

Montpelier Transportation Infrastructure Committee (MTIC)

December 5, 2017 – DRAFT Minutes

6:00 pm – 7:50 pm City Council Chambers, City Hall

Members present: Jennifer Gordon, Jonathan Harries, Dan Jones, Anthony Menonna, Celia Riechel, Amber Collett, Heather Voisin, Erin Aguayo, and Dan Costin.

Absent: Mark Provost, Chris Loyer, Dona Bate (City Council), Kevin Casey (Department of Planning).

City Staff: Corey Line, Department of Public Works

Meeting opened by Chair Gordon at 6:00 p.m.

December agenda was amended to include: discussion of term renewals. **MOTION** to approve the agenda as revised by Erin Aguayo, seconded by Dan Jones; all in favor.

Discussion of Term Renewal – Chair Gordon reviewed current members and their terms. Four seats on MTIC are expiring, and the seats have been publically advertised. Erin Aguayo noted that she will only seek reappointment if there are no other applicants. Anthony Menonna is undecided if he will seek reappointment. Menonna reflected on his work on bicycle committees in their various forms over the past nine years. Menonna will make his comments available to the public. **ACTION:** Current members of MTIC whose appointments have expired and wishing to continue as voting members must submit letters of interest.

Approve November minutes – **MOTION** to approve November minutes by Erin Aguayo, seconded by Dan Jones; all in favor.

Public Comment – no members of the public present.

Discussion of the Nov. 15th City Council meeting regarding the ATF budget, MTIC's charge from City Council, and future priorities – Chair Gordon notes that the purpose of this agenda item is to gain clarity and consensus regarding MTIC's scope of work, and to make a recommendation to City Council about whether public transit should be included in the MTIC scope of work. Chair Gordon summarized the Nov. 15th City Council meeting and noted that the MTIC work plan and budget for 2018 was approved, as well as the 2019-2022 estimated budget. MTIC is expected to present an annual budget and work plan for City Council to approve **ACTION:** MTIC members should watch and review the Nov. 15, 2017 City Council meeting prior to the next MTIC meeting.

Gordon notes that while the ATF funding was extended for an additional three years, Councilor Turcotte desires MTIC to consider transit as part of their scope of considerations, and voiced concern that there were no budget line items related to transit in the draft MTIC work plan and budget. General discussion as to the role of MTIC in making recommendations to City Council regarding transit infrastructure. Erin Aguayo noted that she believes the ATF are for smaller, one-off or unique ideas that would otherwise not be funded and that the ATF are not sufficient for transit network development. Dan Jones, Dan Costin, and Amber Collett agreed that the role of MTIC is to consider the network of mobility in Montpelier and though the MTIC budget is small, that transit is an important part of network mobility, meaning that MTIC can make recommendations to City Council about transit network development even though MTIC itself does not have the budget to implement such projects. Anthony Menonna stated his agreement

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that the consideration of public transit is part of MTIC's charter, but that MTIC has lacked the bandwidth and resources to spearhead that work. General discussion about the structure of MTIC, the value and challenges of forming working groups, and the role that a part- or full-time city staffer could play in moving forward network mobility work within Montpelier. Chair Gordon noted that ATF, while insufficient for larger transit projects, could be used for nonoperational costs related to transit such as a bus stop or shelter. General discussion about forming a transit working group within MTIC. Dan Jones offers to head a transit working group that would be a joint working group between MTIC and the Montpelier Energy Advisory Committee (MEAC). Dan Costin and Amber Collett volunteer to join the transit working group. Chris Loyer is nominated for the working group in his absence, in recognition of his role at GMTA. The MTIC transit working group is charged with discussing transit options and reporting to MTIC, who will then make recommendations to City Council. **ACTION:** Transportation working group to meet before January MTIC meeting.

Chair Gordon asked the Committee to identify a MTIC member who will attend the Complete Streets Group (CSG) and/or get updates from Chair. Amber Collett noted that she has already submitted a letter of interest to serve on the CSG and would be willing to serve as a liaison between MTIC and CSG. **ACTION:** Collett will attend the next City Council meeting, and update MTIC at the January meeting regarding CSG appointments.

Bike parking policy recommendation for City Council – Chair Gordon notes that Heather Voisin developed a bike parking policy that needs to be reviewed by MTIC, and that the desired action at this meeting is to review and vote on the policy. **MOTION** to approve bike parking policy by Erin Aguayo, seconded by Celia Riechel. Discussion: Review of the budget line item for bike parking. General discussion regarding the closing of Onion River Sports and if that announcement alters the bike parking policy as currently written. Discussion regarding ownership of installed bike racks, and the need to update the policy as currently written to clarify that the City would provide and own bike racks, and provide a reimbursement when on private property up to 50% for a limited number of racks per year. **ACTION:** Heather Voisin and Corey Line will update the bike parking policy prior to the January MTIC meeting, and include a City agreement form.

Public outreach: Communicating our vision and work to build support and increase awareness – Chair Gordon notes that this agenda item is to give MTIC members the opportunity to share ideas and articulate a beginning plan about how to engage community members in our work more effectively. Discussion regarding the difference in charge between MTIC and CSG, and the commitment of MTIC members to share our work with city residents in a two-way dialogue. Amber Collett noted that by acting as a liaison between CSG and MTIC, it will be easier to communicate MTIC's work with the public. General discussion about roles, with consensus that for general announcements, the Chair or Secretary of the board will be responsible for updating the public, and for specific policies – such as the bike parking policy – that the MTIC member in charge of that work will assume responsibility for public outreach. Celia Riechel discussed the importance of working with peer groups in other towns, and other organizations. Chair Gordon offered to reach out to the interim Executive Director of Local Motion to reestablish a relationship with MTIC. Discussion of the survey design that Dan Costin researched for MTIC earlier in 2017, and the desire of Councilor Watson to do a large-scale

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survey effort relating to Montpelier's Net Zero goals. General discussion about the role of transportation in net zero work, and the desire of the committee that the large-scale survey effort includes MTIC related concerns such as transportation and network mobility. **MOTION:** Dan Jones motions that as the idea of a citizen survey emerges, the concerns of MTIC are included, seconded by Heather Voisin. Discussion: Erin Aguayo notes that MTIC already created a list of objectives and recommends that MTIC share that with the City. **AMENDED MOTION:** Anthony Menonna motions that the City Council include the MTIC objectives as the citizen survey emerges, and that MTIC request the opportunity to review the survey before it is implemented, seconded by Celia Riechel; all in favor. Chair Gordon notes that this brings up how MTIC communicates with City Council. Discussion of attending City Council meetings and if a recurring agenda item would be valuable. **ACTION:** Chair Gordon will reach out to City Council and inquire if a recurring MTIC agenda item would be desired, or if they would prefer a regular, written summary. Chair Gordon will also reach out and determine the contact at City Council for survey development. An MTIC representative will be appointed at the January 2018 meeting to coordinate on survey development with City Council.

Develop a standard rubric for evaluating the desirability of potential uses of the ATF –

Celia Riechel expressed desire for developing a standard evaluation rubric to allow for more consistent and objective evaluation of project proposals as an attempt to quantify or standardize evaluation of projects while adding transparency to the MTIC process. Discussion of timing of January MTIC meeting. **MOTION:** Amber Collett motions to move the January 2, 2018 meeting to January 9, 2018, seconded by Anthony Menonna; all in favor. **ACTION:** Celia Riechel and Chair Gordon will develop a draft rubric for MTIC review prior to the February 2018 meeting.

Main/Barre Scoping study and building the Steering Committee, and an update on existing projects – General discussion of the pros and cons of having the Main/Barre Steering Committee meet as part of MTIC meetings on a quarterly basis. General recognition that MTIC frequently runs out of time to discuss the whole agenda at each monthly meeting. Discussion of lengthening meetings to two hours, or hosting more than one MTIC meeting per month. Heather Voisin requests the January meeting be two hours in length and include a short break halfway through; general agreement. General agreement that the Main/Barre Steering Committee should meet outside of the regular monthly MTIC meeting, and that Corey Line will coordinate the meeting with Jonathan Harries and Heather Voisin serving as MTIC representatives. Celia Riechel is also interested in serving on the Steering Committee, pending other responsibilities. Anthony Menonna and Corey Line discuss the necessity of performing the study in applying for project grants, and the willingness of the City to create a specific line item to implement the recommendations that will come out of the scoping study.

Update on next steps on traffic calming policy and community outreach plan –Agenda item noted and recommended for discussion at the January MTIC meeting.

Next meeting: January 9, 2018 at 6:00 p.m.

Adjourn by unanimous consent at 7:50 p.m.

Respectfully Submitted by Secretary Amber Collett.