by:*

- 26 A. Creating a planning process that is comprehensive, collaborative and continuous.
- 27 B. Continuing to attract, retain and educate an excellent staff.
- 28 C. Producing and updating the Transportation Improvement Program (TIP), Unified Planning Work Program
- 29 (UPWP) and MTP in a timely fashion.
- 30 D. Providing orientation and continuing education for board members.
- 31 E. Carrying out strategic planning and updating our organizational documents on a regular basis.
- 32 F. Providing a model of transportation vision, expertise and leadership to the region.
- 33 G. Establishing an efficient and effective internal decision-making process.
- 34 H. Maintaining and updating all computer modeling systems necessary for effective transportation planning.

36 **Goal #3:** *To collaborate fully with our planning partners by:*

- 37 A. Planning for the efficient and maximal use of available federal transportation dollars in accordance with
- 38 federal statutes and state funding constraints.
- 39 B. Being an active and respected partner of VTrans (Vermont Agency of Transportation).
- 40 C. Providing for continuous dialogue with state legislators.
- 41 D. Working closely with the CCRPC (Chittenden County Regional Planning Commission) to understand and
- 42 act upon the critical link between land use and transportation.
- 43 E. Working in conjunction with CCTA (Chittenden County Transportation Authority) to maintain and
- 44 improve our current public transportation system, while seeking to expand the system throughout the
- 45 county without relying upon the local property tax.

47 **Goal #4:** *To communicate fully with regional stakeholders, and understand and act upon regional needs by:*

- 48 A. Providing a forum for discussion of regional transportation issues.
- 49 B. Helping members of the public to understand and make effective decisions regarding transportation
- 50 options.
- 51 C. Providing ample opportunities for public involvement in the decision-making process.
- 52 D. Educating local governments on transportation issues and facilitating communication between board
- 53 members and their municipalities.
- 54 E. Communicating with regional economic organizations such as LCRCC (Lake Champlain Regional
- 55 Chamber of Commerce) and GBIC (Greater Burlington Industrial Corporation), and other regional
- 56 planning entities such as VFOS (Vermont Forum on Sprawl).
- 57 F. Seeking input from those with special transportation needs.
- 58 G. Communicating with regional transportation groups, such as those representing the rail, bicycle, and
- 59 pedestrian issues.

1
2 **Goal #5:** *To develop the concept of regionalism while respecting the role of individual municipalities by:*

- 3 A. Understanding the need for a regional identity for the 18 diverse communities within Chittenden County,
4 and the benefits to the towns of such an identity.
5 B. Acknowledging the possibility of the enlargement of the MPO region beyond Chittenden County within the
6 foreseeable future.
7 C. Establishing a fair and well-regarded system of regional prioritization for projects and programs.
8 D. Carrying out corridor studies in order to understand how the region's needs are interrelated.
9 E. Incorporating into all transportation decision-making an understanding of the importance of air and water
10 quality preservation; open space, agricultural and forestland protection, and fuel efficiency.
11

12 Scott Johnstone suggested we add "public and private" in the description of goal #3, so that it
13 would read, "**Goal #3:** *To collaborate fully with our public and private planning partners*
14 *by:*" Jim Dudley and Jeff Carr agreed to accept that friendly amendment, but Jeff felt we
15 need to mention it in the action as well. After some discussion, it was agreed to add: "F.
16 Provide a continuous dialog with private sector partners and stakeholders."
17

18 Bob Penniman suggested that we add Burlington International Airport in Goal #4, E. after
19 GBIC. Members agreed. Penrose Jackson noted that GBIC is now known only as GBIC
20 rather than the Greater Burlington Industrial Corporation, so we will remove that.
21

22 Andrea Morgante is supportive of the strategic plan and is glad to see that in Goal 5. E. we
23 talk about "incorporating into all transportation decision-making an understanding of the
24 importance of air and water quality preservation, etc." But, we only recognize their
25 importance with complying with regulations rather than a group that would represent those
26 issues in planning. There are organizations but they generally can't be at the table like other
27 stakeholders. Bob Penniman noted that CCRPC has at-large members dealing with these
28 areas. Discussion continued that these ideas are discussed in the MTP goals, which are
29 included in here. It was noted that the strategic plan deals with issues for the organization
30 itself, not planning in general. Virginia Clarke said another thing she found as she looked at
31 other MPOs goals was that there is an ongoing dichotomy between those that want to have
32 environmental concerns separate and others who want to infuse the whole planning process
33 with the environment. Andrea Morgante said we need to be vigilant and find ways to go
34 beyond the regulations. VOTE: MOTION CARRIED UNANIMOUSLY TO ADOPT THE
35 VISION, MISSION AND GOALS AS AMENDED THIS EVENING.
36

37 Bob Penniman thanked Virginia Clarke, Tom Buckley, Peter Keating and Scott Johnstone for
38 all the hard work.
39

40 ii. Establish Charter for Ad Hoc MPO/RPC Review Committee. Scott Johnstone noted that
41 board members wanted to have some input on the regional plan. Last time we discussed how
42 we might go about that and come up with a committee to do that. We first tried to have this
43 committee deal with the back and forth discussion between the two organizations, but the
44 Executive Committee decided to put that back on the Strategic Planning committee's plate
45 and we'll only deal with the comments on the regional plan now. It was agreed this
46 committee would be focused on transportation issues rather than a restatement of municipal
47 comments. VIRGINIA CLARKE MADE A MOTION TO ESTABLISH A COMMITTEE
48 AND CHARGE AS SET FORTH IN THE PACKET. TOM BUCKLEY SECONDED AND
49 THE MOTION CARRIED UNANIMOUSLY.
50

The MPO/CCRPC Committee is hereby charged with the following tasks:

- 1 • Recommend to the Executive Committee and MPO Board positions and statements that the
2 organization should take as a result of the committee's work in their review of drafts of RPC Regional
3 Plan consistent with the Review Process approved at the December 2005 meeting of the MPO Board.
4

5 This Committee shall be made up of three MPO Board Members and staffed by Peter Keating. The
6 Committee shall meet as the items above warrant and will stay in existence to meet these objectives
7 until either the objectives are completed or the committee is otherwise disbanded.
8

9 Bob Penniman, Mike O'Brien and Virginia Clarke will serve on this committee and Andrea
10 Morgante will serve as the CCMPO alternate on the CCRPC board and on the TUSC
11 committee.
12

13 iii. Planning Accountability Policy. Scott Johnstone noted that we've done wonderful
14 things at the Board, the MTP is great and Christine Forde keeps up the TIP. He feels there is
15 no obvious link between what we do with the UPWP and the TIP and the goals in the MTP.
16 He likes to have a board adopt policy and staff do the implementation. This planning
17 accountability policy says that fiscally and programmatically these documents will be
18 developed to show they are connected to the MTP. The Strategic Planning Committee and
19 the Executive Committee thought it made sense. When asked what the "system" might be
20 that we'd use, Scott said we could take data from Quickbooks (or other accounting software)
21 and convert to Excel spreadsheets to be manipulated so we can look at actual expenditures in
22 various areas. **ANDREA MORGANTE MADE A MOTION, SECONDED BY GEORGE
23 GERECKE, TO ADOPT THE PLANNING ACCOUNTABILITY POLICY AS
24 PRESENTED (below). THE MOTION CARRIED UNANIMOUSLY.**

25 The Chittenden County Metropolitan Planning Organization provides many services to its member
26 organizations and other constituents. However, our most important, required products are the Metropolitan
27 Transportation Plan, the Unified Planning Work Program, and the Transportation Improvement Plan. The
28 former is our guiding work product with the latter two representing, in essence, our implementation
29 strategy for the MTP.
30

31 In order for the CCMPO to understand our progress in accomplishing the implementation of our plans, each
32 needs to be linked in real and tangible ways. With appropriate programmatic and financial systems in
33 place, the organization can continuously improve our efforts, better report our progress to the public, and
34 gauge the effectiveness of our efforts.
35

36 Therefore, it is the policy of the CCMPO to programmatically and fiscally link the TIP and UPWP with the
37 MTP. The development of future annual versions of the TIP and UPWP shall occur with appropriate
38 systems in place to assure that the elements in the plans may appropriately be accounted for to demonstrate
39 our progress towards accomplishing the MTP.
40

41 Next steps: Virginia Clarke said the Strategic Planning Committee now needs to look at the
42 organization and revisit the MOUs. We haven't developed a plan as to how we're going to do
43 that. The steps will be to look at the structure of the organization and decide if the committee
44 structure we have is working for us or if we want to change that. Is the TAC working? Other
45 items in that area will be how we should distribute the committee work that we have to have
46 done. If we have a UPWP standing committee and if we have standing committee to work with
47 RPC how do we do that. Revisit the MOUs of the official planning partners, etc. and read the
48 fine print and determine whether they need updating. Working with the RPC – what is the best
49 structure. Do we continue with the Joint Executive Committee that discusses some things but
50 doesn't always have time to discuss things like how we deal with Act 250, etc. There will be
51 plenty to do. Bob Penniman noted that if we do this right and engage members at a committee
52 level the board could perhaps meet less frequently. Jeff Carr feels it would give members the
53 opportunity to get into the issues very deeply and perhaps help new members accelerate the

1 learning curve. It would help board members to feel more useful and a part of the organization.
2 Jim Dudley said he's amazed what the Committee came up with from the Cope exercises and
3 wondered how often they met. Virginia Clarke said the committee did a lot by email to pass
4 ideas around. Andrea Morgante said this would give us more opportunity to think strategically
5 on regional issues and not just be "Andrea Morgante of Hinesburg".
6

7 d. Public Transportation Committee. Tom Buckley thanked members for adopting the policy
8 statement on public transportation. (A copy of the amended statement was distributed.) There is
9 discussion of how we want to use the policy. One of the discussions that has gone on in the
10 background is that there's not likely to be a major legislative action this year, but that we'll be
11 getting ready for the future. They'll discuss this at their next meeting. They will also be hearing
12 a presentation from the state task force on public transportation and there has been discussion
13 about having MPO be represented on that task force. They will also be hearing about the \$2.5m
14 increase in the state budget and have a discussion about the western corridor for public
15 transportation.
16

17 e. Finance Committee Report – FY 05 Audit Acceptance. Members received copies of the final
18 audit report in the meeting packet. Jeff Carr noted that there were no major issues, only the three
19 minor items he's discussed before: 1) treasurer approving journal entries; 2) MPO staff
20 reviewing VTrans invoice prepared by accounting consultant prior to being sent; and 3) disaster
21 recovery plan. We share a server with CCRPC and are taking tapes off premises each day and
22 we're taking steps on how to proceed if we couldn't come back to the office for a time. The
23 Finance Committee has reviewed the audit and recommends acceptance. JIM DUDLEY MADE
24 A MOTION THAT WE ACCEPT THE FY05 AUDIT. JEFF McDONALD SECONDED AND
25 THE MOTION CARRIED UNANIMOUSLY.
26

27 8. FY2007 Unified Planning Work Program (UPWP) Process and Charter. Scott Johnstone said
28 it's time to get something going with the UPWP for FY07. We made mid-year adjustments to
29 the FY06 UPWP for the new money from SAFETEA-LU and we're trying to see what it'll do
30 for FY07. When there are new dollars on the table it's important to put the word out to get ideas
31 of what to do. At the February board meeting we will have a public forum to gather ideas of
32 what folks might want to see in the work program. We may end up deciding not to fund an idea,
33 but it's important to hear them. Another difference is that the Executive Committee determined
34 that the board needs to take ownership so this will be a committee of the Board rather than the
35 TAC. The TAC still has majority number of seats. We will also have committee members from
36 areas of interest rather than from a municipality. Scott also noted that CCRPC and CCTA will
37 not be voting members of the UPWP committee because they request planning dollars for their
38 organizations. We want all of these folks at the table and involved in the process. Once we get
39 the committee working we'll firm up the dates and try to get it all together for a May public
40 hearing. Bob Penniman said there will be more planning dollars on the table and we need to be
41 sure we're making the right decisions. Matthew Langham and Scott are having discussions on
42 what the planning dollars will be. VTrans did give us the revised figures which we plugged into
43 the FY06 budget. GEORGE GERECKE MADE A MOTION THAT WE APPROVE THE
44 DRAFT FY07 UNIFIED PLANNING WORK PROGRAM (UPWP) PROCESS AND
45 COMMITTEE CHARTER. ANDREA MORGANTE SECONDED. Andrea questioned how
46 we'd put the word out to get the public to give us ideas. Scott said that he's working with Diane
47 Meyerhoff to see how we could get the word out. The three board members have been
48 identified: Jim Dudley, Jeff Carr and George Gerecke. VOTE: MOTION CARRIED
49 UNANIMOUSLY.

1
2 9. Rail Authority Update. Bob Penniman said at the last meeting he told us they were going
3 towards closure, but they got bogged down with some members of the committee wanting to
4 keep the process going and wanting to fund an independent, outside consultant to look at rail
5 authority (with no funding source identified). There was motion to accept the draft report but
6 that was tabled. The meeting scheduled for earlier today was cancelled because of the weather.
7 He is not likely to support an outside consultant to relook at rail authority feasibility. He thinks
8 VTrans made a good faith effort to reorganize and is trying to get projects done. He feels an
9 independent study would be a major distraction to the process. He feels there should be some
10 method of evaluating VTrans performance after a year to see how they do. Jim Dudley asked
11 what the motivation is for these parties to do an independent study. Bob said those parties are
12 vested in thinking that an independent rail authority is the only way to go. Parties in the
13 southwest think that an independent authority can do it better. The makeup of the committee
14 was very specific in the legislation last year. There were equal numbers of senators and house
15 reps, 1 RPC rep, MPO, treasurer, administration and Sec. of Transportation leading it.

16
17 10. Members' Items. There were none.

18
19 JEFF CARR MADE A MOTION TO ADJOURN AT 8:58 P.M. JEFF McDONALD
20 SECONDED AND THE MOTION CARRIED UNANIMOUSLY.

21
22 Respectfully submitted,

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25
26
27 Bernadette Ferenc, Executive Assistant
28