

Richmond Transportation Committee

Meeting Minutes - June 27, 2022

All participants attended the meeting remotely.

Committee members present: Cathleen Gent (vice-chair), Jon Kart, Allen Knowles, Cameron Wong

Others present: Ravi Venkataraman (Town Planner)

A quorum was reached and the vice-chair convened the meeting at 5:37 PM.

1. Revisions to Agenda: None

2. Meeting Minutes: As this was a special meeting, the minutes for the prior meeting of June 14, 2022 were not reviewed. They will be reviewed at the next regular meeting on July 12, 2022.

3. AARP Walkability Audit Work Session: Gent stated the purpose of the work session was to plan to produce a report (or reports, vide infra) for the walkability audits conducted in late May and early June of 2022. For clarity, the individual audit materials will be called “notes” to avoid confusion with the final deliverable, which will be a “report”.

Venkataraman noted that the Jonesville area is separated geographically and different in character from the Richmond Village area, and thus may warrant a separate report. After discussion the consensus was that this issue could be decided later in the process. Once the various sections of the final product are available they can be assessed for whether they are best organized into a single report, or into two reports, one for Richmond Village and contiguous areas, and the other for the Jonesville area.

Knowles suggested that a goal of reasonable brevity and readability should be pursued, and thus much of the granular data would be best placed in appendices or a “supporting data” file, rather than in the body of the report.

Wong suggested using bulleted lists as opposed to numbered lists, to avoid an unintended hierarchy of importance.

Venkataraman referred to examples of AARP Walkability Audit Reports from Burlington, VT and Newport, VT. These were discussed and the consensus was to follow the general organization they used, which is derived from the AARP Walkability Audit Toolkit:

- Introduction
- Complete Streets concept (discussed in both sample reports, but placed differently)
- Methodology
- Results
- Overall Findings, organized into subsections such as sidewalks, intersections, etc. Burlington did this as a separate section; Newport did it as a sub-section of “Results”.
- Conclusion
- Recommendations
- Additional Data

Knowles noted that our audits covered multiple areas, and some modification of the above structure may be needed to avoid repetition. This might mean single Introduction and Methodology sections but multiple Results/Overall Findings/Conclusions/Recommendations sections.

Next Steps:

- Venkataraman will write the report, with a goal of a draft within a month for committee review, and a final report within two months for presentation to the SelectBoard.
- Gent and Knowles will leave their notes in the share drive, without further modification, for Venkataraman to reference.
- Kart will complete his notes and place them in the share drive for Venkataraman to reference, and is available to help with copy editing the draft.

Wong is available to help with formatting and copy editing the draft.

- Care must be exercised to stay with the dictates of the Vermont Open Meeting Law.

4. Adjourn – At 6:30 PM, motion to adjourn by Knowles, seconded by Kart. Approved unanimously. –

Minutes taken by Allen Knowles