

Richmond Transportation Committee  
Meeting Minutes – October 1, 2020

All participants attended the meeting remotely.

Committee members: Cathleen Gent (co-chair), Chris Cole (co-chair), Jon Kart, Erik Filkorn

Others participating: Town Planner Ravi Venkataraman, Bryan Davis (CCRPC), Marshall Distel (CCRPC), Lucy Gibson (Toole Design), Kristen Lohse (Toole Design), Ian Stokes

Cathleen Gent opened the meeting at 5:34 PM.

Meeting Minutes: September 16, 2020 – Motion by Chris Cole, seconded by Erik Filkorn, to approve the minutes with one small revision. The motion was approved unanimously.

#### UPWP Grants

*Presentation of Scope of Services* – Kristen Lohse and Lucy Gibson reviewed the draft scope of services for the Bike and Pedestrian Plan project. Elements include project assumptions, project management and coordination, engaging the community, existing conditions review, doing an origins and destinations study, and draft recommendations, with a final report after getting comments on the network and prioritization for five & future years plans.

Discussion focused on the study area, which is north of the Winooski River. Committee members pointed out specific areas that should be included, such as Route 2, Bridge Street, getting to the park and ride and the mobile home park. Chris Cole suggested that the project might benefit from including Cochran Road, a major recreational asset. The consultant team said there may be areas south of the river that should be included, such as Cochran Road.

Transportation Committee members pointed out the intention to apply for a UPWP grant next year to complete the pedestrian and bike plan for southern half of the town. Erik Filkorn pointed out that the village and other parts of Richmond have changed in terms of transportation patterns and recreational opportunities. Bryan Davis said that this project will explore off-road connections and safe methods of transportation on existing modes.

Ideas for getting public input were also discussed. Lucy Gibson and Kristen Lohse said the goal is to get local knowledge of where people are going and any gaps in helping to facilitate travel. The plan is to meet with the steering committee three times during the project – at the beginning/discovery, to review preliminary data/information, and for the final report. Ravi Venkataraman is issuing the call to volunteer for the two steering committees by early next week. The consultant team recommended no more than 10 members per steering committee, with 8-10 being the ideal number.

The Transportation Committee endorsed the scope of services. The CCRPC staff and Toole Design consultants left the meeting at this time.

October 26 – Special Meeting – The Transportation Committee members agreed to add a special meeting on Monday, October 26 at 6 PM for the purpose of reviewing applicants for the steering committees in advance of the Selectboard making decisions at their first meeting in November. Committee members encouraged Ian Stokes to apply for one of the committees. Ian Stokes left the meeting at this time.

#### Old and New Business

- a. Update RE: Chris Cole and Ravi Venkataraman updated the committee regarding Selectboard discussions about Route 2, Bike and Ped grants, etc. Chris Cole will join two Selectboard members and meet with VTrans about the Route 2 rebuilding project. The town is not applying for any of the VTrans grant programs now. The Transportation Committee plans to work on an application for the UPWP grant program.
- b. Organizational Meeting – The committee is approaching the one-year mark of being established. No term limits have been set by the Selectboard. *Chris Cole nominated Cathleen Gent as Chair, seconded by Erik Filkorn. Voting – all voted in favor – unanimous. Chris Cole nominated Erik Filkorn as Clerk, seconded by Cathleen Gent. Voting – all voted in favor – unanimous.* Starting in November, meetings will be held on the first and third Thursdays at 5:30 PM.

*At 7:10 PM, Chris Cole offered a motion to adjourn, seconded by Erik Filkorn. Motion passed unanimously.*

Minutes taken by Cathleen Gent