

DATE: December 12, 2021  
FROM: Cathleen Gent  
TO: Richmond Transportation Committee  
RE: Packet for December 14 Meeting

As a reminder, we have a special starting and ending time for **Tuesday's (December 14) RTC meeting, starting at 4 PM**. Remember, you may join the meeting via zoom or attend in person at the Town Offices Third Floor Meeting Room.

1. Meeting Agenda – December 14 - *Attached*

2. Minutes from November 30 Meeting - *Attached*

There will be an update regarding the Selectboard action, namely to reduce our membership to “five or more”. This will help us reach quorum for our meetings.

*Here is the section of the Selectboard meeting when this was discussed:*

*i) Consideration of reducing the number of members on the Transportation Committee*

*Ravi reported:*

*- there are five (5) members with two (2) vacancies, and this would allow the committee to continue and have a quorum at their meetings.*

*Discussion:*

*- that Christine said this would set a minimum and she was frustrated because we grow and contract, she did not want to turn volunteers away, so she wanted to set a number and keep to it. June said using this language we could grow and contract without having to keep coming back to the Selectboard.*

*June moved to amend the membership rules of the Richmond Transportation Committee from seven members to a minimum of five members; Jay seconded. Roll Call Vote: Bard, David, June, Jay, and Christine voted affirmatively. Motion passed.*

3. UPWP FY23 Grants

- Update on Committee Recommendations

The minutes from the last RTC meeting show the action as follows: *One motion was offered originally by Kart, seconded by Cole. Kart then offered a friendly amendment, seconded by Cole, as follows: Priority #1 Scoping/engineering study for East Main Street sidewalks and curbing; Priority #2 Update to 2014 scoping study for shared-use path between village and Exit 11 area, including Route 2-I89 and VT-117, and not restricted to Route 2 itself; Priority #3 – Creating official map for the walk, bike, trails map, which would convert the master bike/ped master plan into a regulatory map. Voting: Unanimous vote to approve the motion.*

The Planning Commission met the next evening and a suggestion was made there to explore a potential project for a UPWP grant proposal which combines the RTC Priority #2 with developing a master plan for the Gateway zoning district. I sent an email to you last week about that new development. As a result, our recommendations were not given to the Selectboard. Since that time, Ravi has conferred with CCRPC staff and it does not appear that the combined Route 2 re-scoping and the Gateway district master plan are viable as brainstormed. *Please see additional discussion below under priority #2 below*

Priority #1 – Jason Charest from CCRPC reviewed the 2011 East Main engineering plans. Because engineering has been completed, my understanding is that Richmond would not be eligible to receive a UPWP grant.

Ravi has reviewed the FY23 highway budget and found that the highway department is planning work on East Main Street for replacing sidewalks, etc. Please look at this link, specifically page 3:

<http://www.richmondvt.gov/wp-content/uploads/2018/11/3f-Richmond-Highway-restructuring-and-staffing-proposal.pdf>

Ravi has also located a revised 2017 engineering plan for East Main Street – this is sent separately.

I do not know if Peter Gosselin is using this 2017 engineering plan for his 2023 work or how it connects to the VTrans repaving project.

On December 8<sup>th</sup>, Jason Charest from CCRPC sent Ravi an email with his thoughts after reviewing the 2017 engineering study. Here is the text from that email:

*Hi Ravi,*

*Nice find! Yes, these plans put you far past where scoping would typically get you. Scoping is applicable where there is no existing infrastructure or a significant change is desired. In this case, as far as I can tell, it's more of an upgrade to the existing infrastructure and the minor extension's alignments have already been determined. I think the first step will be to discuss these plans with VTrans. I would start with Jon Kaplan and seek his assistance in helping you get it in front of whomever at VTrans should provide feedback. You'll of course need to acquire any applicable permits but it sounded like you were well aware of that. I'm also under the impression you have reasonable public support for this via either a previous public process or voter approved budget that includes this upgrade. If it's been a while, it's probably worth a reminder as an agenda item at an upcoming Selectboard meeting. This would preferably follow any VTrans feedback so the Selectboard/public has all the details. Lastly, for the minor extensions to the east, be sure to have ample communication with applicable land owners. Let us know if you like to discuss any of this further.*

*Thanks,*

*Jason*

*Jason Charest, PE, PTP (he/him)  
Senior Transportation Planning Engineer  
Chittenden County Regional Planning Commission  
110 West Canal Street, Suite 202  
Winooski, VT 05404*

To me, the suggestions included in Jason's email could form an excellent basis for next steps, e.g., RTC discussions with the Selectboard, communicating with Josh and Peter, and lots of other important tasks to ensure we are all on the same page. I do not think it is too soon to at least start some conversations. There is no detail in the highway budget item, so it is important to know if Peter Gosselin is looking simply at replacing the at-grade sidewalks with no curbing. There is nothing urgent, I think the RTC should take

some time and discuss ways to approach this item. On the other hand, it would be good to move forward with the Selectboard and other steps. Staff may discuss Route 2 with the Selectboard next month, perhaps in early January.

Priority #2 – 2014 scoping study for pedestrians and bicycles for shared paths between the village and Exit 11 area.

- Here is a list of Ravi's take aways from that conversation:
  - To follow up about the scope, I talked to CCRPC staff just now and the whole project may be a lot trickier than expected. Major takeaways:
    - The update to the 2014 scoping study with the intersection studies wouldn't be a major project. It could be consolidated into a supplemental scoping study with the analysis of detours identified in Phase 1 of the bike/ped master plan plus extensions to Riverview Commons.
    - The master plan idea doesn't have enough grounding as a transportation project because it wouldn't include any streetscape analysis, and street network analysis.
    - The bike/ped scoping could be latched on to the master plan idea, but the project ideas don't appear to build off of each other to give the master plan idea enough foundation as a transportation project.

Ravi and CCRPC staff brainstormed a number of other projects, which we can discuss during the RTC meeting. My goal with our committee discussion is to focus in on the RTC's motion made on November 30<sup>th</sup>, when we discussed our original idea for an update to the 2014 scoping study between Route 2/189 and VT117. If you look at the first bullet above (highlighted in green), it appears that we could achieve our objective for an update. Both PC Chair Virginia Clarke and CCRPC staff are expected to attend this portion of our meeting and can add to the discussion. The Planning Commission will discuss their recommendations for FY23 UPWP grant applications at their meeting on Wednesday.

- Homework for Priority #2 – Please review the Stantac & Broadreach Planning final report for the 2014 scoping study between the village and Exit 11 – here is a link to that report:  
[https://studiesandreports.ccrpcvt.org/wp-content/uploads/2017/01/Richmond\\_Rt\\_2\\_Path\\_FINAL\\_ALL\\_DOCS\\_12-28-14.pdf](https://studiesandreports.ccrpcvt.org/wp-content/uploads/2017/01/Richmond_Rt_2_Path_FINAL_ALL_DOCS_12-28-14.pdf)  
I would suggest you look at the tables showing potential routes and costs. If you have time, please look at existing conditions sections.

Priority #3 - Creating official map for the walk, bike, trails map – I am not aware of any updates for this, but look forward to a discussion with Virginia and CCRPC staff, Ravi, and Chris Cole.

- Other – *Jon Kart's email of 12/10 is attached*
- Final Recommendations for UPWP FY23 Grants  
In order to bring recommendations to the Selectboard for their December 20 meeting, the RTC will need to make recommendations at this time.

4. Route 2 – East Main Street Sidewalks and Curbing – *See #3, Priority #1 with information about this topic*

5. UPWP FY23 Grant Updates
  - a. Sidewalk Scoping – *No attachment*
  - b. Phase 2: Pedestrian and Bicycle Master Plan – South End – *No attachment*

Ravi will report any updates, including the schedule for the local concerns meeting.

6. Green Mountain Transit – Follow Up – *Email from Chris Cole to RTC. Is attached.*

7. Old or new business
  - Report on 12/7 Vote: Water/Sewer Expansion in Gateway – *No attachment*

- General Communications with Public RE: Sidewalks – I have noticed a couple Front Porch Forum posts about sidewalks, in response to Ravi’s public announcements about the sidewalks local concerns meeting recently.

## Re: Sidewalk Study -- What About in Town Sidewalks?

Jed Rankin • west main street, Richmond

### Discussion

Thanks for the great meeting last night on the Village Sidewalk Scoping study.

I think it's great to expand the "walkability" (and bikeability) of the town by expanding our sidewalk coverage.

But is there a plan to modernize/standardize the existing sidewalks in town? Compared to other towns (Waterbury, Essex), ours are a patchwork of materials, designs, and quality.

-On East main street, they are pavement, not curbed, and frequently parked on

-On West main street, the south side is beautiful, the North side is cracked, uneven, parked on, and feels dangerously close to traffic

-on Bridge street, there are three different materials and designs, and directly across from the town offices, it's cracked, paved, and full of puddles.

It's great to get people walking TO town, but let's not forget about walking IN town.

## Re: Public Meeting: Village Sidewalk Scoping Study

Daniel Hayes • Red Barn Ln, Richmond

### Discussion

Hi Ravi,

Wondering why Route 2 is not also under consideration for sidewalk expansion?

Thank you!

- December 28 Meeting Start Time – *Discuss whether committee wishes to change meeting start time.*

- Transportation Committee Work Plan – time permitting

Note: The Selectboard has issued a written decision about the Williams Hill Class 4 Discontinuance Request. This NOT on the agenda. Please refer to the link to learn about the Selectboard decision. If any member wishes to discuss this, we can add it to a future agenda: <http://www.richmondvt.gov/wp-content/uploads/2014/03/WilliamsHillDecision111721.pdf>

8. Adjourn

Richmond Transportation Committee  
**Tuesday, December 14, 2021**  
Richmond Town Offices, Third Floor Meeting Room  
203 Bridge Street, Richmond, VT  
4:00 PM – 5:30 PM

This meeting is also accessible via Zoom:

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/82747224553?pwd=My9GKzdBRXhoK1FWQjdzd2xoOUlCQT09>

**Meeting ID:** 827 4722 4553

**Passcode:** 674384

For additional information and accommodations to improve the accessibility of this meeting, please contact Ravi Venkataraman at 802-434-2430 or at [rvenkataraman@richmondvt.gov](mailto:rvenkataraman@richmondvt.gov)

## AGENDA

1. Revisions to Agenda
2. Approve Minutes from November 30 meeting
  - Selectboard action RE: Change in Committee Membership Number
3. UPWP FY23 Grants
  - Update on Committee Recommendations
  - Discussion: Combined Gateway Master Plan & Revised 2014 Bike/Ped Shared Path Scoping Study and Other Potential Options
  - Final Recommendations for UPWP FY23 Grants
4. Route 2 – East Main Street Sidewalks and Curbing
5. UPWP FY22 Grant Updates
  - Sidewalks Scoping
  - Phase 2: Pedestrian and Bicycle Master Plan – South End
6. Green Mountain Transit – Follow Up
7. Old and New Business
  - Report on 12/7 Vote: Water/Sewer Expansion in Gateway
  - General Communications with Public RE: Sidewalks
  - December 28 Meeting Start Time
  - Committee Work Plan
8. Adjourn

# Richmond Transportation Committee

Meeting Minutes – November 30, 2021

Committee members: Cathleen Gent (chair), Chris Cole (vice-chair), Mark Damico, Jon Kart, Allen Knowles, Two Vacancies

Others present: Ravi Venkataraman (Town Planner), Christine Forde (CCRPC)

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 3:02 PM.

Gent announced that she received an email from James Floyd that he needed to resign from the committee, effective November 8<sup>th</sup>, due to numerous obligations. That leaves two vacancies in the seven-member committee. The topic about committee membership will be taken up later in the meeting.

**Meeting Minutes:** October 12, 2021 minutes moved by Cole, seconded by Damico. There were no changes. *The minutes were approved unanimously.*

**VPSP2 Program:** Christine Forde from Chittenden County Regional Planning Commission (CCRPC) presented a slide presentation about the VTrans Project Selection and Project Prioritization Process (VPSP2 Program). Forde explained that this is a new process used by VTrans with a performance-based, data driven project selection and prioritization system for local and regional transportation projects, linked to VTrans capital program. There is a “transportation value” concept for multiple transportation modes with projects scored on eight criteria. This year, the focus is on pavement, roadway, traffic and safety projects. In 2022, the focus is on bridges. Forde reviewed the general project annual calendar schedule and details for the eight criteria. Forde answered committee member questions and discussed the value of Richmond identifying projects now, especially with the CCRPC ECOS plan revision just underway. Forde offered to meet again with the committee and agreed to send the statewide list of the projects approved in the 2021 VPSP2 pilot year. Gent noted that a letter from VTrans to the Selectboard referenced the VPSP2 program as a potential vehicle for taking up parts of the Route 2 repaving project that are not part of the VTrans current scope, such as sidewalks and curbing.

## Planning for Future Grants:

**a. VTrans Municipal Assistance Bureau Annual Grant Program:** The committee reviewed packet materials provided by Venkataraman. Damico noted that the schedule for each grant program is very helpful. Gent reviewed the general grant programs. There is no action to be taken at this time, since there are no application deadlines in the near future. The Committee will take this up again, when discussing potential applications for the federal or state pedestrian/bicycle grants. Gent noted that Venkataraman has reached out to Josh Arneson and Peter Gosselin with respect to restriping Bridge Street according to recommendations in the FY21 UPWP Bridge Street corridor study. It may be too late for that to be done at this point in the season.

**b. UPWP FY23 Grants:** Venkataraman reviewed his November 15 memo to the Selectboard with a list of potential transportation and land use UPWP applications for FY23. Gent noted that the Planning Commission will discuss the land use applications at their meeting tomorrow. The committee provided comment on each item in the list. Gent also added one grant idea to the mix, namely the East Main Street sidewalks and curbing which will not be done as part of VTrans’ Route 2 repaving. Because the original scoping and engineering plans date back to 2011, it is good to confirm or modify the plans to be ready for construction as soon as possible. There was agreement that the East Main Street sidewalks and curbing should be added to the list, with Cole noting that the current East Main Street sidewalks and curbing present safety problems and that the East Main Street entrance area represents the life blood of the community. The committee then talked about the priorities. *One motion was offered originally by Kart, seconded by Cole. Kart then offered a friendly amendment, seconded by Cole, as follows: Priority #1 –Scoping/engineering study for East Main Street sidewalks and curbing; Priority #2 – Update to 2014 scoping study for shared-use path between village and Exit 11 area, including Route 2-189 and VT-117,*

and not restricted to Route 2 itself; Priority #3 – Creating official map for the walk, bike, trails map, which would convert the master bike/ped master plan into a regulatory map. Voting: Unanimous vote to approve the motion. Venkataraman will bring this recommendation to the Selectboard asap so that work on the applications can commence. Forde left the meeting at this time.

**c. Department of Forests Parks and Trails Recreational Trails Program:** Cole asked Venkataraman if this grant program is for recreational trails. Venkataraman indicated that is the case, and he will refer the grant program information to the Trails Committee for consideration.

### **UPWP FY22 Grant Updates**

**a. Sidewalks Scoping** – the committee discussed the Local Concerns meeting minutes.

**b. Phase 2: Pedestrian and Bicycle Master Plan South End** – the committee discussed the steering committee meeting. Knowles said he is impressed with the consultants work and that he valued participating in the project site visit with the consultants and Venkataraman. He noted that neighbors at Fay’s Corner came out and talked with the project team about their concerns for that area. The local concerns meeting may be scheduled for late January.

**Transportation Committee – Consider Recommendation RE: # of Members:** Since two members have recently resigned, Gent said that it is difficult to have enough members at a meeting to achieve a quorum, as four members must be present. Venkataraman offered information that the Transportation Committee could request that the Selectboard appoint a minimum of five members, which would provide flexibility to add to the committee without having to go to the Selectboard to change the committee size. Damico said his schedule makes it challenging to stay on the committee. Cole responded that Damico brings a good and valuable perspective to the committee. Damico also pointed to how he is new to government involvement and is getting used to how slowly things can move forward. Cole pointed out that the transportation committee has gotten a lot of the preliminary pieces in place and is poised to have transportation facilities plans and construction underway in the next year or so. Damico said he would stay on the committee until another person steps forward. *Motion by Knowles, seconded by Damico, to request the Selectboard decrease the number of members from seven to “five or more” members. Voting: Unanimous vote to approve the motion.*

**Green Mountain Transit:** Cole has received cost information from Jamie Smith. Cole briefly reviewed the information and this topic will be taken up at the next meeting.

### **Old and New Business:**

**a. General Communications with Public RE: Sidewalks – will be taken up at next meeting**

**b. Water/Sewer Expansion in Gateway** – Gent referenced letter from Virginia Clarke to the Selectboard with the Planning Commission endorsement for the extension. Gent noted a public vote of current W/S members will take place on December 7<sup>th</sup>.

**c. Route 2 Repaving Update** – Venkataraman said there has not been any further discussion. Cole and other committee members requested that Venkataraman ask Josh Arneson to add this to a Selectboard meeting agenda.

**d. FY23 Budget Request** – Venkataraman reported \$30,000 is in the budget for sidewalk infrastructure and \$20,000 for transportation committee match for grants.

**e. Committee schedule for December** – The committee agreed to a start time of 4 PM for the December 14 meeting and that we will meet on December 28.

**f. Transportation Committee Work Plan** – This will be taken up at the next meeting.

**Adjourn** – At 4:55 PM, motion to adjourn by Knowles, seconded by Cole. Approved unanimously.

-Minutes taken by Cathleen Gent



**From:** [jonj kart](#)  
**To:** [Cathleen Gent](#); "[Mark](#)"; "[ccole pc](#)"; "[Allen Knowles](#)"  
**Cc:** "[Ravi Venkataraman](#)"  
**Subject:** RTC meeting and  
**Date:** Friday, December 10, 2021 10:22:50 PM  
**Attachments:** [image.png](#)

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Esteemed RTC Colleagues, during our last meeting I posed the idea of a UPWP project to explore the possibility of re-routing the lower portion of Hinesburg Road to: 1) make the turn safer, and 2) make it easier to add a path to the Johnny Brook trail. However, I did a poor job of explaining myself.

So, here is a photo of what I was trying to convey. I don't know where the re-routed road should be placed, so the red line is just a placeholder. I'm sure floodplain issues and development on agricultural soils might complicate things, but it might be worth exploring.

Another (possibly cheaper) alternative could be paying to move the Farr's house to the other side of the road.



Jon

jon kart  
jonjkart@hotmail.com  
802-999-7515

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**From:** Cathleen Gent <cgent@gmavt.net>  
**Sent:** Friday, December 10, 2021 9:37 AM  
**To:** 'Mark' <markd14@gmail.com>; 'jonj kart' <jonjkart@hotmail.com>; 'ccole pc' <ccole.pc@gmail.com>; 'Allen Knowles' <knowles.allen3@gmail.com>  
**Cc:** 'Ravi Venkataraman' <rvenkataraman@richmondvt.gov>

**Subject:** Agenda for RTC meeting on Tuesday

Hello everyone,

I am distributing the agenda for the RTC meeting on Tuesday. I will send the full packet today or by Sunday. (My apologies in advance for any delay.)

(By the way, the Selectboard approved our request to reduce our membership to five or more, which means we need a quorum of three. Of course, I hope you can all make it.)

As a reminder, our meeting starts at 4 PM.

You'll hear from me again soon.

C

**From:** [Chris Cole](#)  
**To:** [Cathleen Gent](#); [Ravi Venkataraman](#); [Allen Knowles](#); [jonj kart](#); [Mark](#)  
**Subject:** Fwd: Cost Estimates  
**Date:** Tuesday, November 30, 2021 4:48:35 PM

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----- Forwarded message -----

From: **Jamie Smith** <[jamie@ridegmt.com](mailto:jamie@ridegmt.com)>  
Date: Tue, Oct 26, 2021 at 8:21 AM  
Subject: Re: Cost Estimates  
To: Chris Cole <[ccole.pc@gmail.com](mailto:ccole.pc@gmail.com)>  
Cc: Christopher Damiani <[cdamiani@ridegmt.com](mailto:cdamiani@ridegmt.com)>

Hey Chris,

My sad witches

Okay, so I am going to give you the higher end scenario and we can work from there. If we factor in 2 buses all day for 1 hour headways, we are looking at probably 15 hours of service. That includes deadhead time, etc. Our currently fully allocated rate is somewhere in the ballpark of \$90.

- Waterbury to Williston, 1 hour run time.
- 15 hours per day @ \$90= \$1,350/day
- If this is a Monday-Friday only (255 days)= \$344,250/annually

What is Richmond's interest in joining as a member, if any interest?

This cost doesn't include the ADA costs associated with this route, which would expand quite a bit since we are including a huge part of Route 2. This affects not only Richmond, but Williston, Bolton and Waterbury as well. These towns would all have to be on-board since they would be on the hook for 100% of the increase in ADA costs as non-members. The pricing also doesn't factor in capital investment, which would have to be a Board discussion.

There is no bus in Williston Village, so the Richmond to Williston Walmart scenario would be less; again, Williston would see a huge increase in ADA, so that conversation would have to occur first.

These costs could change as our fully allocated rate changes. Thoughts, questions?

Thanks!

**Jamie Smith**

■ 8025401098  
■ [jamie@ridegmt.com](mailto:jamie@ridegmt.com)

Director of Marketing and Planning  
Green Mountain Transit  
[she/her]

 RideGMT.com  
 101 Queen City Park Road, Burlington, VT 05401



On Mon, Oct 25, 2021 at 1:54 PM Chris Cole <[ccole.pc@gmail.com](mailto:ccole.pc@gmail.com)> wrote:

Hi Jamie,

Love your Halloween decorations!!!

The Transportation Committee would like to understand what some different transit options would cost the town. Could GMT give us an estimate for hourly service, 6:00 AM to 6:00 PM that ran from the village to the park & ride to williston villager and a connection at Wal Mart to connect with the williston bus?

And could we get an estimate for Waterbury to Williston via Richmond, same level of service and same hours?

These folks don't really know how much the local share is going to cost and I want to give them a rough idea.

Chris