

# Richmond Transportation Committee

Meeting Minutes – November 8, 2022

All participants attended the meeting remotely.

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

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:** Venkataraman announced his pending resignation and this was added to the agenda at this point in the meeting.

**2. Venkataraman resigning from his position as Town Planner as of 12/30/22:** Implications for the RTC were discussed. At the next RTC meeting on 11/29/22 Venkataraman will review areas of our works in progress that he has been responsible for and will need to be assumed by others. (Further action, Venkataraman) Well wishes for his future were expressed.

**3. Approval of Minutes from October 25, 2022:** There were no corrections or additions to the minutes. **Motion by Gent, seconded by Kart, to approve minutes. Approved unanimously.**

#### **4. Update on FY23 UPWP projects:**

**a. Western Gateway Scoping Study:** On Tuesday, November 1 the consultant team did a site visit. Knowles and Rod West participated in the site visit. The Steering Committee kickoff meeting was held afterwards. The next steps for the consultant team are to evaluate the existing conditions and review past studies. This will be discussed during the next Steering Committee meeting on Tuesday, December 6th at 6 pm. The Steering Committee lacks representation from landowners/residents in the Gateway and from residents of Riverview Commons. Venkataraman reports he continues to seek members through personal contacts. Providing stipends was mentioned.

**b. Targeted Scoping Study (US2 pinch points study):** CCRPC gave Venkataraman options for the project scope. He will be meeting with CCRPC November 16 to discuss the scope and possible outcomes. More details to come during the November 29th meeting. Knowles questioned how VTRANS would be kept involved to avoid repeating problems with the US2 repaving project. Cole stated that because this study is being done at VTRANS' suggestion as the means to address the deficiencies in the shoulders in the current repaving project, that when then report is available RTC should request the SB chair contact VTRANS for a meeting to review it.

**5. Walkability Study Report:** Wong has provided a draft with formatting that includes Kart's most recent suggestions for presenting the recommendations. Gent noted that some but not all of

volunteer's reports are included in the appendices and asked if all (or none) could be included. Venkataraman said he could add the others. It was suggested that more photos, with captions stating what was being illustrated, would improve the report. Kart will continue to work with Wong on this, including whether Wong has access to all the photos. (Further action, Venkataraman, Wong, Kart)

#### **6. Discussion of future item:**

**a. FY24 UPWP project:** At this time a scoping study for Cochran Road bike/ped improvements is our single candidate for this program. Venkataraman stated he will complete a draft application before he leaves. The application becomes available November 18, 2022 and is due at CCRPC January 20, 2023. The proposed Town budget includes the matching funds for this application. Discussion showed a consensus that RTC should not pursue additional planning studies at this time, but rather work towards getting construction of plans and scopes we have done thus far.

**b. VTRANS TAP Grant application:** The SB on November 7, 2022 approved applying for this grant for construction of the southern portion of a sidewalk on the east side of Bridge Street, from Volunteers Green to Jolina Court. The grant application is due December 14, 2022. There is a webinar on applying on November 16, 2022. Cole, Kart and Jennings will help with the grant application. (Further action, Venkataraman, Cole, Kart and Jennings)

**7. Update on FY24 Budget Process:** The draft budget includes \$20,000 for Transportation Services and UPWP programs and \$5,000 for Contract Services that RTC requested by motion at the October 11, 2022 RTC meeting. The amount for the Sidewalk Reserve Fund remains under discussion and \$30,000 is hoped for. A minimum of \$15,000 will be necessary at some point to supplement the \$40,000 currently available to provide for the required \$55,000 match if the TAP grant application is successful.

#### **8. Old and New Business:**

**a. Official Map:** CCRPC is scheduled to begin phase 1, data collection, in January for an official map for Richmond. Cole questioned whether this project should continue given Venkataraman's pending departure. Knowles clarified that this project does not involve Town funds and is done with CCRPC resources. Venkataraman stated the future Town Planner would likely favor having an Official Map and he did not feel that CCRPC would regard the project a waste of resources in view of his departure. Carrying the project forward past phase 1 has been determined to be in the purview of the Planning Commission, not the RTC (see RTC minutes 10/25/22 item 6b). Discussion led to a consensus that Cole and Venkataraman will discuss with Virginia Clarke of the Planning Commission as to whether to continue with phase 1 of an Official Map. (Further action, Cole and Venkataraman)

#### **9. Future Agenda Items:**

- Plan for Venkataraman's departure
- Updates on FY23 UPWP's (Gateway, Targeted Pinch Points?, Official Map?)
- Update on FY24 UPWP application
- Update on TAP application
- Update on Walkability report

**10. Adjourn: There being no further business, motion by Gent, seconded by Kart, to adjourn, approved unanimously. Adjourned at 6:31 PM**

Minutes by Allen Knowles

**Further Action Needed:**

1. Pending departure of Town Planner: Venkataraman will review areas of our works in progress that he has been responsible for and will need to be assumed by others. (See 2 above)
2. Walkability Audit Report: Venkataraman will add volunteer reports to appendices. Kart and Wong will add photos with captions. Kart will make sure Wong can access all photos. (See 5 above)
3. TAP grant application: Venkataraman, Cole, Kart and Jennings will work on the application and, if possible, attend the webinar on applying. (See 6b above)
4. Official Map UPWP: Cole and Venkataraman will discuss with Virginia Clark of the Planning Commission as to whether to continue with phase 1 of an Official Map. (See 8a above)