



MEETING MINUTES:

Northwest Regional Planning Commission
 Transportation Advisory Committee (TAC)
 NRPC Conference Room, 75 Fairfield Street, St. Albans, VT 05478
 Thursday January 9, 2025 - 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	
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	O	St. Albans City	Vacant	
St. Albans Town	David Allerton John Montagne (alt)	X	Swanton Town	Harold Garrett Earl Fournier (alt)	X	Swanton Village	Heidi Britch-Valenta Bill Sheets (alt)	
GMT (Transit)	Chris Damiani	O	NECR (Rail)	Charles Hunter		MVRT (Bike/Ped)	Vacant	
Air Rep.	Vacant		Berkshire	Vacant		North Hero	Vacant	

Other Participants: In person: Kyle Grenier (NRPC). Online: Matthew Arancio (VAOT), Will Hodgson (GMT)
 X = In person
 O = Online

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

- **Adjustments to the Agenda**
- K. Grenier requested to move the Green Mountain Transit update ahead of the Review of TAC Rules of Procedure.
- **Welcome, Introductions, Opening Remarks**
- **Opportunity for Public Comment**
- **Green Mountain Transit (GMT) update**
 - K. Grenier provided a brief review of GMT Board of Commissioner meeting topics over the past few months. Highlights included upcoming changes to the St. Albans Link route, January Board of Commissioners retreat, Urban and Rural study details.

27 • C. Damiani provided a review of the upcoming combination of the Milton Commuter and St. Albans Link into
28 one route.
29

30 • **Review of TAC Rules of Procedure edits**

31 • K. Grenier provided a review of changes that were made during the September meeting. Grenier also
32 highlighted NRPC Staff recommended edits reflecting NRPC Public Participation Policy, NRPC Conflict of
33 Interest Policy, and NRPC Code of Conduct.
34 • S. Brown motioned to accept edits as presented and adopt the updated TAC Rules of Procedure, and to submit
35 to the NRPC Board of Commissioners for ratification at the January 2025 meeting. D. Allerton seconded. The
36 motion carried.
37

38 • **2025 meeting topics discussion**

39 • Possible topics for future meetings include:
40 • Chittenden County I-89 Corridor update
41 • VTrans upcoming projects update
42 • Franklin County Airport update
43

44 • **Minutes of the October 10, 2024 Meeting**

45 B. Buermann motioned to approve the October 10, 2024 meeting minutes as printed. B. Morris seconded. The
46 motion carried.
47

48 • **TAC Member and Staff Updates**

49 • D. Allerton gave a brief update on the St. Albans Town Route 7 North Shared Use Path Scoping Study.
50 • B. Buermann noted that the South Hero new salt shed has been completed and dedicated.
51 • K. Grenier noted NRPC's partnership with New England Central Railroad and submission of a DOT Intercity
52 Passenger Rail Grant application.
53

54 • **Other Business**

55 • Next meeting: February 13, 2025
56

57 S. Brown motioned to adjourn the meeting. D. Allerton seconded. The motion carried. The meeting
58 adjourned at 7:39PM
59

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

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4 *RULES OF PROCEDURE- Revised 12/04/2014*
5 *Draft Changes presented at January 2025 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.

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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 the appointment has ended. Appointments
36 to the NRPC should be confirmed, in writing, by municipalities before April 15th of each year.

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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 June
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 their term is expired, the Vice Chair shall serve as Chair until elections are held in June. No term limits for
48 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, 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) 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.
- ◆ The NRPC Public Participation Policy will be adhered to for all applicable TAC activities.
- ◆ ~~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 & CODE OF CONDUCT: The TAC shall follow the NRPC Conflict of Interest and Code of Conduct policies.
~~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 interest. If the member feels this conflict interferes with ability to be objective, the member shall not participate in any discussions or vote on any related motion.~~

ADOPTION OF ORGANIZATIONAL PROCEDURES: The TAC will annually review this “Rules of Procedure” document. 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

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.)

97 Amended by the Transportation Advisory Committee: December 11, 2014
98 Amendments Approved by the Board of Regional Commissioners: January 28, 2015
99 Amended by the Transportation Advisory Committee: January 9, 2025