

Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday, October 27, 2020, 6:30 p.m.

Via GoToMeeting

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*Action Item

AGENDA

- 6:30** **Introductions**
- Adjustments to the Agenda**
- Public Comments**
- 6:35** **Approve September TAC Minutes (enclosed)***
- 6:45** **Approve TAC Rules of Procedure *(enclosed previous minutes)**
- 7:00** **Micro Transit Presentation** – Chris Daminai from GMT will give a update on the Micro Transit Route in the Montpelier/Berlin Area
- 7:30** **Plainfield Route 2/ Main St. Intersection Update-** Bob Atchinson will present on where the Town is with the project, and we will have a written update from Erin Parizo, Project Manager from VTrans, and Clare Rock will also be available to give updates.
- 8:05** **TAC Member Concerns - Roundtable** for any issues, questions, and town updates from TAC members.
- 8:29** **Set Agenda for the November 27th TAC Meeting**
- VPSP2 Presentation**
- 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.

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)
Draft Minutes
September 22, 2020

Attendees:

x	Barre City: Scott Bascom		Northfield: Jeff Shultz
x	Barre Town: James West	x	Orange: Lee Cattaneo
x	Berlin: Robert Wernecke, Vice- Chair	x	Plainfield: Bob Atchinson
	Cabot: John Cookson	x	Roxbury: Gerry D'Amico
x	Calais: David Ellenbogen	x	Waitsfield: Don La Haye
	Duxbury: Alan Quackenbush		Warren: Jim Sanford
	East Montpelier: Frank Pratt	x	Washington: Peter Carbee
	Fayston: Matt Lillard	x	Waterbury: Steve Lotspeich, Chair
x	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, Pam DeAndrea

Guest: Zoe Neaderland, VTrans; Chris Damiani, GMT; Alice Peal, Mad River Valley Planning TAC and Waitsfield citizen

Chair S. Lotspeich called the meeting to order at 6:35pm. Quorum was present at the meeting. Introductions were completed.

Adjustments to the Agenda

None

Public Comments

Zoe Neaderland VTrans commented that there would be a public hearing coming up on Tuesday October 6th from 4-5pm of the Updated Freight and Rail Plan, and everyone on the TAC was welcome to join. A. Andrews said she would distribute information to the TAC as it became available.

Review of Draft July Minutes

Minutes were accepted with minor changes made. *R. Turner moved to accept the minutes with changes S. Bascom seconded.*

TAC Rules of Procedure

The Rules of Procedure was discussed previously in May, but the TAC had questions about what was considered a quorum. According to the Secretary of State's office, a quorum is a majority of

1 the total designated seats (for TAC, 23), not solely the filled seats. Membership of outside groups
2 was discussed again. *P. Carbee moved to take out the lines "The TAC shall consist of municipal*
3 *representatives and representatives from transportation-related groups." And "Upon the*
4 *approval of 51% of the Transportation Advisory Committee, other transportation-related groups*
5 *will be invited to appoint one voting member and one alternate to the Transportation Advisory*
6 *Committee." R. Wernecke seconded. The TAC wants outside groups to participate but the vote*
7 *would preclude them from having a vote on business, but always welcome to come participate,*
8 *advocate, and debate. 13 yeah and 2 nay. Motion passed.*
9

10 **Transportation Resilience Planning Tool Presentation**

11 Pam DeAndrea from CVRPC presented on the Transportation Resilience Planning Tool which is a
12 project that VTrans, Milone & MacBroom, CVRPC, several other RPCs and other organizations
13 collaborated on. The group got together along with Town input to map threats and damages from
14 flooding events relating to Town infrastructure. Once mapped the infrastructure was given a
15 vulnerability and criticality rating that helped them figure out the infrastructure score which was
16 then available in the online tool. This is the beginning of a statewide project that started by
17 mapping the Stevens Branch of the Winooski Watershed for the CVRPC region.
18

19 **Federal FY20 TPI Budget**

20 *R. Wernecke moved to approve the adjustment to the FFY20 budget. B. Atchinson seconded.*
21 *Motion passed with one abstention. Roll call: 13 yeah and one abstention. Motion passed*
22

23 **Federal FY21 TPI Revised Work Plan and Budget**

24 *R. Wernecke moved to approve the revised FFY21 work plan and budget, which had a math error.*
25 *D. Bates seconded. Motion passed.*
26

27 **TAC Member Concerns**

28 P. Carbee stated that VTrans started milling and repairing VT Route 110 from Washington to East
29 Barre, Finally! J. Manchester asked some bike related questions about the Waterbury paving
30 project. J. West was concerned about the accessibility of the online meeting platform and being
31 able to hear people well. D La Haye expressed concern about not receiving a TAC packet in the
32 mail since COVID started. B. Atchinson said the Town of Plainfield held two public hearings at the
33 Rec field and two virtually to discuss the Route 2 Main Street Blinking light intersection. R. Krauth
34 was driving through Stowe and was very pleased with how the roads were completed.
35

36 **Adjourn:** *R. Wernecke moved to adjourn the meeting. D. La Haye seconded. Motion passed.*
37

38 The meeting was ended at 8:32 pm.



MEMO

Date: October 2, 2020
To: Transportation Advisory Committee
From: Bonnie Waninger, Executive Director
Re: TAC Rules of Procedure

☒ ACTION REQUESTED: Adopt the revised Transportation Advisory Committee Rules of Procedure.

At its September meeting, the TAC voted to remove lines from its Rules of Procedure. The particular lines were:

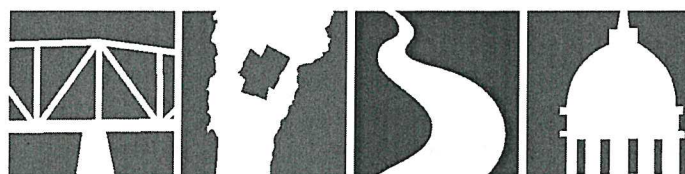
- The TAC shall consist of municipal representatives and representatives from transportation-related groups, and
- Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate to the Transportation Advisory Committee.

The TAC expressed that it wanted outside groups to participate, but preclude those groups from having a vote on business.

The revisions presented to the TAC in July brought the Rule of Procedure into alignment with updated bylaws adopted by the Board of Commissioners in December 2019. These updated reflect what the adopted Rules of Procedure included. The TAC has two options:

- a. Recommend the Board of Commissioners revise CVRPC's bylaws to remove this language.
- b. Adopt the revised bylaws as presented and not invite other transportation-related groups to hold seats on the TAC.

I've attached excerpts from the bylaws for the TAC's information.



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE (TAC)

RULES OF PROCEDURE

____ / ____ /2020

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: A quorum shall consist of a majority of members. 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: ____/____/20

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

Laura Hill-Eubanks, Chair
CVRPC Board of Commissioners

Articles of Constitution and Bylaws of CVRPC – Amended December 10, 2019

EXCERPTS

2. The purpose and duties of the Municipal Plan Review Committee shall be to:
 - a. Review municipal plans for conformance to statutory requirements, in accordance with 24 V.S.A. Section 4350(b), and make recommendations for approval to the Board.
 - b. Review municipal enhanced energy plans for determination of energy compliance, in accordance with 24 V.S.A. Section 4352(b).
 - c. Review municipal planning processes, in accordance with 24 V.S.A. Section 4350(a), and make recommendations for confirmation to the Board.
 - d. Review the compatibility of all municipal plans at least every eight years and in accordance with 24 V.S.A. Section 4345a(9) and report its findings to the Board.
 - e. Provide guidance to municipalities about future plan updates and ways to strengthen planning efforts.

G. Transportation Advisory Committee

1. The transportation advisory committee (the “Transportation Advisory Committee”) 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.
2. 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.
3. 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.
4. 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. Once a committee member or alternate serves a complete term the appointment must be re-certified for the next term beginning on July 1. Committee members and alternates may continue serving until reappointed or until a successor is appointed.
5. The Transportation Advisory Committee shall be advisory to the Board. The Transportation Advisory Committee will offer advice, input, and opinions to the

Articles of Constitution and Bylaws of CVRPC – Amended December 10, 2019

Vermont Agency of Transportation and other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board. Transportation Advisory Committee advice, input and opinions may be reviewed, confirmed or reversed by the Board at the Board's discretion. New or amended plans, policies, positions or resolutions by the Transportation Advisory Committee shall be approved by the Board.

6. The purpose and duties of the Transportation Advisory Committee shall be to:
- a. 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.
 - b. Develop and update a regional transportation element as part of the Regional Plan.
 - c. Provide recommendations on funding and prioritization for the Agency of Transportation's Capital Budget and State Transportation Improvement Program.
 - d. Act as a liaison between local communities and the Vermont Agency of Transportation.
 - e. Provide local and regional input regarding transportation issues important to the region.

Section 404: Special Committees

- A. The Board may create special committees ("Special Committees") as needed to address specific tasks or to oversee or advise CVRPC projects or programs.
- B. Special Committees may include Commissioners, Alternates, topic experts, interest group representatives, or other public representatives as appropriate to accomplish the purpose of the Special Committee. The Board shall appoint Commissioners or Alternates to serve as members of Special Committees. Special Committee members who are not Commissioners or Alternates shall be appointed as specified in the Special Committee's Rules of Procedure.
- C. Special Committees shall be advisory to the Board. Special Committees may offer advice, input, and opinions to agencies, other organizations and individuals as appropriate, provided that they are compatible with plans, policies, positions or resolutions adopted by the Board.
- D. Each Special Committee shall have Rules of Procedure approved by the Board. The Rules of Procedure shall specify the committee's purpose, general activities, role, membership, voting procedures, officers, elections, attendance and quorums, communication and coordination, conflict of interest policy and adoption of organizational procedures.