



## MEETING NOTICE:

Northwest Regional Planning Commission

Transportation Advisory Committee (TAC)

NRPC Conference Room, 75 Fairfield Street, St. Albans, VT 05478

Thursday September 12, 2024 - 6:30-8:00 PM

Hybrid Meeting Format: in person and remote (remote details below)

1. **Adjustments to the Agenda**
2. **Welcome, Introductions, Opening Remarks**
3. **Opportunity for Public Comment**
4. **TAC Rules of Procedure Review**  
Discuss TAC Rules of Procedure and consider updates.
5. **Review of AOT Planning Coordinator/NRPC Staff Road Trip**
6. **Minutes of the July 11, 2024 Meeting** (*enclosed*)
7. **TAC Member and Staff Updates**
8. **Other Business**  
Next meeting: October 10, 2024

***If you cannot attend the meeting, please notify Kyle Grenier at [kgrenier@nrpcvt.com](mailto:kgrenier@nrpcvt.com) or 802-524-5958, ext. 123. In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity for individuals to request special accommodations. Requests for free interpretive or translation services, assistive devices, or other requested accommodations should be made to Amy Adams, NRPC Title VI Coordinator, at 802-524-5958 or [aadams@nrpcvt.com](mailto:aadams@nrpcvt.com), no later than 3 business days prior to the meeting for which services are requested.***

### **Information on how to attend the meeting remotely:**

- By computer, smartphone, tablet, or other device: Click on the Zoom meeting invite- <https://us02web.zoom.us/j/82541157068> You may be prompted to enter a meeting ID: **825 4115 7068**
- By telephone: Dial + **1 646 558 8656**. When prompted enter the meeting ID: **825 4115 7068**. Regular toll call/cell phone charges may apply.
- If you have difficulty accessing the meeting, please email [kgrenier@nrpcvt.com](mailto:kgrenier@nrpcvt.com).

1 **NORTHWEST REGIONAL PLANNING COMMISSION**  
2 **TRANSPORTATION ADVISORY COMMITTEE**

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4 *RULES OF PROCEDURE- Revised 12/04/2014*  
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6 **PURPOSE:** To oversee the Regional Commission's transportation planning program, to act as a liaison  
7 between local communities and the Vermont Agency of Transportation, and to provide local and regional  
8 input regarding transportation issues important to the region. The TAC serves in an advisory capacity to the  
9 Board of Commissioners.

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11 **GENERAL ACTIVITIES:**

- 12 ♦ Review the Agency of Transportation's Capital Budget and State Transportation Improvement  
13 Program, providing recommendations on funding and project development. Review state plans,  
14 policies and legislation.
- 15 ♦ Develop and update a Regional Transportation Plan for Board consideration and subsequent  
16 submission to the Agency of Transportation-
- 17 ♦ Participate in special studies conducted by the Regional Planning Commission. Assist in the  
18 development of the Commission's annual work program and budget to be submitted to the Agency of  
19 Transportation.
- 20 ♦ Review regional transportation projects throughout their development stage, including participation  
21 in scoping and on the Project Definition Team.
- 22 ♦ Provide input and policy recommendations to the Board of Commissioners regarding pertinent  
23 regional transportation issues.  
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25 **ADVISORY ROLE:** The TAC shall be advisory to the Board of Commissioners. The TAC will offer  
26 advice, input, and opinions to VAOT and other organizations and individuals as appropriate, provided it is  
27 compatible with plans, policies, positions or resolutions adopted by the Board. New or amended plans,  
28 policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.  
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30 **MEMBERSHIP:** Municipal participation is optional, and determined by submission of a written resolution.  
31 One appointed member from each participating municipality shall be appointed by the municipality's  
32 legislative body. Other transportation related groups and/or organizations, upon unanimous vote at a regular  
33 TAC meeting, will be invited to appoint one voting member to the TAC. TAC members shall serve until NRPC  
34 is notified by the legislative body (or participating organization) that his or her appointment has ended.  
35 Appointments to the NRPC should be confirmed, in writing, by municipalities before April 15th of each year.  
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37 Each municipality may appoint one alternate member to substitute for the primary member in his/her  
38 absence. Acting for the primary member, the alternate member shall have all rights and privileges of the  
39 primary member. If the primary member and alternate member are both present at a TAC meeting, only the  
40 primary member shall vote.  
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42 **OFFICERS/ELECTIONS:** The TAC will elect a Chair and Vice-Chair annually at the TAC's October  
43 meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff,  
44 review and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as  
45 needed. The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before  
46 his/her term is expired, the Vice Chair shall serve as Chair until elections are held in October. No term limits  
47 for officers will be imposed.  
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49 **ATTENDANCE AND QUORUMS:** As the TAC is advisory, a quorum shall consist of a majority of  
50 members in attendance at the TAC meeting or a minimum of five members, whichever is greater. If the  
51 primary member and alternate member are both present at a TAC meeting, only the primary member shall  
52 count towards quorum. Members are encouraged to attend all regular meetings and special meetings as they  
53 arise. Members with three unexplained absences in a row will be contacted by the Chair or NRPC staff to  
54 determine if they still wish to serve on the TAC. The TAC shall meet monthly, or as needed to carry out the  
55 stated purpose.

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57 **COMMUNICATION AND COORDINATION:**

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- 59 ♦ Notices of all regular meetings shall be sent to TAC members, the media, local legislators and  
60 interested persons at least seven days before the scheduled meeting.
- 61 ♦ Notices of all regular meetings shall be posted on the NRPC website ([www.nrpcvt.com](http://www.nrpcvt.com)) and three  
62 other locations 48 hours before the meeting in accordance with state open meeting law.
- 63 ♦ Meetings shall be noticed and held in accordance with state open meeting law.
- 64 ♦ Draft policies and resolutions shall be forwarded to TAC members and interested/affected parties for  
65 comment before action by the TAC, or final action/approval by the Board of Commissioners.
- 66 ♦ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members  
67 and interested parties, and made available to the public in accordance with public records law.
- 68 ♦ TAC members are encouraged to serve as liaisons to their local legislative boards by reporting on  
69 activities on a regular basis.
- 70 ♦ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to  
71 bring up items of local or regional concern for TAC consideration. Previously adopted Protocol for  
72 Public Participation and Protocol for Communication with Locally Elected Officials shall also be  
73 adhered to for all applicable TAC activities.
- 74

75 **CONFLICT OF INTEREST:** In the event any TAC member has a personal or financial interest with any  
76 individual, partnership, firm or corporation seeking to contract with the NRPC, or to provide materials or  
77 labor thereto, or has a personal or financial interest in any project being considered by the TAC, the member  
78 shall state on the record the nature of his or her interest. If the member feels this conflict interferes with  
79 his/her ability to be objective, the member shall not participate in any discussions or vote on any related  
80 motion.

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82 **ADOPTION OF ORGANIZATIONAL PROCEDURES:** The TAC may, at any time, vote to amend  
83 these procedures, in accordance with quorum requirements noted above. Proposed amendments will be  
84 forwarded to TAC members, chairs of local legislative boards, and interested parties before consideration at  
85 a regular TAC meeting. Amendments will then be forwarded to the Board for ratification.

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

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91 Adopted by the Transportation Advisory Committee: March 20, 1997

92 Adopted by the Board of Regional Commissioners: May 28, 1997

93 Amended by the Transportation Advisory Committee: December 11, 2014

94 Amendments Approved by the Board of Regional Commissioners: January 28, 2015

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**MEETING MINUTES:**

Northwest Regional Planning Commission  
Transportation Advisory Committee (TAC)

Town of Georgia Highway Garage, 83 Plains Road, Georgia Center, VT  
Thursday July 11, 2024 - 6:30-8:00 PM

Hybrid Meeting Format: in person and remote

**Attendance**

Municipality	Rep.	Present	Municipality	Rep.	Present	Municipality	Rep.	Present
Alburgh Town	Vacant		Alburgh Village	Jason Beaulac		Bakersfield	Vacant	
Enosburg Falls	Gary Denton		Enosburgh Town	Joey Clark		Fairfax	Matt Guerino	
Fairfield	Dr. Lynda Ulrich Cathy Ainsworth (alt)	X	Fletcher	Vacant		Franklin	Peter Magnant	
Georgia	Suzanna Brown	X	Grand Isle	Barclay Morris	O	Highgate	Sharon Bousquet	
Isle La Motte	Vacant		Montgomery	Mark Brouillette		Richford	Wally Steinhour	
Sheldon	Seth Hungerford		South Hero	Bob Buermann	X	St. Albans City	Vacant	
St. Albans Town	David Allerton John Montagne (alt)		Swanton Town	Harold Garrett	X	Swanton Village	Heidi Britch-Valenta Bill Sheets (alt)	O
GMT (Transit)	Chris Damiani		NECR (Rail)	Charles Hunter		MVRT (Bike/Ped)	Vacant	
Air Rep.	Vacant		Berkshire	Vacant		North Hero	Vacant	

**Other Participants:** Kyle Grenier (NRPC), Shaun Coleman (NRPC), Chuck Verderber (NRPC Commissioner) in person.

X = In person

O = Online

*Chair, Harold Garrett called the meeting to order at 6:31PM*

**• Adjustments to the Agenda**

3A. added to the agenda: 7/11/24 Flooding and FEMA Grant Update (Shaun Coleman, NRPC)

**• Welcome, Introductions, Opening Remarks**

H. Garrett thanked the Town of Georgia Highway Crew for allowing the TAC to meet at their facility.

**• Opportunity for Public Comment**

No public comment was made.

**• 7/11/24 Flooding and FEMA Grant Update (Shaun Coleman, NRPC)**

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- Shaun Coleman, NRPC Senior Planner, provided updates including current northwest region concerns as a result of recent heavy rain, and rising river levels. S. Coleman also briefed the committee on the current hazard mitigation grant available through the State of Vermont. Of note: Letter of Intent due in August 2024, approximately \$90 mil. in funding available, with zero local match required.
  - **Review of the FFY 2025 Transportation Planning Initiative (TPI) Work Program (Action Item)**  
Tac will review FFY 2025 work program and may recommend for approval by the NRPC Board of Commissioners
    - K. Grenier reviewed the TPI Work Program and edits which reflect the FFY 25 requirements as communicated by Vermont Agency of Transportation.  
B. Buermann moved to recommend the FFY 2025 Transportation Planning Initiative (TPI) Work Program to the Northwest Regional Planning Board of Commissioners as presented. Lynda Ulrich seconded. The motion carried unanimously.
  - **Swanton Village Transportation Projects Update, Heidi Britch-Valenta**  
Projects include: Merchants Row ADA access & Grand Ave improvements (Transportation Alternatives Grant), Church Street 1 way & bike lanes (Transportation Alternatives Grant), 74 Merchants Row – parking lot development & EV chargers appl.
    - H. B. Valenta presented an overview of the Downtown Swanton Scoping Study and the 2019 VHB Safety Study. Portions of these studies have been selected as current improvement projects for the areas surrounding the Village Green.
    - H.B. Valenta also noted that the Veterans Memorial Bridge in the Village is on day two of their planned closure for repairs, and that the detour intersection at US 7 and Beebe Rd. had been upgraded to an all-way automated signal rather than the previously planned all-way stop.
  - **Looking Ahead to Future Meetings**
    - No August Meeting
    - Topics of Interest for upcoming meetings
      - Follow up on proposed I89 Welcome Center
      - More meeting locations across the region
      - TAC Rules of Procedure update
  - **Minutes of the June 13, 2024 Meeting**  
S. Brown motioned to approve the June 13, 2024 meeting minutes as printed. Lynda Ulrich seconded. The motion carried with one abstention.
  - **TAC Member and Staff Updates**
    - B. Morris asked about temporary traffic counter on US 2 in South Hero. K. Grenier mentioned it could be part of the VTrans annual traffic data collection effort, and will confirm.
  - **Other Business**
    - Next meeting: September 12, 2024
- S. Brown motioned to adjourn the meeting. B. Buermann seconded. The motion carried. The meeting adjourned at 8:10PM
- **Town of Georgia Highway Garage Department facility tour**