



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday, May 26, 2020, 6:30 p.m.

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*Action Item

AGENDA

6:30 Introductions

Adjustments to the Agenda

Public Comments

6:35 Approve March and April TAC Minutes (enclosed)*

6:45 Review Draft TAC Rules of Procedure (enclosed)*

7:00 TAC Elections of Officers *

7:15 Transportation Projects going on in the Region (Presentation/Roundtable)

Possible Presentations:

- Waterbury Main Street Reconstruction Project
- Berlin I-89 Bridge Deck Replacement
- Plainfield Route 2/Main Street Intersection

7:45 Ash Tree Inventories and EAB Preparedness/Management Plan

8:05 TAC Member Concerns

Roundtable for any issues, questions, and town updates from TAC members.

8:29 Set Agenda for the Future TAC Meeting

8:30 Adjourn

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

Minutes

March 24th, 2020

Attendees:

	Barre City: Scott Bascom		Northfield: Patrick DeMasi
	Barre Town: Shaun Corbett		Orange: Lee Cattaneo
x	Berlin: Robert Wernecke, Vice- Chair	x	Plainfield: Bob Atchinson
	Cabot: John Cookson	x	Roxbury: Jerry D'Amico
x	Calais: David Ellenbogen		Waitsfield: Don La Haye
x	Duxbury: Alan Quackenbush		Warren: Jim Sanford
	East Montpelier: Frank Pratt		Washington: Vacant
	Fayston: Vacant	x	Waterbury: Steve Lotspeich, Chair
	Marshfield: Robin Schunk	x	Williamstown: Rich Turner
x	Middlesex: Ronald Krauth		Woodbury: Vacant
x	Montpelier: Dona Bate		Worcester: Bill Arrand
x	Moretown: Joyce Manchester		

Staff: Ashley Andrews

Guest: Chris Damiani GMT, Zoe Neaderland VTrans

Chair S. Lotspeich called the meeting to order at 6:30pm. Quorum was not present.
Introductions were completed.

Adjustments to the Agenda:

A. Andrews requested to have Chris Damiani from GMT update the TAC on service changes.

Approve Minutes from February Meeting:

Spelling and punctuation edits were suggested. No quorum was present.

Public Comments:

No public present.

GMT Updates to Service Changes:

GMT just posted public hearing information on their website, and a short video for each service area to show more detail of the changes. There is an open comment period until April 8th. GMT will provide comments to the board on April 21st where GMT will review comments and implement service changes at end of June, beginning of July. Comments be can sent to email ride@gmt.com or by telephone at 540-2537

GMT also gave an update of service changes as they relate to covid-19

- Barre Link Suspend

- 2 out of 4 trips for the Waterbury link have been suspended
- Montpelier link has reduced service
- Boosted service to the Waterbury Park & Ride and State Complex
- Suspended first am run on the Route 2 Commuter which leaves Marshfield at six o'clock
- Suspended Mad River Valley seasonal service and reduced service for the Mountain Rd to run hourly between 6-5pm.

Capitol Program Project Prioritization and Town Highway Bridge Pre-Candidate List for FY2021

A. Andrews and S. Lotspeich presented the Capitol Program Projects and the Town Highway and Bridge Pre-Candidates, that CVPRC staff prioritized using a matrix set up by the TAC. The TAC decided (since there wasn't quorum) to make the recommendation to the Executive Committee to move forward with how CVRPC draft prioritized them. B. Wernecke asked for CVPRC to use the scoring matrix on the Lovers Lane Bridge. TAC also expressed concern on how awkward the scoring matrix was and that they would like to create a new matrix before the next round of candidates.

TAC Member Comments/Concerns

TAC expressed concern over the meeting platform since they felt that it wasn't user friendly and had several issues of people not being able to connect. A. Andrews will make the process more clear in the future.

Plainfield updated the TAC about how the Selectboard closed all meetings which made moving forward on the Route 2 intersection difficult. All RAMP projects are on hold which means they will not be moving forward at this time with P. Mitchell's Hitching Post.

Adjourn: B. Wernecke suggested the TAC adjourn.

The meeting ended at 7:58 pm.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

Draft Minutes

April 7, 2020

Attendees:

x	Barre City: Scott Bascom
x	Barre Town: Shaun Corbett
x	Berlin: Robert Wernecke, Vice- Chair
	Cabot: John Cookson
x	Calais: David Ellenbogen
x	Duxbury: Alan Quackenbush
	East Montpelier: Frank Pratt
	Fayston:
x	Marshfield: Robin Schunk
x	Middlesex: Ronald Krauth
	Montpelier: Dona Bate
x	Moretown: Joyce Manchester

x	Northfield: Jeff Shultz
x	Orange: Lee Cattaneo
x	Plainfield: Bob Atchinson
	Roxbury: Jerry D'Amico
	Waitsfield: Don La Haye
	Warren: Jim Sanford
	Washington: Vacant
x	Waterbury: Steve Lotspeich, Chair
	Williamstown: Rich Turner
	Woodbury: Vacant
	Worcester: Bill Arrand

Staff: Ashley Andrews

Guest: Peter Carbee - Washington

Chair S. Lotspeich called the meeting to order at 6:30pm. Quorum was not present at beginning of the meeting. Introductions were completed.

Adjustments to the Agenda:

A. Andrews apologized that the Minutes were not included in the mailing, and S. Lotspeich suggested to look them over at the May meeting

Public Comments:

Peter Carbee from Washington was present but since Washington doesn't have a member he was monitoring the meeting.

District Leveling Prioritization

A. Andrews presented the VTrans Districts suggested leveling projects for the CVPRC region. The projects may be funded by federal stimulus money. There are seven projects split between three Districts. District 4 had one project for the region, District 5 had 3 projects, and District 7 had 3 projects. They are all paving or spot paving projects. District 4 was discussed first, the TAC believes that Route 12 South and North of Montpelier is in worse shape than Route 14, however they believe it is project that would be starting from scratch rather than leveling. District 5 Middlesex has two sections of road that are a continuation of last year's paving project on Route 2 and one in Moretown farther west. It was suggested if possible to combine all three projects into one. The TAC made a comment to the District to push for a complete paving rehabilitation of Route 2 to remove the concrete road underneath. District 7 has a

1 project on Route 14 going from East Calais village and ending in Woodbury at the Town office.
2 Plainfield to East Montpelier on Route 214 (Which was incorrectly labeled as Route 2 on the
3 map) and B. Atchinson would like to double check the total mileage being paved for that
4 project. East Barre to Washington on Route 110. (Which was incorrectly displayed on the map
5 as to where the segments started and ended) S. Corbett recommended that the TAC ask the
6 District to expand treatment to stretch the entire length of project rather than sections.

7
8 R. Schunk wondered about adding a paving project on Route 232, but it was discovered that
9 there was one already planned for this year.

10
11 S. Bascom made a recommendation to accept the priorities as listed except make Route 214
12 number 3 rather than number 5 as the District had listed. B. Wernecke seconded. The TAC
13 added comments on combining the projects in District 5 into one, and the projects on Route
14 110 into one and expanding the treatment to encompass all sections, and double checking the
15 mileage on Route 214. *The recommendation was passed.*

16 17 **TAC Member Comments/Concerns**

18 R. Krauth dozens of roads in Vermont have concrete underlays but if we can somehow get
19 started on fixing them it is better than nothing.

20
21 B. Atchinson was very irritated that the TAC was only given four days' notice for the meeting,
22 since he had to miss another meeting and since there would most likely not be a quorum
23 present as a result of four days' notice.

24
25 D. Ellenbogen didn't see all the attachments and emails for the meeting, he had been on the
26 TAC 6 years and had never heard of an emergency meeting. In order to get a quorum, with the
27 short notice he felt there should have been phone calls or repeat emails to make sure the TAC
28 was aware.

29
30 S. Lotspeich responded by saying that he understands people are frustrated. It is the symptom
31 of dealing with an emergency. This was a project we were told to schedule. A. Andrews and he
32 were instructed to do this by Bonnie Waninger and the EC Committee. Not to duck the
33 responsibility and we can certainly send a reminder out next time. A. Andrews did send a
34 packet out yesterday to remind everyone about tonight's meeting, but he realizes email is not
35 the perfect way to go but we did the best we can.

36 37 **Discuss Future TAC Meetings**

38 At this time all non-essential meeting have been put on hold unless there is something that the
39 TAC needs to meet about. There will be no meeting at the end of April, and A. Andrews will
40 keep the TAC informed if there is something essential they need to meet about in May.

41
42 **Adjourn:** S. Bascom suggested the TAC adjourn. B. Wernecke seconded

43
44 The meeting was ended at 7:30 pm.



TRANSPORTATION ADVISORY COMMITTEE (TAC)

RULES OF PROCEDURE

/ /

PURPOSE: To oversee the Central Vermont Regional Planning Commission's (CVRPC) transportation planning program in accordance with CVRPC plans, policies, and procedures, to act as a liaison between local communities and the Vermont Agency of Transportation (VTrans), and to provide local and regional input regarding transportation issues important to the region.

GENERAL ACTIVITIES:

- ◆ Oversee the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures. This includes assisting with the development of CVRPC's annual transportation work program and budget.
- ◆ Develop and update a regional transportation element as part of the Regional Plan.
- ◆ Provide recommendations on funding and prioritization for the Agency of Transportation's Capital Budget and State Transportation Improvement Program.
- ◆ Act as a liaison between local communities and the Vermont Agency of Transportation.
- ◆ Provide local and regional input regarding transportation issues important to the region.
- ◆ ~~Foster public and member municipality participation in the planning for transportation improvements in the region; support and encourage intergovernmental cooperation on regionally important transportation issues.~~
- ◆ ~~Develop and update a Regional Transportation Plan as part of the Regional Plan and Transportation Improvement Program for Board of Commissioners consideration and subsequent submission to the Agency of Transportation and the Legislature.~~
- ◆ ~~Review the Agency of Transportation's Capital Budget and State Transportation Improvement Program, providing recommendations on funding and project prioritization.~~
- ◆ ~~Participate in special studies conducted by the Regional Planning Commission.~~
- ◆ ~~Assist in the development of the Commission's annual work program and budget to be submitted to the Agency of Transportation.~~
- ◆ ~~Provide input and policy recommendations to the Board of Commissioners regarding pertinent regional transportation issues, including review of State plans, policies, and~~

~~legislation.~~

- ~~◆ Provide support to member municipalities and other partners working on transportation issues determined to be in conformance with the Regional Plan.~~

ADVISORY ROLE: The TAC shall be advisory to the Board of Commissioners. The TAC will offer advice, input, and opinions to VTrans and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. TAC advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

MEMBERSHIP: The TAC shall consist of municipal representatives and representatives from transportation-related groups. Each of the member municipalities in the Central Vermont Region is eligible to appoint one voting member and one alternate to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate to the Transportation Advisory Committee.

Municipal legislative bodies shall certify the appointment of the committee member and alternate in writing to CVRPC. Committee members and alternates begin serving immediately upon certification of appointment unless otherwise specified in the appointment. Terms for committee members and alternates are one year, from July 1 to June 30. Committee members and alternates may be appointed to serve successive terms. Committee members and alternates who are appointed midterm shall serve out the term ending June 30 and may continue serving for the subsequent term starting July 1 without recertification.

~~Each of the 23 member municipalities in the Central Vermont region is eligible to appoint one voting member and one alternative representative. Municipal participation is discretionary, and determined by appointment from the municipality's legislative body to the Board of Commissioners. Other transportation related groups and/or organizations, upon 51% vote of the TAC membership (at least 12 votes in favor) at a regular TAC meeting, will be invited to appoint one voting member and one alternate representative to the TAC. Additional membership in the organization shall be subject to the ratification of the Board of Commissioners. Membership term shall be one year, appointed in March.~~

OFFICERS/ELECTIONS: The TAC will elect a Chairperson and Vice-Chairperson annually at the TAC's May meeting. The Chair will be responsible for running meetings, setting agendas in

conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings or when regular elections are held in May, whichever is earlier.

ATTENDANCE AND QUORUMS: As the TAC is advisory, a quorum shall consist of a majority of members. Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chairperson to determine if they still wish to serve on the TAC. The TAC shall meet at least eight (8) times per year, or as determined by the Chair to be necessary to carry out the stated purpose.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to TAC members and interested/affected parties for comment before action by the TAC, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ TAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to bring up items of local or regional concern for TAC consideration.

CONFLICT OF INTEREST: Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of Interest Policy to indicate that they have read, understood, and agree to comply with it.

~~In the event any TAC member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the CVRPC, or to provide materials or labor thereto, or has a personal or financial interest in any project being considered by the TAC, the member shall state on the record the nature of his or her interest. If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any vote on any related motion. If the member is uncertain whether he/she should participate in the decision, the TAC shall determine by vote whether the member should participate.~~

~~The Committee may also make a determination of conflict of interest and disallow voting by a member if the majority of voting Committee members in attendance at the meeting determine a conflict of interest exists.~~

ADOPTION OF ORGANIZATIONAL PROCEDURES: The TAC may, at any time, vote to amend these procedures, upon 51% vote of the TAC membership (at least 12 votes in favor). Proposed amendments will be forwarded to TAC members, chairs of local legislative boards, and interested parties before consideration at a regular TAC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The TAC is not a standing or special committee of the Regional Planning Commission, and is therefore not subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the TAC.

Adopted by the Transportation Advisory Committee: ____/____/____

Adopted by the Board of Commissioners: ____/____/20

Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners