

TO: Richmond Transportation Committee

FROM: Ravi Venkataraman, Town Planner

DATE: August 4, 2022

SUBJECT: Staff Report - August 9, 2022 Transportation Committee Meeting

The next Transportation Committee meeting is scheduled for Tuesday, August 9, 2022 at 5:30 pm. This meeting will be online via Zoom only. Meeting details are enclosed in the agenda.

Below is an overview of the meeting agenda.

#### Sidewalks Scoping – Selectboard and next steps

The update on the Huntington Road section of the Sidewalks Scoping Study is on the August 15, 2022 Selectboard meeting agenda. The consultant team is currently working on incorporating the minor edits into the final draft of the report.

I have given the Farris the latest final draft and have notified them about the August 15, 2022 Selectboard meeting.

Unfortunately, I have a prior commitment and won't be able to attend the August 15, 2022 Selectboard meeting. My question for the committee is: Can you provide the update to the Selectboard, or should the item be postponed to a Selectboard meeting in September?

#### Phase 2: Ped & Bicycle Master Plan – Outreach to neighbors and next steps

Since the last Transportation Committee meeting, I have not received comments from property owners.

The consultant team is working on incorporating the public feedback into a revised draft. They expect to send me a list of recommended changes next week for distribution ahead of the August 16, 2022 Bicycle/Pedestrian Master Plan Steering Committee meeting. Additional public comment could be provided during the August 16, 2022 meeting.

After this meeting, the consultant team will make further revisions, and improve the renderings and visualizations in the draft plan.

The project is on track to finish by the September 19, 2022 Selectboard meeting. The team is open to holding another steering committee meeting prior to the Selectboard meeting to review the final presentation. This will be discussed during the upcoming steering committee meeting.

#### FY23 UPWP Gateway Scoping Study

I met with the project team on July 29, 2022 to talk about the Town's expectations with this project. Dayton Crites (Dubois & King) and Bryan Davis (CCRPC) will be our primary contacts with this project.

Dubois & King have produced an early draft of the project scope of work. Bryan and I are reviewing this draft at the moment to make sure all of the Town's interests are included in the scope of work. I will update you on the progress of this project and provide you a cleaner iteration of the draft scope of work at an upcoming meeting.

### Selectboard Meeting Presentation

- Comments for committee pipeline document

Cathleen has tweaked the committee pipeline document for your consideration. The updated document is enclosed.

- Public Education Materials

At the moment, the Transportation Committee's presentation is scheduled for the September 19, 2022 Selectboard meeting. From my understanding, the purpose of this presentation is to overview the purpose of the Transportation Committee, the transportation planning process, projects the committee has completed, and projects the committee is currently doing. I suggest discussing long-term goals in addition to the aforementioned topics. The Selectboard will start discussions on the FY23 budget and the Capital Improvement Plan in October, and the presentation would give justification for funding future projects.

I recommend putting together a slide deck for the presentation. The slide deck could incorporate the information Bryan sent the committee after the July 12, 2022 Transportation Committee meeting. Here are the links Bryan had sent out about project procedures and timelines:

- [Project Definition Process Guidebook for Highway Division Projects \(vermont.gov\)](#)
- [FlowChart.pdf \(vermont.gov\)](#)
- [Small Town and Rural Multimodal Networks \(dot.gov\)](#)

### Old and New Business

- Grants – VTrans Park and Ride Grant

For more information, refer to the VTrans website: [Park and Rides | Agency of Transportation \(vermont.gov\)](#). This grant is for establishing new municipal park and ride lots. I have sent this information to the Parking Advisory Committee for their consideration.

- Vermont Open Meeting Law Review

The Vermont Secretary of State has this handy guide for open meeting laws: [a-guide-to-open-meetings-january-2019.pdf \(vermont.gov\)](#). Open meeting laws apply to all communications among members of a public board or committee, including emails, pertaining to the business of the board or committee.

The following communications with a quorum of members are exempt from open meeting law per statute:

- Setting a meeting date
- Organizing an agenda
- Distributing meeting materials
- Attending social gatherings, training programs and the like, provided that the public body does not discuss business
- Attending a duly warned meeting of another public body (Selectboard, Planning Commission, etc), provided that the attending public body does not take action on business

- Vermont Transportation Equity Framework

During the last CCRPC Transportation Advisory Committee meeting, RSG and VTrans did a presentation about an ongoing project to establish a transportation equity framework: [Transportation Equity Framework Slides \(ccrpcvt.org\)](#). The goal of this project is to create a tool that can be applied for future projects and decision making to advance more equitable outcomes. These questions and processes in the slides—as well as the framework itself—could be beneficial to upcoming planning projects.

# Richmond Transportation Committee

August 9, 2022 @ 5:30 PM

Online via Zoom

PLEASE NOTE: In accordance with Act 78, this meeting will be held online and conference call via Zoom only. You do not need a computer to attend this meeting. You may use the "Join By Phone" number to call from a cell phone or landline. When prompted, enter the meeting information provided below to join by phone.

For additional information about this meeting, please contact Ravi Venkataraman at 802-434-2430 or at [rvenkataraman@richmondvt.gov](mailto:rvenkataraman@richmondvt.gov).

Join Zoom Meeting

<https://us02web.zoom.us/j/86366345196?pwd=a3c3UUUVIVWFLN29IR2Naa0RydktZdz09>

Meeting ID: 863 6634 5196

Passcode: 294023

## AGENDA

- 5:30 PM Revisions to Agenda
- 5:33 PM Approve Minutes from July 26 meeting
- 5:35 PM UPWP FY22 Project Updates
  - a. Sidewalks Scoping – Selectboard and next steps
  - b. Phase 2: Ped & Bicycle Master Plan – Outreach to neighbors and next steps
- 5:50 PM FY23 UPWP Gateway Scoping Study
- 6:10 PM Selectboard Meeting Presentation
  - Comments for committee pipeline document
  - Public Education Materials
- 6:40 PM Old and New Business
  - Grants – VTrans Park and Ride Grant
  - Vermont Open Meeting Law Review
  - Vermont Transportation Equity Framework
- 7:00 PM Adjourn

RTC Project Pipeline	Capital Budget Item	Project Initiation	UPWP Grant or Grant Year	or planning funding Report	Project Design/ Definition	Scoping
<b>Facility Planning</b>						
Bridge Street - East Side New Sidewalk		2021	FY21, FY22	TO BE ADDED	Nov-21	Jun-22
Bridge Street Redesign - Complete Streets	FY27	2021	FY21	<a href="https://studiesandr">https://studiesandr</a>		Jun-21
Jericho Road Facility New Construction	FY27	2021	FY22	TO BE ADDED		Jun-22
Huntington Road - Sidewalk to Johnnie	FY27	2021	FY22	TO BE ADDED	TBD	TBD
				Additional Planning Needed		

Capital Budget Item	Project Initiation	Construction funding	Estimated cost	Engineering	Permitting	Construction	Maintenance & Operations
<b>RTC Facility Construction</b>							
Bridge Street - East	2021	Vtrans Bike/Ped application - Selectboard approved 20%	\$400,000				

RTC Long-Term Planning	UPWP or Planning	Review	Revision	Comments
Town Plan Goals & Objectives Review CCRPC Regional Park & Ride Richmond Priorities		8/10/2021	8/10/2021	Document submitted to Planning Commission
		7/12/2022	2/12/2022	2/12/2022
Richmond Capital Budget/Plan Green Mountain Transit Richmond Services <b>Committee Documents</b>	FY23 (GMT)	3/8/2022	NA	No formal review presented to Selectboard
A. Purpose Statement B. Transportation Implementation Plan		2/8/2022	3/8/2022	Created short and long versions
			6/4/2020	Provided to Selectboard
Walkability Audit Project and Report	Ties to potential facility	8/21/22		Expected Fall 22