



## Central Vermont Regional Planning Commission

### TRANSPORTATION ADVISORY COMMITTEE

Tuesday January 24, 2023, 6:30 p.m.

*This will be hybrid meeting*

29 Main Street, Suite 4, Montpelier VT

Join Zoom Meeting via Computer, Tablet or Smartphone:

<https://us02web.zoom.us/j/86220375669?pwd=aXFEYkNaOVYeTBORmlhd2tZV3VKdz09>

**Meeting ID:** 862 2037 5669- **Passcode:** 692202

**Dial in via Phone:** +1 929 436 2866

Find your local number: <https://us02web.zoom.us/u/kbEE5gK91g>

Download Zoom here: <https://zoom.us/download>

#### Agenda

- 6:30 1) Meeting Commencement
  - a) Roll Call
  - b) Adjustments to the Agenda
  - c) Public Comment
  - d) Staff Announcements
- 6:35 2) Approval of October and November 2022 TAC Meeting Minutes (*Enclosed; Action*)
- 6:40 3) Adopt meeting schedule for calendar year 2023 (*Enclosed; Action*)
- 6:45 4) Complete Streets Reporting (Act 34) (*Enclosed*)
- 7:05 5) Field services and scheduling for calendar year 2023 (*Discussion*)
- 7:20 6) VLCT Federal funding resource (<https://centralvtplanning.org/wp-content/uploads/2023/01/VLCT-VT-FF-Guidebook-V-1.0-121522.pdf>)
- 7:40 7) MRGP (*Announcement*)
- 7:45 8) TAC Member Round Table
  - a) Local concerns including project updates and other issues
- 9) Adjourn

**Next Meeting February 28, 2022**

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

29 Main Street Suite 4 Montpelier Vermont 05602  
802-229-0389 E Mail: CVRPC@CVRegion.com



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**Transportation Advisory Committee (TAC)  
Minutes  
Tuesday, October 25, 2022**

<b>Attendees:</b>						
X	Barre City	Michael Hellein		X	Moretown	Joyce Manchester
	Barre Town	Stephanie Magnan				Dara Torre, Alt
		Sebastian Arduengo, Alt			Northfield	Thomas Davis
	Berlin	Robert Wernecke (Vice Chair)				Patrick Demasi, Alt
	Cabot	John Cookson			Orange	Lee Cattaneo
X	Calais	David Ellenbogen		X	Plainfield	Bob Atchinson
		Karin McNeill, Alt			Roxbury	Gerry D'Amico
X	Duxbury	Alan Quackenbush		X	Waitsfield	Don LaHaye
		Bill Whitehair, Alt.			Warren	Michael Bridgewater, Alt
X	E. Montpelier	Gina Jenkins		X	Washington	Peter Carbee
	Fayston	Donald Simonini		X	Waterbury	Steve Lotspeich (Chair)
	Marshfield	Robin Schunk			Williamstown	Richard Turner
X	Middlesex	Ronald Krauth		X	Woodbury	Chris Koteas
X	Montpelier	Dona Bate		X	Worcester	Bill Arrand
<b>Staff:</b>		Christian Meyer, Sam Lash, Keith Cubbon				
<b>Guests:</b>		Zach Melcher				

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Chair Steve Lotspeich called the meeting to order at 6:32 pm.

**Roll Call**

- Roll was called and a quorum was present

**Adjustments to the Agenda**

- No additions

**Public Comments**

- None

**Staffing announcements**

- Christian Meyer noted Keith Cubbon's participation in the meeting and that Keith will be more involved in CVRPC transportation work going forward.

1 **Review of Draft July Meeting Minutes**

- 2 • *Chris Koteas moved to accept the September TAC meeting minutes as modified; Don*  
3 *LaHaye seconded.* By unanimous consent, the motion carried.

4 **Election of Officers**

- 5 • The Steve Lotspeich reviewed the nominations of Stephanie Magnan for chair and Bob  
6 Atchinson for vice-chair. The chair then opened the floor to additional nominations. No  
7 further nominations were made.  
8 • Michael Hellein *moved to elect Stephanie Magnan as chair and Bob Atchinson as vice*  
9 *chair of the CVRPC TAC.* Dona Bate seconded the motion. By unanimous consent the  
10 motion carried.

11 **UVM Sustainable Transportation Intern Sidewalks Project**

- 12 • Zach Melcher, the sustainable transportation intern from UVM, introduced himself to  
13 the TAC and discussed the work he will be doing to gather data for a regional sidewalk  
14 network. TAC members were excited about the work Zach is undertaking and look  
15 forward to seeing his product.

16 **Mobility Committee Meeting update**

- 17 • Christian reviewed the discussion from the September Central Vermont Mobility  
18 Committee meeting and new programs that will be available to help provide mobility to  
19 all Central Vermonters who need it. One exciting new program is the Capstone  
20 Community Rides program that will attempt to provide additional options for  
21 traditionally unserved populations.

22 **Transportation Equity Framework**

- 23 • Sam Lash engaged Committee members on assessing a project through the lens of the  
24 Just Transitions equity rubric. Michael Hellein wondered how the Committee may be  
25 expected to use the rubric in future years. Christian Meyer thought that as members of  
26 the TAC they may be both reviewing scored projects and occasionally scoring projects  
27 themselves. This work is becoming more and more entwined in the region's funding  
28 programs. Therefore, staff hopes the TAC is comfortable with the concepts in whatever  
29 forms it takes. Dona Bate thought this was important work and thanked Sam for  
30 bringing it to the TAC. She hoped the TAC and RPC could get ahead of the State  
31 requirements and develop a rubric that were more straight forward for our needs.  
32 Michael further noted that he too supported this work but also hoped more systemic  
33 and even more radical approaches could be undertaken to think about how  
34 transportation infrastructure affects frontline communities. Support was voiced by  
35 other members.

1 **TAC Member Round Table**

- 2 • Bob Atchinson noted that the Plainfield Main Street Bridge is closed and construction is  
3 underway. The bridge is in better shape than previously feared.
- 4 • David Ellenbogen asked about travel lane widths and striping procedures for newly  
5 paved roads and wanted to reach out to East Montpelier on the work being done and  
6 how it will be striped. Gina Jenkins stated she was happy to talk to and put David in  
7 touch with the East Montpelier road foreman.
- 8 • David Ellenbogen asked about stop signs on town roads. Staff and committee members  
9 agreed that this is a town decision. Staff noted that CVRPC can provide expertise in  
10 conducting warrants.

11 **Adjourn**

12 *Don LaHaye moved to adjourn; Bob Atchinson seconded. By unanimous consent, the motion*  
13 *carried.*

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15 The meeting adjourned at 8:00 PM.

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**Transportation Advisory Committee (TAC)**  
**Minutes**  
**Tuesday, November 22, 2022**

<b>Attendees:</b>						
X	Barre City	Michael Hellein		X	Moretown	Joyce Manchester
X	Barre Town	Stephanie Magnan (Chair)				Dara Torre, Alt
X		Sebastian Arduengo, Alt			Northfield	Thomas Davis
	Berlin	Robert Wernecke				Patrick Demasi, Alt
	Cabot	John Cookson		X	Orange	Lee Cattaneo
X	Calais	David Ellenbogen			Plainfield	Bob Atchinson (Vice Chair)
		Karin McNeill, Alt			Roxbury	Gerry D'Amico
X	Duxbury	Alan Quackenbush		X	Waitsfield	Don LaHaye
		Bill Whitehair, Alt.			Warren	Michael Bridgewater, Alt
	E. Montpelier	Gina Jenkins		X	Washington	Peter Carbee
	Fayston	Donald Simonini		X	Waterbury	Steve Lotspeich
	Marshfield	Robin Schunk		X	Williamstown	Richard Turner
	Middlesex	Ronald Krauth		X	Woodbury	Chris Koteas
	Montpelier	Dona Bate			Worcester	Bill Arrand
<b>Staff:</b>		Christian Meyer				
<b>Guests:</b>						

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Chair Stephanie Magnan called the meeting to order at 6:33 pm.

**Roll Call**

- Roll was called and a quorum was not present

**Adjustments to the Agenda**

- Agenda items 2 and 3 were moved to after the presentation by GMT to allow for additional committee members to join the meeting.

**Public Comments**

- None

**Staffing announcements**

- None

1 **Green Mountain Transit (GMT) Funding Discussion**

- 2 • Jamie Smith, GMT director of marketing and planning, joined the committee to provide  
3 a summary of services GMT offers communities in the CV region, including some of the  
4 more visible services like the fixed route bus services and MyRide, but also some of the  
5 less obvious services, like the rides for elderly and disable persons, and non-emergency  
6 medical trips. Continuing, Jamie discussed the current method by which GMT receives  
7 funding from municipalities, including the *Fair Share* formula used to derive town-by-  
8 town funding requests, and how this system has halted any rural increases in funding  
9 over the last 15-20 years. She then explained that VTRANS is increasing the goal for local  
10 contributions to 20% of total funding. Currently all CVRPC municipalities are  
11 contributing below the 20% threshold. While transit districts across the State may have  
12 some differing funding models, broadly, this is a problem statewide. Discussion then  
13 turned to the *2021 Transit Financing Study* and how a statewide funding model could be  
14 set up to address some of the issues with the current system.
- 15 • Discussion ensued with committee members inviting Jamie to join their select board  
16 meetings to share some of this information directly and suggesting strategies to move  
17 the local GMT allocation from a special article to be part of the municipal budget. Joyce  
18 Manchester questioned the state funding sources versus using local property taxes to  
19 fund service. Jamie noted state funds came through the transportation bill. Committee  
20 members requested a copy of some of the materials Jamie had shared, including rides  
21 provided in the previous fiscal year by town. Lee Cattaneo noted that he feels that when  
22 the choice riders and riders of necessity are pooled into one program it can make it  
23 difficult to discuss the need for additional funding. Alan Quackenbush commented that  
24 it is of utmost importance to solve this issue because public transit will need to be part  
25 of solution to address climate change. Michael Hellein asked if there were something  
26 TAC members could directly do to facilitate this discussion in their towns. Staff noted  
27 that they can help share this information with their local leadership, and the TAC or RPC  
28 can author a letter to support for any policy it feels would best serve the region. The  
29 committee agreed that this is an issued to address together and that it is not an urban  
30 or rural issue. Jamie closed by discussing some of the innovative programs that are  
31 being developed, such as the Capstone Community Rides program.

32 **TAC Member Round Table**

- 33 • Joyce Manchester asked staff if there would be any conflicts with alternates being  
34 elected to state offices. Staff will double check.

35 **Adjourn**

36 The meeting adjourned at 7:45 PM.



## MEMO

Date: January 24, 2023  
To: Transportation Advisory Committee  
From: Christian Meyer, Senior Planner  
Re: 2023 Meeting Calendar

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☒ **ACTION REQUESTED:** Move to adopt the proposed meeting calendar as proposed

### ***Background:***

The CVRPC TAC meets on the fourth Tuesday of each month at 6:30 PM. Traditionally the TAC does not meet in the months of August and December.

### ***Proposal:***

Staff proposes meeting on the following dates at 6:30 PM.

January 24, 2022	June 27, 2023
February 28, 2023	July 25, 2023
March 28, 2023	September 26, 2023
April 25, 2023	October 24, 2023
May 23, 2023	November 28, 2023

Staff has reviewed the 2023 calendar and identified no conflicts with national or state holidays.

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## MUNICIPAL COMPLETE STREETS COMPLIANCE FORM

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**Town:**

**Road:**

**Project Description:**

**Name of Municipal Official:**

**Position:**

**Date:**

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Act 34 became effective July 1, 2011 and requires that the needs of all transportation users, regardless of their age, ability, or preferred mode of transportation be considered in state and municipal transportation projects and project phases. This project compliance form serves to document that Complete Streets practices and principles were considered and implemented where applicable for the project listed above. This project compliance form should be submitted when the project has been finalized. It should be retained in the Town's files and a copy provided to VTrans via the Regional Planning Commission.

Please complete **only one** of the three sections.

1) **Compliance** – Please select all Complete Streets principles and practices that have been incorporated into the project.

- |  |  |
|--|--|
| <input type="checkbox"/> Sidewalks: installation, repair, ramps, railing, etc. | <input type="checkbox"/> Pavement Improvements: replacement, repair, etc.      |
| <input type="checkbox"/> Crosswalks: installation, repair, markings, etc.      | <input type="checkbox"/> Shoulder Improvements: widen with new pavement.       |
| <input type="checkbox"/> Lighting: street or pedestrian scale.                 | <input type="checkbox"/> Bike/Shared Use: paths, lanes, etc.                   |
| <input type="checkbox"/> Signals: pedestrian features.                         | <input type="checkbox"/> Public Transit: bus stops, bus pullouts, kiosks, etc. |
| <input type="checkbox"/> Streetscaping: benches, bulbouts, landscaping,        | <input type="checkbox"/> Other (please describe):                              |

2) **Exemption** – Please select one.

- A. The use of the transportation facility by pedestrians, bicyclists or other users is prohibited by law.
- B. Incorporating complete streets principles is outside the scope of the subject project due to its very nature.  
Indicate project scope below.

- |   |   |
|---|---|
| <input type="checkbox"/> Crack sealing  | <input type="checkbox"/> Culvert replacement                          |
| <input type="checkbox"/> Emergency repairs  | <input type="checkbox"/> Guardrail replacement                        |
| <input type="checkbox"/> High risk rural road (HRRR) projects   | <input type="checkbox"/> Ledge/slope projects                         |
| <input type="checkbox"/> Pothole repair   | <input type="checkbox"/> Preventative maintenance, bridge maintenance |
| <input type="checkbox"/> Roadside mowing  | <input type="checkbox"/> Road/shoulder sweeping                       |
| <input type="checkbox"/> Shim/leveling projects   | <input type="checkbox"/> Sign replacement                             |
| <input type="checkbox"/> Traffic signal equipment upgrades  | <input type="checkbox"/> Other miscellaneous maintenance activities   |
| <input type="checkbox"/> Projects with pre-approved scopes of work (Often funded through grant programs such as Transportation Alternatives, Scenic Byways, Public Lands Highways or earmarks with a specific purpose.) |   |

- C. The cost of incorporating complete streets principles is disproportionate to the need or probable use.

If 2)C is selected, please provide a short justification below:

3) **Non-Compliance** – If none of the boxes under “Compliance” and “Exemption” are checked please draft and attach justification for not incorporating Complete Streets principles and practices into the project.

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# Complete Streets

**ACT 34**

# Purpose

- *The purpose of this bill is to ensure that the needs of all users of Vermont's transportation system—*
- *including motorists, bicyclists, public transportation users, and pedestrians of all ages and abilities*
  
- *All unpaved roads exempted!*

# Other Exemptions:

- *1) Use of the transportation facility by pedestrians, bicyclists, or other users is prohibited by law.*
- *2) The cost of incorporating complete streets principles is disproportionate to the need or probable use as determined by factors such as land use, current and projected user volumes, population density, crash data, historic and natural resource constraints, and maintenance requirements. The municipality shall consult local and regional plans, as appropriate, in assessing these and any other relevant factors.*
- *3) Incorporating complete streets principles is outside the scope of a project because of its very nature. The written determination required by subsection (a) of this section shall be final and shall not be subject to appeal or further review.*

The Vermont Agency of Transportation (VTrans) has identified the following types of projects as being outside the scope of Complete Streets (item 3 above) in their guidance on Act 34, which primarily includes maintenance activities (not a complete list):

- Crack sealing
- Culvert replacement
- Emergency repairs
- Guardrail replacement
- High risk rural road (HRRR) projects
- Ledge/slope projects
- Pothole repair
- Preventative maintenance, bridge maintenance projects
- Projects with pre-approved scopes of work (i.e., grant funded projects)
- Roadside mowing
- Road/shoulder sweeping
- Shim/leveling projects
- Sign replacement