



## MEETING MINUTES:

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

### 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	Brent Sheets	
Fairfield	Dr. Lynda Ulrich Cathy Ainsworth (alt)		Fletcher	Vacant		Franklin	Peter Magnant	X
Georgia	Suzanna Brown		Grand Isle	Barclay Morris		Highgate	Sharon Bousquet	O
Isle La Motte	Vacant		Montgomery	Mark Brouillette		Richford	Wally Steinhour	
Sheldon	Seth Hungerford		South Hero	Bob Buermann	O	St. Albans City	Vacant	
St. Albans Town	David Allerton John Montagne (alt)	X	Swanton Town	Harold Garrett Earl Fournier (alt)	O 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:** Earl Fournier (Swanton Town alternate member), Kyle Grenier (NRPC)

X = In person

O = Online

*Chair, Harold Garrett called the meeting to order at 6:32PM*

- **Adjustments to the Agenda**
- **Welcome, Introductions, Opening Remarks**
- **Opportunity for Public Comment**
  - Earl Fournier, Swanton, VT, attended to bring the following concerns to the TAC:
    - VT78 roadside conditions remaining after the latest truck crashed into the Missisquoi. The town is concerned that the shoulder may be compromised, contributing to further dangerous conditions.
    - Swanton contacted VTrans District 8 to make their concerns known, and is also asking that the TAC reach out to underscore the town's concerns.
    - Harold Garrett offered to reach out to District 8 staff, as he has a relationship with the District, to seek more information, and will follow up with Town Administrator, Brian Savage.

27 P. Magnant moved: to have a letter addressed to VTrans District 8, on behalf of the TAC to further underscore  
28 concern for the indicated area of VT78. The letter is only to be sent if Harold Garrett's outreach is unsuccessful,  
29 within two weeks of this meeting. Seconded by B. Buermann. The motion carried unanimously.  
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31 - VT207/Bushey Road Intersection Study update. K. Grenier explained that NRPC is still coordinating efforts  
32 to identify an engineer to take on this project.  
33

- 34 • Dave Allerton noted that he received a very recent email from VTrans indicating that the speed would be  
35 reduced (from 50 to 40MPH) along portions of VT207 in the area of the St. Albans/Swanton town line,  
36 extending approximately 2 miles into Swanton.  
37
- 38 • Harold Garrett requested that K. Grenier attempt to find out more information regarding the installation of  
39 guard rails on VT105, near Sheldon mile marker 1.90. Garrett questioned why this was not completed as part  
40 of the recent paving project, especially given that it is also the area of two past crashes resulting in fatalities.  
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43 • **TAC Rules of Procedure Review**

- 44 • Updates and changes were discussed for the TAC Rules of Procedure. K. Grenier will make updates and review  
45 with appropriate NRPC staff. An updated draft will be brought to TAC at a future meeting.  
46

47 • **Review of AOT Planning Coordinator/NRPC Staff Road Trip**

48 K. Grenier gave a brief overview the regional priority tour led by NRPC with VTrans Planning Coordinator staff on  
49 9/4/2024.  
50

51 • **Minutes of the July 11, 2024 Meeting**

52 H. Britch-Valenta motioned to approve the July 11, 2024 meeting minutes as printed. S. Bousquet seconded.  
53 The motion carried with one abstention.  
54

55 • **TAC Member and Staff Updates**

- 56 • S. Bousquet noted that the Highgate Water/Sewer extension project was to begin this month.
- 57 • D. Allerton noted St. Albans Town paving projects would begin in early October.
- 58 • K. Grenier recapped his recent appointment to the National Association of Development Organizations,  
59 RPO America Council of Peers; and National Regional Transportation Conference highlights.  
60

61 • **Other Business**

- 62 • Next meeting: October 10, 2024  
63

64 P. Magnant motioned to adjourn the meeting. D. Allerton seconded. The motion carried. The meeting  
65 adjourned at 7:57PM  
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1 **NORTHWEST REGIONAL PLANNING COMMISSION**  
2 **TRANSPORTATION ADVISORY COMMITTEE**

3  
4 *RULES OF PROCEDURE- Revised 12/04/2014*

5 *Draft Changes 9/12/2024 as noted at September 2024 TAC Meeting*  
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7 **PURPOSE:** To oversee the Regional Commission's transportation planning program, to act as a liaison  
8 between local communities and the Vermont Agency of Transportation, and to provide local and regional  
9 input regarding transportation issues important to the region. The TAC serves in an advisory capacity to the  
10 Board of Commissioners.  
11

12 **GENERAL ACTIVITIES:**

- 13 ♦ Review the Agency of Transportation's Capital Budget and State Transportation Improvement  
14 Program, providing recommendations on funding and project development. Review state plans,  
15 policies and legislation.
- 16 ♦ Develop and update a Regional Transportation Plan for Board consideration and subsequent  
17 submission to the Agency of Transportation-
- 18 ♦ Participate in special studies conducted by the Regional Planning Commission. Assist in the  
19 development of the Commission's annual work program and budget to be submitted to the Agency of  
20 Transportation.
- 21 ♦ Review regional transportation projects throughout their development stage, including participation  
22 in scoping and on the Project Definition Team.
- 23 ♦ Provide input and policy recommendations to the Board of Commissioners regarding pertinent  
24 regional transportation issues.  
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26 **ADVISORY ROLE:** The TAC shall be advisory to the Board of Commissioners. The TAC will offer  
27 advice, input, and opinions to VAOT and other organizations and individuals as appropriate, provided it is  
28 compatible with plans, policies, positions or resolutions adopted by the Board. New or amended plans,  
29 policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.  
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31 **MEMBERSHIP:** Municipal participation is optional, and determined by submission of a written resolution.  
32 One appointed member from each participating municipality shall be appointed by the municipality's  
33 legislative body. Other transportation related groups and/or organizations, upon unanimous vote at a regular  
34 TAC meeting, will be invited to appoint one voting member to the TAC. TAC members shall serve until NRPC  
35 is notified by the legislative body (or participating organization) that ~~his or her~~ appointment has ended.  
36 Appointments to the NRPC should be confirmed, in writing, by municipalities before April 15th of each year.  
37

38 Each municipality may appoint one alternate member to substitute for the primary member in his/her  
39 absence. Acting for the primary member, the alternate member shall have all rights and privileges of the  
40 primary member. If the primary member and alternate member are both present at a TAC meeting, only the  
41 primary member shall vote.  
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43 **OFFICERS/ELECTIONS:** The TAC will elect a Chair and Vice-Chair annually at the TAC's ~~October~~  
44 meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff,  
45 review and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as  
46 needed. The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before  
47 ~~his/her~~ term is expired, the Vice Chair shall serve as Chair until elections are held in ~~October~~. No term limits  
48 for officers will be imposed.

Commented [KG1]: Remove all pronouns

Commented [KG2]: Elections to be held in June

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**ATTENDANCE AND QUORUMS:** As the TAC is advisory, a quorum shall consist of a majority of members in attendance at the TAC meeting or a minimum of five members, whichever is greater. If the primary member and alternate member are both present at a TAC meeting, only the primary member shall count towards quorum. Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three unexplained absences in a row will be contacted by the Chair or NRPC staff to determine if they still wish to serve on the TAC. The TAC shall meet monthly, or as needed to carry out the stated purpose.

**COMMUNICATION AND COORDINATION:**

- ◆ Notices of all regular meetings shall be sent to TAC members, ~~the media~~, local legislators and interested persons at least seven days before the scheduled meeting.
- ◆ Notices of all regular meetings shall be posted on the NRPC website ([www.nrpcvt.com](http://www.nrpcvt.com)) and three other locations 48 hours before the meeting in accordance with state open meeting law.
- ◆ Meetings shall be noticed and held in accordance with state 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 public records law.
- ◆ TAC members are encouraged to serve as liaisons to their local legislative boards by reporting on activities 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. Previously adopted Protocol for Public Participation and Protocol for Communication with Locally Elected Officials shall also be adhered to for all applicable TAC activities.

**CONFLICT OF INTEREST:** In the event any TAC member has a personal or financial interest with any individual, partnership, firm or corporation seeking to contract with the NRPC, 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 discussions or vote on any related motion.

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The TAC may, at any time, vote to amend these procedures, in accordance with quorum requirements noted above. 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 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: March 20, 1997  
Adopted by the Board of Regional Commissioners: May 28, 1997  
Amended by the Transportation Advisory Committee: December 11, 2014  
Amendments Approved by the Board of Regional Commissioners: January 28, 2015

**Commented [KG3]:** Find more information about these protocols

**Commented [KG4]:** Review NRPC Conflict of Interest Policy for consistency/update.

**Commented [KG5]:** Review current NRPC Commissioner bylaws for possible inclusion/adoption (Inclusion, Code of Conduct, etc.)