

# Richmond Transportation Committee

Meeting Minutes – January 10, 2023

All participants attended the meeting remotely.

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

Others present: Lisa Kory (Walkability Audit participant)

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; RVC=Riverview Commons

**1. Revisions to the Agenda:** Gent added the Official Map UPWP and its status in the Town Report to General Updates (see 7 below).

**2. Approval of Minutes from December 13, 2022:** There were no corrections or additions to the minutes. **Motion by Gent, seconded by Wong, to approve minutes. Approved unanimously.**

**3. ARPA Committee Meeting:** This meeting is January 11, 2023 at 7 PM and the RTC recommendations are on their agenda. Cole and Gent plan to attend to present the RTC recommendations as detailed in RTC meeting minutes of December 13, 2023, item 3. Cole has incorporated these recommendations into a letter that was sent to the ARPA committee last week.

**4. Update on Walkability Audit report:** Gent briefly summarized the process and the report. Ravi Venkataraman (former Town Planner) provided a final draft in late December. Study volunteers Lisa Kory and Eric Thomas have provided comments to Gent; more may be forthcoming. Kart noted that information from the effort has already informed other projects. Cole raised the questions of: a. How is the report to be taken from draft to completion? and b. How are recommendations to be addressed?

**a. Completing the report, to be done for review at the first meeting in February:**

- Knowles and Wong will be responsible for adding more photos and final formatting of the report. (further action, Knowles and Wong)
- Gent will provide the latest draft to committee members and will add volunteer comments as an appendix or edits to the report as appropriate. (further action, Gent)

**b. Addressing recommendations:**

- Jennings will provide an executive summary. (further action, Jennings)
- Gent will construct a matrix of deficiencies and recommendations. (further action, Gent)
- Kart, Wong, and Jennings may be able to provide renderings and overlays of pictures and maps to be used to present. (further action, Kart, Wong and Jennings)

- The above will be used to present the Audit to the SB. Cole stressed the need for attendance at that SB meeting, by both RTC members and Audit volunteers.

## 5. Update on FY23 UPWP Projects:

**a. Richmond Western Gateway Scoping Study:** Knowles and Gent reported on steering committee meetings. Project webpage and minutes are available on the Town website.

<https://www.richmondvt.gov/boards-meetings/richmond-western-gateway-scoping-study>

Currently, Knowles and Gent are working on recruiting for four focus groups (RVC, US2 adjacent residents and landowners, cemeteries, and schools). Focus groups should be held in late January or early February. D&K or CCRCP staff will facilitate and Knowles will attend as note taker. A public survey to allow general input from anyone interested is being constructed and should be live in February and March. In addition to the above efforts towards non-motor vehicle infrastructure, Gent noted a separate part of the study is to address technical issues of traversing the Exit 11 interchange and US2/VT117 intersection without a motor vehicle.

**b. GMT US2 Bus Route Scope of Work:** GMT and CCRPC are scoping a bus route on US2 (not I-89) from Williston to Waterbury, with stops in Richmond, Jonesville, etc. Cole was asked to comment, and raised issues of access between RVC, Park and Ride, and Richmond Village.

**c. Cochran Road Short Term Traffic Calming:** Richmond SB and CCRCP are doing this. RTC is not directly involved (Venkataraman's request noted in the 12/13/22 minutes for an RTC member was apparently in error). Experience gained may inform the longer term study in FY24 (see below).

**6. FY24 UPWP Application for a Cochran Road Study:** Cole and Gent met with Eleni Churchill of CCRCP. A scoping study for the full length of Cochran Road is not feasible. RTC will be applying for a study that is for scoping of the two ends, approximately of the 25mph zones, and a corridor study of the connecting 45mph segment. Cole, Gent and Town Manager Josh Arneson are working on the application, which is due next week. The SB has approved the matching funds. Kart reported that he spoke with Conservation Commission members, and that Conservation Reserve Fund money could possibly be used for portions of Cochran Road improvements (such as trail crossings, etc.), especially if the money could be used to leverage other grant monies.

## 7. General Updates:

**a. FY24 Budget Transportation Related Items:** The Selectboard approved a FY24 budget for presentation and approval at town meeting. The two items related to our work are included in the budget with no changes.

**b. Dialog with Railroad about future projects:** Cole is to contact the railroad about how to address projects that involve it, such as sidewalk crossing on the east side of Bridge St. (further action, Cole)

**c. Hybrid Meetings:** Beginning with our next meeting, meetings will have to have a physical meeting space option. Cole or Gent will be physically present and will coordinate with Wardwell on arrangements.

**d. Microsoft 365:** The Town's plan to convert from Google Drive to Microsoft 365 has been delayed for at least two months.

**e. FY23 Official Map UPWP and RTC Town Report:** With the departure of Town Planner Venkataraman, the Town, the Planning Commission, and CCRPC all feel that it is best to wait to see if the new Town Planner wishes to pursue this. For the time being, it is on hold. Gent will see if reference to this as an active project can be deleted from the 2022 Town Report. (further action, Gent) Cole suggests that if

not, well, plans change after printing deadlines, and the resulting inaccuracy is regrettable but not malign.

**g. Town Planner Position:** Cole reports interviews are in progress, but a new hire is not imminent at this time.

**8. Agenda Items For Next Meeting:** At this time, these consist of updates.

- a. ARPA Committee meeting.
- b. Walkability Report progress on assignments.
- c. FY23 UPWP's: Gateway, GMT, and Cochran short term traffic calming
- d. FY24 UPWP application for Cochran scoping and corridor segments
- e. Town Planner interviews

**9. Adjourn:** There being no further business, the meeting was adjourned at 6:46 PM

Minutes by Allen Knowles

**Further Action Needed:**

- **Knowles and Wong** will be responsible for adding more photos and final formatting of the Walkability Audit report. See 4a above.
- **Gent** will provide the latest draft of the Walkability Report to committee members and will add volunteer comments as an appendix or edits to the report as appropriate. See 4a above.
- **Jennings** will provide an executive summary of the Walkability Report. See 4b above
- **Gent** will construct a matrix of deficiencies and recommendations from the Walkability Report. See 4b above.
- **Kart, Wong, and Jennings** may be able to provide renderings and overlays of pictures and maps to be used to present. See 4b above.
- **Cole** is to contact the railroad about how to address projects that involve it, such as sidewalk crossing on the east side of Bridge St. See 7b above
- **Gent** will see if reference to the Official Map as an active project can be deleted from the 2022 Town Report. See 7e above