

Richmond Transportation Committee  
Meeting Minutes – July 15, 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

Cathleen Gent opened the meeting at 5:40 PM.

Meeting Minutes: June 4, 2020 – Motion by Chris Cole, seconded by Jon Kart, to approve the minutes. No changes were offered. The motion was approved unanimously.

Cathleen Gent reported on two recent Selectboard meetings during which the topic of parking along Cochran Road in Jonesville, along Cochran Road to the village, and Dugway Road was discussed. The Selectboard requested that the Town Manager and Town Highway Foreman provide signage and barriers to parking in the short-term along eastern Cochran Road to deal with immediate public safety concerns and that a long-term solution to parking for recreational activities be taken up. During one of those Selectboard meetings, Cathleen Gent suggested that the Transportation Committee could serve as a facilitator for discussing long-term solutions.

UPWP Grants

- Final Awards – Ravi Venkataraman reported that CCRPC staff have clarified that both of Richmond's grant applications received awards of \$40,000 each, with a total town match of \$16,000. He said that the FY21 town budget does not include sufficient funds in the planning consultants line item and that the Select Board will discuss this the budget line item again. Chris Cole noted that the Selectboard voted to approve the entire match amount at the time that the two applications were submitted.
- Consultants – Ravi Venkataraman said that CCRPC has put forth a set of consultants for each of Richmond's projects and that the CCRPC is in the process of assigning consultants. Transportation Committee members informally discussed each firm under consideration. There was a discussion about whether the consultants will be working for the town or for CCRPC and staff will contact CCRPC about that question. The committee members all agreed that the town should have a role in selecting the consultant and requested that Ravi Venkataraman confer with CCRPC staff about the timing and process for doing that.
- Scope of Work – The Committee reviewed the current set of items under the scope of work presented in each of the two applications. Once consultants are retained for the projects, a more extensive scope of work, deliverables, and timelines will be fully expanded. The Transportation Committee members indicated that, during the process of deciding about consultants, the group would like each consultant group to provide their thoughts about the scope of work and other elements.
- Next Steps – Both projects are scheduled to start in August, beginning now with the selection of the consultant teams.

Transportation Implementation Plan – Public Participation Plan

- Review survey instrument – Committee members reviewed the draft online survey that Cathleen Gent prepared. Cathleen Gent will send out an editable version of the survey to committee members who will provide edits or comments in advance of the next meeting.
- Public dissemination plan and meetings with town committees – There was agreement that it would be very helpful to get a map of the trails in town for the master plan for pedestrians and bicyclists. Ravi Venkataraman will search out the map. The committee discussed the options for reaching out to various town committees as part of the public outreach. Chris Cole will prepare a draft announcement for the survey and the public participation plan. In addition, the announcement will be placed in the Front Porch Forum, the Times Ink, and other avenues along with a link to the survey.

*At 6:55 PM, Jon Kart offered a motion to adjourn, seconded by Erik Filkorn. Motion passed unanimously.*

Minutes taken by Cathleen Gent