

Richmond Transportation Committee

Meeting Minutes – December 13, 2022

All participants attended the meeting remotely.

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

Absent: Keith Jennings

Others present: Ravi Venkataraman (Town Planner)

A quorum was reached and the meeting convened at 5:33 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:

- a. Gent added discussion of RTC's yearly contribution to the Town Report; see 12 below.
- b. Venkataraman added discussion of the Town's planned switch from Google Drive/Apps to Microsoft 365; see 13 below.

2. Approval of Minutes from November 29, 2022: There were no corrections or additions to the minutes. **Motion by Wong, seconded by Knowles, to approve minutes. Approved unanimously.**

3. Discussion of ARPA Survey Results: The ARPA Committee provided a compilation of ideas submitted by residents and requested RTC review and provide feedback on items related to Transportation. Also, if there are projects that RTC is working on that are not mentioned in this document the ARPA Committee would be interested to know more about those projects. Discussion ensued, including which projects are possible within the ARPA time constraints.

Motion by Gent, seconded by Wong, and passed unanimously: RTC recommends use of ARPA funds as follows:

First priority for Bridge Street infrastructure improvements, including east side sidewalks (excluding the railroad crossing due to time constraints) and other improvements to crosswalks, intersections, bicycle sharrows, bicycle climbing lane, signage, etc. as detailed in the Bridge Street Complete Streets Corridor Study <https://www.ccrpcvt.org/our-work/transportation/current-projects/corridors-circulation/bridge-street-complete-streets-corridor-study/> and the Richmond Sidewalks Scoping Report

https://www.richmondvt.gov/fileadmin/files/Departments/Planning_Zoning/Richmond_Scoping_Report_FINAL_09232022.pdf

Second priority for construction of a sidewalk on Jericho Road from School Street to Valley View Road as detailed in the Richmond Sidewalks Scoping Report.

RTC also brings to the attention of the ARPA Committee that the Bike, Walk, Trails Plan has information on Cochran Road that may be of interest:

https://www.ccrpcvt.org/wp-content/uploads/2022/09/20220914_RichmondBikeWalkTrailsFINAL.pdf

Venkataraman will ask about these recommendations being placed on the agenda for the ARPA Committee meeting for December 28, 2022. (Further action, Venkataraman)

Cole will prepare a communication from RTC to the ARPA Committee on these recommendations. (Further action, Cole)

4. Update on FY23 UPWP projects:

a. Official Map: CCRPC staff will reach out to the Town in the spring when they begin phase 1. When phase 1 is complete, the data will be sent to the Town. The data from phase 1 will be valid for a while, and any minor updates can be made when the Town chooses to pursue phase 2.

b. Cochran Road Traffic Calming Study: CCRPC should confirm funding of this project by January 18, 2023. D&K is the consultant: Chris Yuen is the project manager; Town Manager Josh Arneson is the Town contact. RTC involvement is now requested, particularly for monthly check in meetings. Jon Kart agreed to take on this role.

c. Richmond Western Gateway Scoping Study: The December 6, 2022 steering committee meeting was reviewed. Chris Yuen will be the new D&K project manager. Knowles will be the main contact with the Town and will forward materials to Town steering committee members and to Duncan Wardwell to be placed on the Town Website. The D&K team reviewed a draft public outreach plan with the steering committee. With Venkataraman's departure, he has assigned Knowles to promote/obtain public participation in the focus groups and the survey. Knowles reiterated that he does not know how to do this and makes no representation that he can accomplish this. Gent volunteered to assist. Facilitators and a note taker will be needed for the four planned focus groups. Knowles will attend the focus groups as note taker and to report back to RTC. D&K and Bryan Davis of CCRPC can do facilitation; no RTC members volunteered and Gent commented she felt it would be useful to have the consistency of the professional staff in the facilitator role. Replies from people interested in being in a focus group will go to Bryan Davis and he will select dates/times for the groups and will handle stipends. Gent commented that the survey is needed for wider public input, and that the survey needs further attention. Knowles and Gent will work with D&K and CCRPC on public outreach. (Further action, Knowles and Gent)

5. Motion for FY24 UPWP application: Motion by Knowles, seconded by Wong, that RTC recommends to the Selectboard that the Town applies for a FY24 UPWP for a Cochran Road Scoping Study.

Approved unanimously. This will be on the December 19, 2022 SB agenda. The matching funds for this study are in the transportation planning portion of the proposed FY24 budget. See RTC minutes from November 29, 2022 #5 for discussion.

6. Update on VTrans Transportation Alternatives Grant Application: The application was submitted. Expect to hear back in February.

7. Update on FY24 budget process: The transportation planning request of \$20,000 is unchanged. The Cochran Road Scoping UPWP matching funds come from this and should leave \$7,000-\$8,000 for other projects that might come up. The Jericho Road sidewalk project was removed from the long term capital plan. It remains possible to put it back in later, especially if grant funding can be obtained. The yearly contribution to the Sidewalk Reserve Fund was reduced to \$25,000. It will be adequate for the

match if the TAP grant is awarded for Bridge St. sidewalks, but will otherwise not be building up as much for future construction projects.

8. Update on Walkability Study report: A draft report is available. Kart suggested alternative cover photo(s) be used. Gent said we should plan to send the draft report out to volunteer participants and invite them to a meeting to discuss the report. Gent, Kart and Knowles will combine their email contact list for the volunteers to do this. (Further action, Gent, Kart and Knowles)

9. Discussion of potential grant opportunities: Venkataraman provided timelines for VTRANS annual grant programs. Cole stated he will look into equity grants and other types of grants that might fit the situation of Riverview Commons being isolated from the rest of Richmond by the interstate interchange.

10. Railroad and Bridge St. sidewalk construction: In order to begin discussions, Cole will try to obtain contact info for the New England Central Railroad. (Further action, Cole)

11. Second meeting in December: Cole suggested we cancel our second meeting in December due to the holidays. This was agreed to by acclamation.

12. Yearly Town Report: The RTC submission for this is due in January. Gent has provided a draft. Any suggested edits are due by December 30, after she will submit it.

13. Town IT change: Venkataraman reports the Town plans to change from Google apps, including the shared drive, to Microsoft 365. To avoid possible loss of data, Wong will back up our shared drive prior to the transition.

14. Appreciation: The committee extended its thanks to Venkataraman for his work and help during his tenure as Town Planner.

15. Adjourn: There being no further business, the meeting was adjourned at 7:09 PM.

Minutes by Allen Knowles

Further action needed:

1. Venkataraman will ask about RTC recommendations being placed on the agenda for the ARPA Committee meeting for December 28, 2022. See 3 above.

2. Cole will prepare a communication from RTC to the ARPA Committee on the RTC recommendations. See 3 above.

3. Knowles and Gent will work with D&K and CCRPC on public outreach for the Gateway Scoping Study. See 4c above.

4. Gent, Kart and Knowles will combine their email contact lists for the walkability audit volunteers. The intent is to send them the draft report and invite them to a meeting to discuss it. See 8 above.

5. Cole will try to obtain contact info for the New England Central Railroad so that discussions can begin about a sidewalk crossing on the east side of Bridge St. See 10 above.

