

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

5 DATE: Wednesday, May 17, 2006  
6 TIME: 7:00 p.m.  
7 PLACE: CCMPO Main Conference Room, 30 Kimball Ave. Suite 102, So. Burlington, VT  
8 PRESENT: Jerry Mullen, Bolton Andy Montroll, Burlington  
9 Jeff McDonald, Charlotte Marc Landry, Colchester  
10 Jeff Carr, Essex & Essex Junction Alternate (Sec.-Treas.)  
11 Andrea Morgante, Hinesburg Rick Moulton, Huntington  
12 Bob Penniman, Jericho (Chair) Virginia Clarke, Richmond  
13 Jim Dudley, Shelburne Marc Maheux, Underhill  
14 Tom Buckley, Westford George Gerecke, Williston  
15 Mike O'Brien, Winooski (V-Chair) David Dill, VTrans Deputy Sec.  
16 Polly McMurtry, VTrans  
17 Ex-Officio: Chris Jolly, FHWA Ernie Blais, FHWA District Adm.  
18 Garret Mott, CCRPC Chris Cole, CCTA  
19 Others: Matthew Langham, VTrans Rich Ranaldo, VTrans  
20 Greg Brown, CCRPC Exec. Dir. John Zicconi, VTrans  
21 Wayne Senville, Burlington resident Ken Robie, VTrans Special Projects  
22 Kevin Marshia, VTrans Marilyn Sowles, Colchester resident  
23 Jane Marvin, MPO TAC  
24 Staff: Scott Johnstone, Executive Director Peter Keating, Sr. Trans. Planner  
25 Christine Forde, Sr. Trans. Planner David Roberts, Sr. Trans. Planner  
26 Susan Smichenko, Sr. Trans. Plan. Daryl Benoit, Transportation Planner  
27 Bernadette Ferenc, Exec. Asst.  
28

29 The meeting was called to order at 7:00 p.m. by the Chair, Bob Penniman.  
30

31 1. Changes to the Agenda. Bob suggested a couple of changes – on Item 5 Dave Dill is here to  
32 do the presentation instead of Sec. Terrill; Item 6 TIP Amendments is an action item based on a  
33 special Executive Committee meeting we had last week; under committee reports 11.d is a  
34 discussion item and not an action item. When we talk about Item 7, UPWP you have new  
35 information at your place with changes in the budget. Mr. Penniman then welcomed Ernie Blais  
36 the new District Administrator at FHWA in Montpelier.  
37

38 2. Public Comment Period for Items not on the Agenda. Wayne Senville is a resident of  
39 Burlington and wanted to speak to the circ highway. His comments are somewhat related to the  
40 EIS, but not directly. He watched Channel 3 News tonight and there was a report on the Circ  
41 EIS but also a statement that the total project cost was now at \$220 million. When he looked  
42 into the total project costs 3 years ago it was \$185 million. He doesn't know if WCAX report  
43 was accurate or not. He wondered if VTrans has any other current cost estimates for the circ  
44 and whether they would have cost estimates for alternatives to the circ. He would have hoped  
45 that the MPO, before embarking on an EIS would have taken a step back and looked at costs of  
46 the circ vs. what other transportation projects are not being funded in Chittenden County because  
47 of the circ. He thinks there is still time now to do a balance sheet on remaining costs of the circ  
48 whether that's \$100 million or so and what it could be doing. He hoped the MPO would do that  
49 even though it's not part of the EIS process. He hopes VTrans has current funding projections

1 available. Dave Dill said WCAX interviewed him this afternoon on the EIS and not the cost of  
2 the circ highway. He has no clue where the \$200 million came from. He hopes we'll view that  
3 with suspicion as the whole point of the EIS is to decide what we'll build in the first place.  
4

5 3. Approval of the Consent Agenda. There were no items on the consent agenda.  
6

7 4. Approval of Minutes. JEFF CARR MADE A MOTION TO APPROVE THE MINUTES OF  
8 APRIL 19, 2006 WITH CORRECTIONS AS INDICATED. JERRY MULLEN SECONDED  
9 AND THE MOTION CARRIED WITH JIM DUDLEY AND JEFF McDONALD  
10 ABSTAINING.  
11

12 5. Circ Highway- Discussion. Deputy Transportation Secretary David Dill represented the  
13 Agency. Mr. Dill said recently they finished the initial screening process of 23 alternatives.  
14 They're looking at 8 more thoroughly, which is more than you would typically review. They're  
15 at a point in the current process where they're past the point of uncertainty. They feel it's a good  
16 time to look at schedule and costs since we're about to embark on the FY 2007 TIP. Everyone  
17 has a copy of the press release they issued this afternoon. They're suggesting we add \$1 million  
18 to FY07 for continued EIS work for circ-Williston. The completion date has been moved to  
19 spring 2007 rather than December 2006. It shouldn't be a surprise with the complexity of the  
20 project and the extraordinary coordination with the number of agencies involved, the amount of  
21 public involvement; and because they're reviewing many more alternatives than normal. He  
22 noted it is evolving, but is still progressing. They are working to get it done as quickly as  
23 possible. He feels the press release outlines it very well.  
24

25 6. Transportation Improvement Program (TIP) Amendment – paving for Essex, VT I289.

26 Christine Forde emailed information to the board and TAC but presented additional information  
27 tonight. Basically, we need to add funds for I-289 paving. We need to add \$1.2 million as the  
28 initial cost estimates did not include the ramps and this particular stretch has significant length  
29 on its ramps. \$2.59 million is the total project cost. We are proposing these other amendments  
30 because there is no room within the MPO (or state) fiscal constraint. Changes include:

- 31 • Add \$1.2 million in FY07, in addition to the \$1.39 million in FY06 for I-289 paving;
- 32 • Deduct \$400,000 in FY07 from Circ-Colchester- which was for beginning the EIS and this  
33 won't start until after Circ-Williston is completed.
- 34 • Remove \$300,000 for PE for I-89 Exit 12b from FY07. (That was to have started the EIS  
35 process.)
- 36 • I-89 Exit 14 – we previously had \$500,000 for construction in FY07 for Ramp C using  
37 interstate maintenance funds. That will now be funded with part of the SAFETEA-LU  
38 earmark which had been for the ramp behind the Sheraton and by doing that it'll give us the  
39 IM funds for the I-289 paving.

40 When asked if the earmark was being used for other than what it was intended, Christine Forde  
41 said the earmark was worded for use on upgrades on Exit 14, so it is loose enough to allow the  
42 change, although it was not the original intent. Bob Penniman then explained that there were  
43 two earmarks for Exit 14: \$3 million for the so-called missing lane in front of Staples Plaza and  
44 we agreed to keep that whole since we felt it could still be done in the near term. Another \$4  
45 million earmark was for a long term recommendation for a new slip ramp behind the Sheraton.  
46 Christine Forde said on this list of amendments, only the paving project is increasing in cost, the  
47 others are changes in schedule or funding source. When Chris Cole asked if the long-term slip  
48 ramp is still a viable project, Bob Penniman said yes it's just longer term. Scott Johnstone said it  
49 would still leave \$1.25 million to advance the concept and begin work on that project. Chris

1 Cole feels the Staples Lane is a critical project for his organization. When asked what the TAC  
2 had thought of this, Christine Forde noted that she did not hear any objections, but only questions  
3 for clarification. JEFF CARR MADE A MOTION TO APPROVE THE MINOR TIP  
4 AMENDMENTS AS OUTLINED. JIM DUDLEY SECONDED AND THE MOTION  
5 CARRIED UNANIMOUSLY.  
6

7 7. FY07 Unified Planning Work Program (UPWP). Scott Johnstone said this is the first chance  
8 to really look at the proposed work program and a new document was presented tonight, after  
9 some budget adjustments. We went through a pretty extensive process to develop this  
10 beginning with a public meeting in February. We collected over 300 ideas from the public  
11 which consisted of a wide range of interest, such as public transit, bike/ped; etc. About 70-80%  
12 are positively responded to in the work program. We then went into committee process and held  
13 4 meetings. For the first time we had CCTA and CCRPC give detailed reports of what they  
14 planned to do and the committee dove pretty deeply into how to invest the dollars. We worked  
15 with the Finance Committee on the budget side of this. It's important to know that along with  
16 the work program, you are adopting the agency budget. Then the Executive Committee  
17 reviewed it. Scott then gave a PowerPoint presentation showing basic budget information – in  
18 FY06 our core budget was \$1.94 million. For FY 07 it's \$2,097,458. However, VTrans has  
19 asked to move all planning items above the line (in the actual UPWP) rather than in the overall  
20 agency budget, so this creates a larger increase that it really is. Including everything, the total  
21 agency budget is \$3.2 million. Major upward pressures include a new server (our half is  
22 \$15,000); more money for the 2030 MTP; technical assistance and TDM for Way to Go Week.  
23 Major downward trends included reductions in the budget for CCRPC, Safe Routes to Schools  
24 (there's a new federal program that has provided funds statewide- the pilot project was funded  
25 with MPO planning funds), transportation model, TIP, communications (we'll stop printing and  
26 mailing the newsletter), strategic planning and 2025 MTP. We reviewed our options for  
27 investment – we could add to technical assistance and scoping, invest in strategic new  
28 opportunities or a blend. We recommend the following strategic investments: TMA startup  
29 (\$30,000); TDM/Bike/Pedestrian Marketing (\$20,000); Regional Inter-Regional Bike Ped  
30 (\$16,000); Futures Initiative (\$24,000); Enhanced TSM Initiative (\$30,000); Alternative Fuels  
31 Plan (\$7,000); Air Quality Plan (\$25,000); Transportation Safety Program (\$20,000); Project  
32 management and information system (\$16,000); Small Community Service Initiative (\$20,000);  
33 Past Project Performance research – Route 7 (\$9,000); Transportation Model (Regional & day  
34 based) (\$25,000); Innovative Finance Initiative (\$9,000); Land Use Planning (model legislation,  
35 parking) (\$10,000); Assist communities to coordinate projects to implementation (\$29,000);  
36 Western VT Corridor Study (\$300,000); Technical assistance enhancement (\$60,000); Aging  
37 population initiative (\$5,000); Performance measures and indicators (\$6,000).  
38

39 CCMPO FY07 budget – revenues and expenses balance; local match dollars are sufficient for  
40 federal dollars; it includes a salary pool of 3.7% and assumes 0% increase in benefits costs for  
41 second half of the year per review goals; this would add 2 employees – one full time, permanent  
42 beginning this fall which would restore us to employee level as of adoption of the current  
43 UPWP. The second position would be a limited service position to address current needs, yet  
44 with an identified end date. We feel these positions are necessary to allow the work plan to be  
45 completed rather than planned and unfulfilled; assure new initiatives are launched and achieved;  
46 and assure new funding is managed and appropriately spent. Scott Johnstone then briefly  
47 reviewed the administrative overhead. Our next steps will be to develop a new advisory UPWP  
48 in a new format and to hold a public hearing on the work plan in June. JERRY MULLEN  
49 MADE A MOTION TO WARN A PUBLIC HEARING ON THE FY07 WORK PROGRAM

1 FOR OUR JUNE MEETING. JEFF MCDONALD SECONDED. Bob Penniman thanked  
2 everyone who worked hard to put this together. Jeff Carr noted that he was impressed with the  
3 working of the committee to get us to this point. He feels linking the work program to the MTP  
4 goals is a good thing. VOTE: MOTION CARRIED UNANIMOUSLY.

5  
6 8. Executive Director's Report. This will be sent electronically tomorrow, we were busy  
7 finalizing the work program.

8  
9 9. FY07-10 Transportation Improvement Program (TIP). Christine Forde distributed a hand out  
10 regarding the draft TIP. A preliminary draft TIP has been developed and approved by the  
11 subcommittee. It's with VTrans for review and comment. We'll have comments before the  
12 TAC meeting and board members will have a complete draft for the June 21<sup>st</sup> meeting. The table  
13 she included is to see what has changed in the TIP from last year. She asked board members to  
14 review it and get back to her with any comments. Jeff McDonald said Route 7 is delayed again  
15 and he'd like to get a check on project scheduling. He feels it's a delay in ROW and lack of staff  
16 at VTrans. There was a brief discussion about what the Charlotte project is.

17  
18 Marilyn Sowles suggested we come up with another name for the project rather than calling it  
19 Circ Williston for construction because the idea is really supposed to check all alternatives. Dave  
20 Dill said they had the discussion and the name was changed from Circ A&B to Circ Williston to  
21 see what will come out of the area which the EIS covers. Bob Penniman noted that the TIP will  
22 be reviewed at our June meeting and warned for public hearing in July.

23  
24 10. CCMPO Personnel Manual. Scott Johnstone said we've had a Personnel Manual for a long  
25 time, but it doesn't cover all the points. We worked together with CCRPC to develop a new  
26 manual because they didn't really have one. Benefits and salary structure are not included here.  
27 Our salary structure will be similar to CCRPC, but the benefit package will be different. The  
28 RPC through its Executive Committee has adopted their personnel manual including benefit  
29 package. There was a lot of staff time and committee review and the Executive Committee  
30 recommends the MPO board adopt this personnel manual excluding the benefit and pay  
31 schedule. JIM DUDLEY MADE A MOTION TO ADOPT THE PERSONNEL MANUAL.  
32 JEFF CARR SECONDED. When asked whether the manual needs to be approved by the board  
33 vs. executive committee, Scott Johnstone said it wasn't clear in the bylaws so we decided to put  
34 it to the full board. VOTE: MOTION CARRIED UNANIMOUSLY.

35  
36 11. Committee Reports:

- 37 a. Executive Committee minutes from May 3rd were sent in the meeting package.  
38 b. Technical Advisory Committee. The TAC report was included in the meeting package.  
39 c. Strategic Planning Committee. Virginia Clarke said they met today to advance the mission  
40 of the committee and looked at models of committee structure and will continue to work  
41 from Cope materials and other comments for updating the way the organization is configured  
42 and how we're organized. Scott Johnstone said we're working to have the bylaws and  
43 committee structure completed in the September time frame.  
44 d. Public Transportation Committee. Tom Buckley said the meeting package contains a draft  
45 policy that came from discussion the committee has been having. It's discussing the barriers  
46 to expanding public transportation in Chittenden County. It has to do with the relationships  
47 the MPO has in moving from planning process to implementation. He realizes we should  
48 have had a cover memo and this needs a little editing. The committee feels the issue is also  
49 broader than transportation. Whether it's ready for prime time tonight or not, they hope this

1 board would eventually adopt this policy to give guidance for the committee discussions and  
2 for the board in dealing with public transportation. Chris Cole gave some background as to  
3 why the committee discussed this issue. They had been looking at a variety of barriers to  
4 expanding public transportation in Chittenden County. One of the barriers is the assessment  
5 formula that CCTA has, and they have a committee reviewing that. Another barrier is the  
6 source of funding being property tax. Another barrier identified was the TIP itself in that  
7 every year the MPO puts money into the TIP for new public transportation services, local  
8 match is identified and then when it gets to the Governor's desk to implement through the  
9 budget and capital program, it's not there. In Vermont a project has to be in all 3 documents:  
10 TIP/STIP, budget and capital program, and invariably it would not make the last two  
11 documents. Preventive maintenance has finally made it. However, new starts is a complex  
12 issue because of the way it's funded. They're not routinely put in the capital program and the  
13 trick is to get it in the Governor's recommendation, since the legislature really only tinkers  
14 with 2% of the Governor's recommendations. Federal programs all conceived the planning  
15 process differently in 1991. It was intended for the locals to do planning for their  
16 communities rather than send to the State DOT and legislature. The MPOs were given the  
17 funding. This is one aspect of local decision making that doesn't get implemented. Part of  
18 the reason is that New Starts are 80% federal/20% local for three years. After that state  
19 policy is that Vermont will put in 80% of the net cost to operate the service if it is deemed  
20 sustainable. This is different than road projects in that this requires ongoing operational  
21 expenses. There needs to be more work by VTrans at this table when that item is first put in  
22 the TIP. When VTrans votes in favor of the TIP and the new start project is in it, the  
23 expectation is that it would appear in the Governor's budget. Chris Cole noted that in our list  
24 of 300 ideas, public transportation was #1.

25  
26 Tom Buckley suggested that because it's still in fairly draft format we take Board comments  
27 but formulate this as an action item for next month. Virginia Clarke has thought about this  
28 whole issue and there are, in fact, continuing costs for road projects and we know we're  
29 going to pay to keep them up. So perhaps we need to think about public transportation in the  
30 same way when it comes to continuing costs. Jerry Mullen said when it does come through  
31 for action it'd be a resolution, but it seems like the answer is in Montpelier with the Governor  
32 and the legislature and how can we influence that. Bob Penniman said this is the fourth  
33 committee reviewing this and the issue is still in Montpelier, whether it's the Administration  
34 or the legislature and that's where change has to happen. He hopes this policy will include  
35 more specificity to what we're asking people to do. Scott Johnstone said that our MOU says  
36 that when VTrans votes "yes" they are committing that they're recommending this to the  
37 Governor to be included in the budget, not beyond that. Virginia Clarke said one of the  
38 points of this policy was to get some board input into the MOU discussion, and if this is  
39 something that appeals to the board the Executive Committee could take it to the table. Tom  
40 Buckley said the committee would like to have the board go on record so we have something  
41 to take to the legislature. Discussion continued. Rick Moulton feels the discussion is  
42 amorphous for him without something more concrete in front of him. On the other side he  
43 would like to see us help the legislature buy into the program. There has to be a statewide  
44 solution for public transportation. Why isn't there a statewide authority or mass transit  
45 authority rather than just a rail authority study committee. He would encourage the  
46 committee to figure out how we get the legislature more involved in the public transportation  
47 solution. A lengthy discussion ensued about possible funding sources for public  
48 transportation, but the state needs to let go of revenue they control. Other states have  
49 managed to fund public transportation in various ways. Chris Cole said to VTrans and the

1 Governor's credit we do spend more federal dollars on a per capita basis for public transit  
2 than any other state. Dave Dill said they do invest a lot of STP dollars for public transit. In  
3 fact they've programmed \$17.6 million in FY07 for public transportation statewide. This is  
4 not just a Chittenden County issue. Issues include new starts, reliability of services, three  
5 year issue with CMAQ, but the biggest issue is who's going to provide non-federal match.  
6 They're in the process of the state effort to put out new public transit plan. Our committee  
7 has been staying in touch with it. Tom Buckley he expressed the committee's thanks to  
8 Micque Glitman who did a lot of the work for this but she is wrapping up her contract with  
9 the MPO, so he wanted to thank her and acknowledge her role.

10 e. Finance Committee. March financial statements are in the package. Jeff Carr told members  
11 not to be concerned about the negative numbers as it is a question of timing and we will be  
12 whole by the end of the year.

13 f. CCRPC. Garret Mott said it's been another month of the two organizations doing a lot of  
14 work together.

15 g. Regional Plan Review Committee. Peter Keating said back in March the subcommittee of  
16 Mike O'Brien, Bob Penniman and Virginia Clarke presented draft comments on the  
17 intermediate draft of the Regional Plan, but Milton raised some issues. The subcommittee  
18 reviewed them again, addressed Milton's concerns and Section A lists those comments the  
19 committee came to clear consensus on and is asking the board to take action on. Section B  
20 should be discussed to see whether or not the MPO should include them. The RPC has  
21 moved on from this intermediate draft to the public hearing draft but he feels these comments  
22 may still be valid. There was a brief discussion where each committee member gave his/her  
23 thoughts on the process/charge. Jim Dudley questioned whether we feel the comments in  
24 Section B have merit or whether they are just not transportation related. After all agreed the  
25 only question was whether they were transportation related, JIM DUDLEY MADE A  
26 MOTION THAT WE ACCEPT THE REGIONAL PLAN COMMENTS OF THE  
27 COMMITTEE AS ITEM A AND AS A COMMENTARY ON THAT, SUBMIT THE  
28 ITEMS UNDER B. JERRY MULLEN SECONDED. Tom Buckley questioned the last  
29 comment on water quality mentioned in B. Garret Mott felt it was a good comment and was  
30 sorry they missed it. VOTE: MOTION CARRIED UNANIMOUSLY.

31 h. Nominating Committee. Bob Penniman has appointed Marc Landry, Jim Condos and Dale  
32 Arango to the nominating committee. There will be election of officer in June as we've done  
33 for the past couple of years.

34 i. Other. Bob Penniman noted that he has appointed Andy Montroll and Ken Nolan to the  
35 MTP Advisory Committee.

36  
37 JEFF CARR MADE A MOTION, SECONDED BY JERRY MULLEN, TO ADJOURN AT  
38 9:10 P.M. MOTION CARRIED UNANIMOUSLY.

39  
40 Respectfully submitted,

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43  
44 Bernadette Ferenc  
45 Executive Assistant