

Richmond Transportation Committee

Meeting Minutes – November 29, 2022

All participants attended the meeting remotely.

Committee members present: Chris Cole (Chair), Cathleen Gent (Vice Chair), Keith Jennings, Allen Knowles, Cameron Wong

Absent: Jon Kart

Others present: Ravi Venkataraman (Town Planner)

A quorum was reached and the Chair convened the meeting at 5:34 PM

Abbreviations used in these minutes: ARPA = American Rescue Plan Act of 2021; CCRPC = Chittenden County Regional Planning Commission; D&K = Dubois and King; GMT=Green Mountain Transit; PPL = Project Pipeline Document; RTC = Richmond Transportation Committee; SB = Selectboard; TAP=Transportation Alternatives Program; UPWP = Unified Planning Work Program; VTRANS=Vermont Agency of Transportation;

1. Revisions to the Agenda: Add Old/New Business: Chris Cole added discussion of effect of an east side Bridge Street sidewalk on the cemetery. See 9 below.

2. Approval of Minutes from November 8, 2022: There were no corrections or additions to the minutes. **Motion by Gent, seconded by Knowles, to approve minutes. Approved by consensus.**

3. Planning for Town Planner Transition: Venkataraman’s last day as Town Planner is December 30, 2022. There will be a period of time before a replacement is hired and begins work. Venkataraman provided and reviewed a document detailing what duties and tasks need to be covered by others during the transition period and assignments for those tasks. This document will be in the meeting “Related Files” section with the RTC minutes on the Town website and should be accessed for details on items mentioned in the minutes.

- Venkataraman’s position on the Town Traffic Calming Committee will remain open during the transition, to be filled by the new Town Planner.
- RTC meeting materials will be organized by Cole and Gent and posted by Wardwell (Duncan Wardwell, Assistant to the Town Manager). Minutes will be submitted to Wardwell.
- The pandemic executive order allowing “online only” public meetings expires January 15, 2023 and a physical space for a meeting will be needed after that. Gent will coordinate with Wardwell for RTC hybrid meetings, including physical meeting space at Town Center. (Further action, Gent)
- Individual projects are addressed below. See the Transition document and Staff Report for further details.

4. Update on FY23 UPWP Projects:

a. Richmond Western Gateway Scoping Study (for a multi-use path): Next Steering Committee meeting will be held December 6, 2022 at 6PM. Venkataraman reports there will be turnover in D&K staff, with D&K project manager Dayton Crites leaving to take another position. CCRPC Project Manager Bryan

Davis will remain. Venkataraman is tasking Knowles with being the point of contact and coordinator for intra-town communications for public outreach and the steering committee and stakeholders, including distribution of agenda and minutes to the steering committee and stakeholders. Knowles expressed his discomfort and lack of aptitude for the public outreach tasks. Outreach is envisioned as including focus groups for Riverview Commons residents and Gateway landowners/residents; a public meeting in March, and a survey for the public. See the Transition document and Staff Report for further details.

b. Richmond Targeted Scoping Study (US2 Shoulder Pinch Points): On 11/17/22 Jason Charest of CCRPC submitted a memo to the SB giving two options for the “scope of the scope” for this study. This memo is in the 11/21/22 SB meeting Related Materials. The SB approved Option 1: Cursory Scoping Study and the required \$1,400 local match. The reasoning behind this decision was reviewed. See the SB minutes and the Transition document and Staff Report for further details.

c. Cochran Road Traffic Calming Study: This is a UPWP study initiated and managed by the SB with CCRPC. D&K is the consultant. RTC has no role (other than being interested) at this time. Venkataraman reports the study is primarily technical with a narrow focus, and has different goals to meet different needs than the proposed FY24 Cochran Road Scoping Study.

d. Official Map: Phase one, data collection, will go forward starting in January 2023, and the data will go to the new Town Planner. Decisions on Phase 2 will be made by the Planning Commission. Venkataraman reports that at present, Planning Commission Chair Virginia Clarke intends to wait for the new Town Planner before making any decisions on proceeding with Phase 2. Gent requested Venkataraman update his Transition document to include this. (Further action, Venkataraman)

5. Update on FY24 UPWP application: This is for a scoping study for bike/ped infrastructure improvements to the Cochran Road corridor. Cole explained that this project does not overlap the Cochran Road Traffic Calming Study, as the needs, goals, extent and timeframe of the two projects are different. Venkataraman stated he will start the application and thinks he can get it submitted before he leaves. Gent and Cole will help review it. It will need to be presented to the SB for approval. (Further action, Venkataraman, Cole and Gent)

6. Update on VTrans Transportation Alternatives Grant Application (TAP Grant): The SB approved the potential increase in matching funds to take inflation into account, from \$55K to \$64K, at their 11/21/22 meeting. Venkataraman has finished a draft application and is receiving comments from Kart, Jennings and Cole. Venkataraman plans to submit the application by the 12/14/22 deadline. (Further action, Venkataraman)

7. Update on Walkability Study Report: Venkataraman continues to work to incorporate edits and photos. He states he will complete it prior to his departure. (Further action, Venkataraman)

8. Update on FY24 Budget Process: As of the 11/14/22 SB Budget Meeting, \$30K is allocated for the Sidewalk Reserve Fund for FY24 and the in the draft capital plan for the following 4 years. The next budget meeting is 12/12/22.

9. Old and New Business: Cole reported receiving concerns via SB member Bard Hill from the Cemetery Commission about the potential impact of sidewalk construction on the east side of Bridge Street on the Town Cemetery there. Subsequent to this meeting a letter was made available from the Cemetery Commission that should be placed in Related Files. Concerns involve unmarked and paupers graves, as

well as increased access to the cemetery leading to increased vandalism. The Cemetery Commission proposes a fence funded via sidewalk construction funds. Cole noted that the construction grant, if received, would include funds for archeologic review, and that this is part of the standard procedure. Any human remains located would need to be handled by current standards for this issue. Issues of fencing and vandalism were not received at the time of the meeting and were not discussed.

10: Adjourn: There being no further business, the meeting was adjourned by consensus at 6:37PM.

Minutes by Allen Knowles

Future agenda items:

- Contacting the railroad about a pedestrian crossing on the east side of Bridge Street as part of new sidewalk.
- Motion asking SB for approval to apply for FY24 UPWP grant for Cochran Road Scoping Study.

Further Action Needed:

1. **Gent** will coordinate with Wardwell for RTC hybrid meetings, including physical meeting space at Town Center. (see 3 above)
2. **Venkataraman** will update his Transition document to include plan for the Official Map. (see 4d above)
3. FY24 UPWP application: **Venkataraman** stated he will start the application and thinks he can get it submitted before he leaves. **Gent and Cole** will help review it. It will need to be presented to the SB for approval. (see 5 above)
4. TAP application: **Venkataraman** needs to submit the application by the 12/14/22 deadline. (see 6 above)
5. **Venkataraman** needs to complete Walkability Audit Report prior to his departure. (see 7 above)