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## **CCTA Board Meeting Minutes**

DATE: May 26, 2010

TIME: 5:00 p.m.

PLACE: CCTA Administrative Office  
15 Industrial Parkway  
Burlington, VT 05401

### **PRESENT:**

Dan Maxon, Chairman, Essex  
Diana Palm, Commissioner, Milton  
Chapin Spencer, Vice Chairman, Burlington  
Corey Mack, Commissioner, Winooski  
Denis Barton, Commissioner, Shelburne  
Tom Buckley, Secretary, Winooski  
Bill Wessel, Commissioner, South Burlington  
Albert Turgeon, Commissioner, Williston  
Bethany Whitaker, Commissioner, Burlington  
Sandy Miller, Commissioner, Milton  
Steve Magowan, Treasurer, South Burlington  
Marti Powers-Keys, Commissioner, Essex

Chris Cole, General Manager, CCTA  
Gary Thompson, Assistant General Manager, CCTA  
Aaron Frank, Director of Planning and Project Development, CCTA  
Meredith Birkett, Planning Manager, CCTA  
Jon Moore, Transit Planner, CCTA  
David Armstrong, Transit Planner, CCTA  
Michelle Daley, Director of Finance, CCTA  
Sarah Krause, Administrative Assistant, CCTA

### **Members of the Public:**

Amy Rast, VTrans  
Steve Falbel, Steadman Hill Consultant

### **NOT PRESENT:**

James McCullough, Commissioner, Williston  
Fred Schmidt, Commissioner, Shelburne

Correction from 4/28/10 Minutes (section 10.):

“The Boards main concern ~~was~~ were cases being handled in a timely manner.”

### **1. Opening meeting**

The meeting was called to order at 5:00 p.m.

### **2. Public Comment**

There was no public comment.

### **3. Adjustment of Agenda**

Mr. Cole proposed two adjustments on the agenda, add a number 9A with the topic of Lincoln Group MOU, and add a J to Staff Reports for Chapin to discuss his trip to Boulder Colorado.

### **4. Review Minutes- 4/28/10 (Action)**

Commissioner Palm noted in section 10, third sentence, the word “was” should be replaced with “were”. Commissioner Magowan moved to approve the minutes as amended. Commissioner Palm seconded. All approved.

### **5. Financial Report and Balance Sheet**

There were no questions.

**6. CCTA Capitol Budget Prioritization and Change (Action)** Commissioner Buckley moved to approve the changes and prioritization of the budget items. Commissioner Palm seconded. There was a brief discussion regarding the changes. All approved.

### **7. Transit Development Plan (Presentation)**

Ms. Birkett introduced Steve Falbel, CCTA’s consultant assisting on the development of the Transit Development Plan (TDP). Mr. Falbel explained the presentation was simply an overview of the document and that the TDP was much more comprehensive. Commissioner Mack asked if this was a new document to CCTA or something we have done in the past. Mr. Cole explained that the TDP was previously funded by VTrans and called the Short Range Transit Plan but is no longer funded or required by VTrans. Since the MPO’s Long Range Plan needs a transit component, CCTA is completing the TDP for its own use as well as that of the MPO. Mr. Falbel’s presentation touched on subjects discussed in the TDP including vision, accessibility, ridership, performance and market analysis, and transit oriented design. Commissioner Buckley asked if there was consideration to include the Charter Change and GMTA in the TDP. Mr. Cole explained GMTA will have a separate TDP, to be completed after CCTA’s TDP. Mr. Frank added that even though CCTA and GMTA will become one company, the CCMPO is not changing therefore plans will need to be separate for funding purposes. Suggestions from the Board for the TDP included discussion of public transit benefits for employers, how communities will benefit by joining CCTA, linking CCTA’s goals with their accomplishments and being specific in regards to transit rich corridors. Mr. Cole

encouraged all Board members to go to the website, read the TDP and send comments to Ms. Birkett.

### **8. Video Image Release Policy (Action)**

Mr. Cole explained the changes to the policy made by CCTA's attorney. Commissioner Palm moved to approve the Video Image Release Policy. Commissioner Mack seconded. All approved.

### **8a. Lincoln Group MOU (Action)**

Mr. Cole explained the MOU. There was a brief discussion. Commissioner Magowan moved to approve the MOU. Commissioner Turgeon seconded. All approved

### **9. Board Self Evaluation**

There were no questions. Commissioner Mack collected the evaluations completed by Board Members. The Leadership Committee will present results of the evaluation at the June Board meeting.

### **10. Staff Reports**

Vouchers- Commissioner Magowan stated that he reviewed and approved all vouchers and that he had no questions. .

General Manager- There were no questions.

Marketing- There were no questions.

Planning- Commissioner Wessel questioned the reasoning behind the 2014 TIP going to Cambridge. Mr. Frank explained the reasoning behind this.

Project Development- There were no questions.

Transit Elements- There were no questions.

Grants- There were no questions.

Maintenance- There were no questions.

Ridership- There were no questions.

Boulder Report- Commissioner Spencer presented his trip to Boulder, CO. His presentation included many pictures that exemplified what Transit Oriented Design and Pedestrian Oriented Design can look like. He shared ways the city pays for such a system and benefits employees who work in the downtown area receive.

### **11. Committee reports**

#### **Strategy Committee:**

The Strategy Committee met twice last month. Commissioner Whitaker told the Board the meeting scheduled for Thursday June 10, 2010 has been moved to Friday June 11.

Next Meeting: Friday, June 11, 8:00am, CCTA.

#### **Finance Committee:**

Commissioner Magowan had stated earlier that the Finance Committee discussed a squeeze on cash but there was nothing to be worried about.

Commissioner Barton asked if this may be a source of discussion at a future Board meeting. Commissioner Magowan agreed that it could be.

Next Meeting: TBD

**Leadership Committee:**

Commissioner Maxon reported the process of choosing officers is almost complete. Commissioner Maxon stated he will complete Mr. Cole's evaluation within the next two weeks.

Next Meeting: Tuesday June 15, 4:00pm at the Essex Town Office.

**12. Other Business**

Commissioner Magowan suggested using the Firehouse Gallery for the Board retreat location. Staff at CCTA will look into this option.

**13. Executive Session**

At 7:05 Commissioner Wessel made a motion for the Board to move into Executive Session. Commissioner Buckley seconded. All approved. The purpose of the Executive Session was to discuss Contract Negotiations. At 7:35pm Commissioner Spencer moved to adjourn. Commissioner Wessel seconded. All approved.

**14. Adjourn**

Respectfully Submitted,

Tom Buckley  
Secretary

Accepted on behalf of the  
Board of Commissioners

Dan Maxon  
Chairman