

Richmond Transportation Committee

Meeting Minutes – December 28, 2021

Committee members present: Cathleen Gent (chair), Jon Kart, Allen Knowles

Members absent: Chris Cole (vice-chair), Mark Damico

Others present: Ravi Venkataraman (Town Planner)

Ravi Venkataraman was present at the meeting physical location and all other participants participated remotely.

A quorum was reached and the chair convened the meeting at 5:31 PM.

1. Revisions to Agenda: There were no revisions to the agenda.

2. Meeting Minutes: December 14, 2021 minutes were moved by Knowles, seconded by Kart. There was one minor correction. *The amended minutes were approved unanimously.*

3. UPWP FY23 Grant Applications

a. Update from Selectboard Meeting – Committee members reviewed the minutes from the Selectboard meeting of December 20th, at which time the Selectboard approved submitting applications for the two FY23 UPWP applications: 1) update to the 2014 VT Route 2 Bicycle and Pedestrian Scoping Report combined with Phase 1 Bike/Ped Master Plan, with specific add on elements; 2) Phase 1 for an Official Map project, with Phase 1 focused on gathering information and data.

b. Preparing Applications – Ravi Venkataraman will prepare a draft of both applications, with the goal of completing those by January 3rd. Kart and Knowles will review and edit the applications, with the revised version ready for distribution to the full committee by January 6th.

4. UPWP FY22 Grant Updates

a. Sidewalks Scoping – Venkataraman said he has submitted all committee members' comments on the Purpose and Needs Statements to the consultants. He expects to get a revised version of the Purpose and Needs Statements and will send that to the Transportation Committee. Venkataraman also said that the purpose and needs statements are an important part of the final report and help direct the project work.

b. Phase 2: Pedestrian and Bicycle Master Plan – Venkataraman said the local concerns meeting is tentatively scheduled for February 9th, however, that may be shifted to February 10th due to a DRB meeting. The Transportation Committee then discussed methods for reaching out to the public to encourage participation in the public concerns meeting – flyers around town, contact with businesses, posters, Front Porch Forum, contacting town committees, etc. including the potential for inviting Mr. Godfrey and his class from the elementary school to offer some suggestions. Venkataraman said there will be an analog map available ahead of the meeting to begin gathering input and comments. Public outreach will be discussed again at the next steering committee meeting, which is scheduled for January 18th.

5. East Main Street Sidewalks and Curbing – Gent listed potential steps for coordinating and being sure all the tasks are covered, based on an email from CCRPC staff member Jason Charest to Ravi Venkataraman. Venkataraman referenced the Highway FY23 budget, showing repaving of sidewalks and curbing to be done in-house. Venkataraman said the key will be to review the new VTrans engineering plans in relation to the 2017 engineering plans completed for the town. He added that there is money in the budget to revise any engineering details, based on new VTrans engineering for repaving Route 2. Venkataraman said the Selectboard will discuss the Route 2 repaving project in January (January 3 or 18) and he will notify Transportation Committee members in advance. After that Selectboard meeting, it will be important to coordinate with VTrans about the sidewalks and curbing part of the project. Venkataraman said that VTrans permits will be needed and possibly local or

other state permits. Knowles asked about engineering for a connecting stormwater line from East Main to Pleasant Street and asked about the process for doing the East Main sidewalks and curbing as well as other in-house projects for the highway department. Kart pointed to recent examples of how the highway department has fit in-house projects into their set of regular tasks and projects.

6. Green Mountain Transit:

a. Follow Up – In light of Chris Cole not attending the meeting, this item will be rescheduled.

b. Future of Rural Transit Activities – Gent and Venkataraman recapped discussions at a recent Future of Rural Transit Advisory Committee. Gent reported that the pilot study for MMUSD focused on transportation for after school programming. Venkataraman said the advisory committee views the project at MMU as a private-public partnership, like what he had in his home town. Gent added that the advisory committee referenced Burlington as a successful model. Gent said the advisory committee sees the best potential transit loop along Route 2 on either side of Richmond village. Both Gent and Venkataraman said there are challenges with the project, in terms of scale, cost, funding, GMT current programming, and coordination. Gent said the Future of Rural Transit advisory committee wants to meet with the Richmond selectboard about the project. Transportation Committee members agree it is critical that our committee work with GMT and the Future of Rural Transit advisory committee before bringing any concepts to the Selectboard since we could inadvertently work at cross purposes if coordination is lacking.

7. Town Report: Gent said the Transportation Committee report is due by the end of next week. Kart shared an edited version of the draft that Gent sent out. Based on comments during the meeting, Kart will send a revised version to the committee members, who are asked to make additional comments as soon as possible so that Gent can finalize the version for submission by January 4th.

8. AARP Walkability Audit – Gent and Venkataraman discussed this tool, which involves an assessment of current conditions for walking around town. Venkataraman said a new version of the tool will be available within a month and he will let the committee know when he receives it. There was general consensus that this could be an excellent tool for the town. Gent will reach out to Jeff Forward and others to let them know that the Transportation Committee is interested in exploring this further.

9. Grant Opportunities – VNRC Small Grants for Smart Growth – Following discussion, the Transportation Committee decided not to pursue the smart growth grant because we do not have any viable activities at this time. We will continue to consider an application for the smaller (\$1,500) grants which are available on a rolling basis. Gent will reach out to Jeff Forward and others to let them know that the Transportation Committee is not submitting a VNRC Small Grants for Smart Growth application at this time.

10. Old and New Business: None

11. Adjourn – At 6:56 PM, motion to adjourn by Knowles, seconded by Kart. Approved unanimously.

-Minutes taken by Cathleen Gent