Montpelier Transportation Infrastructure Committee (MTIC)
November 7, 2017 – DRAFT Minutes
6:00 p.m. – 8:05 p.m. City Council Chambers, City Hall

Members Present: Jenn Gordon (chair), Celia Riechel, Dan Jones, Dan Costin, Erin Aguayo, Mark Provost, Amber Collett, Jonathan Harries.
Absent: Anthony Menonna, Heather Voisin
City Council: Dona Bate
City Staff: Corey Line, Department of Public Works and Kevin Casey, Planning Department

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

Agenda was amended to include: discussion of committee structure and secretary appointment, and introduction of new committee members. **MOTION** to approve the agenda as revised by Dan Costin, seconded by Dona Bate; all in favor.

Approve Oct 3 minutes – **MOTION** to approve by Erin Aguayo, seconded by Dona Bate; all in favor. **No Public Comment. Introduction** – All members introduced themselves, welcomed to new members Celia Riechel and Amber Collett.

Discussion of MTIC committee structure – General discussion regarding length of terms, the ideal number of committee members, and executive committee roles. Currently MTIC has 11 committee members. A quorum for this committee is two-thirds or 7. Quorum is required to vote on any items presented for action. Discussion about ensuring clarity and consistency of motions during meetings, especially if there will be actions taken by committee members.

Dona read from Nov 1, 2016 minutes that the length of term for each member is:
2-year terms to expire Oct 31 2018 for Dan Costin, Chris Loyer, Heather Voisin, Jon Harries and Mark Provost. 1-year terms to expire Oct 31, 2017 for Jenn Gordon, Erin Aguayo, Dan Jones, Anthony Mennona, Jon Brudeski and Per Tonn. Dona explained that the two new members (Amber & Ceila) took Jon B & Per T slots and have been appointed by council for 2-years.

All members who have an original 1-year term will need to send in an application to be reappointed. The city will advertise the four MTIC positions and the Complete Streets Committee (CSC) six positions. All meetings are public, and anyone can attend as a non-voting individual. Discussion about the benefits of having additional committee members, including the opportunity to develop working groups. Dona Bate clarifies the distinction between voting members of the committee, community/public volunteers, and the role of City Council to appoint alternates and additional committee members. **ACTION:** Current members of MTIC whose appointments have expired and wishing to continue as voting members must submit letters of interest.

Secretary Appointment – Heather Voisin has completed her one-year term as MTIC secretary and desired to step down. Chair asked for a volunteer and Amber Collett raised her hand. **MOTION** to nominate Amber Collett as MTIC secretary for one-year was made by Dona Bate, seconded by Dan Jones; all in favor. Discussion about the responsibilities of secretary to have draft minutes available to the public within five business days. Jenn and Dona offered to help.

Discussion of Nov 15th City Council Presentation – Corey will lead the presentation showing past activities and projects, then share our future plan and 5-year budget, which will be finalized tonight. Jenn Gordon plans to attend and invited others to come. Dona invited members to email council members to support renewing the ATF commitment and approve the MTIC proposal.

Alternative Transportation Funding remainder FY18 and FY 19 – Corey Line began by reviewing the role of MTIC to improve the transportation infrastructure with ATF funded projects. When the City approved the Bike-Walk Master Plan, they agreed to send five percent of parking revenue toward implementing the plan and alternative transportation projects. AFT funds are roughly $42,000 per year. MTIC is tasked with creating a 5-yr plan & budget for AFT funds, and then review and clarify that plan & budget annually before the council. The initial resolution set the ATF for five years, which expires July 2019. MTIC is now working on proposal to City Council for ATF to be extended. Celia Riechel asks clarifying question about items 17 through 23 on the budget table. Corey Line notes those projects have been discussed by MTIC but are not currently part of the funding plan. Dona Bate recommends Corey Line provide a short review of each project, which lead to the following discussion:

1. Events & Outreach: This line item goes directly to the Complete Streets Group. The $5,000 was suggested by Gary Holloway of the Complete Streets Group. This committee can assist in spending that money, but it is ultimately the purview of the Complete Streets Committee (CSC).
2. Minor Bike/Ped Infrastructure: This line item is carried over from before. It is helpful when small projects come up, such as the Guertin pocket park.
3. Bike Parking: Funding for standard bike racks. This line item is purchasing requested racks and matching funds.
4. Annual Crosswalk/Bike Network Striping: This line item is a contribution to DPW's operations budget. The amount shown on the MTIC budget grid is only the MTIC budget, not the whole of DPW's maintenance budget. DPW's budget takes into consideration this allocation from MTIC. DPW's overall restriping budget is in the $20,000 to $25,000 range.
5. Cross VT Trail Bridge Construction: This line item is a one-time allocation recommended in 2016 by MTAC and approved by Council. This project is on schedule to start this coming construction season.
6. Guertin Park Construction: This one-time allocation is for a pocket park is already constructed. We've not yet been billed which is why it is still shown in the MTIC budget. .
7. North Branch Charging Station: The station is built, yet we've not yet been billed.
8. Rectangular Rapid Flashing Beacon Crossing: Four locations have been identified for flashing signs. We applied for and received a state grant that covers 50 percent of cost.
9. Berlin Street Bike Lane Study and Installation: Project is for installations along Berlin St. from Granite St. to Main St. The line item includes some extra funds for a transportation engineer to look the project should it impact the width of a turning lane. It will be completed along with the repaving of Northfield St. A traffic study will be completed this year and installation will take place over FY18 and FY19, but we will be billed during FY18. Requesting from RPC is a possibility.

10. VTrans Bike & Ped Matching Funds Sidewalk Gap Remediation: This line item was part of an 80%/20% grant. Funds shown are 20 percent of the project costs, spanning over the life of the grant as four $14,000 allocations. Construction will take place in the FY20-21-22 seasons. The budget could be adjusted to be more back heavy, if needed. All part of the same permitting and right of way process even though they are different locations, so they'll all happen at the same time as a 'single' project.

11. College St Bike/Ped Facility Striping: Potential to use durable markings for crosswalk striping similar to Main Street so they'll better weather the winter. The durable markings are more expensive but a worthwhile investment for high pedestrian traffic areas like College & East State St.
12. East State St.: Similar to line item #11.
13. Barre St Bike Facility: item name changed to Barre & Main St Scoping Study: This line items comes from a recommendation in the Main St. study. The project will be refined as the study is completed and we have a complete recommendation. This line item is a placeholder in the budget for when we present a five-year plan to City Council about FY18 and FY19. At sometime next year, MTIC members will attend an additional City Council meeting with a more refined FY20 and FY21 budget, assuming there is a funding extension.

14. Main Street Bike Facility Striping/Signage: This line item comes from a recommendation in the Montpelier in Motion Plan. This is another area where we may want to create a wider, more prominent lane uphill and shared lane downhill. Stand alone installation is not associated with repaving.
15. Mountainview/Derby Bike Facility Striping/Signage: This is a stand alone installation not associated with repaving.
16. Main St./Barre St. Scoping Study Matching Funds: DuBois & King is the contractor recommendation going to Council for approval next week. Their proposal was under budget and their timeline showed an end-date around July/August 2018.

(Items 17-23 not yet put in budget and notes include additional discussion)

17. College St Sidewalk Gap Remediation: This project is located near VCFA along College St. and coordinated with the paving of College St. Description should read, "construction of sidewalk on the west side of College Street from East State Street to Ridge St. to be coordinated with paving of College Street in FY19. Celia Riechel asks clarifying question about how on-street parking is factored into the funding of this project and questions how cars are moving through the space currently and if a shared-use path could be a consideration. Corey Line clarifies that this funding represents sidewalk construction.

18. Kevin Casey notes that Alta is currently finishing a Complete Streets Plan for Montpelier with street typologies and maps. This plan is intended to help Montpelier apply road typology in practice, and helps answer what we can fit in the space available and the realistic costs. Jenn Gordon poses question for discussion, noting that MTIC's role is to

make a statement to City Council with recommendations: Do we want to increase the line item amount in case a shared path is viable?

There is discussion about including a line item in the budget for 'high priority projects' or the implementation of the Complete Streets plan since we don't yet have Plan from Alta.

Jonathan Harries poses question to Committee: Do we want to have budget carry over as a reserve for situations where an opportunity arises? Jenn Gordon summarizes discussion: There are two ways of approaching budgeting; a) keep it general; b) specific line item for College Street. Discussion of how to best display allocated funds on budget grid. Corey Line recommends combining items 11, 12, and 17 under a Complete Streets implementation heading. **MOTION** to create a complete streets budget header under which the items 11, 12, and 17 are listed for a total recommended allocation of $44,000 for FY19 by Dona Bate; seconded by Celia Riechel. Discussion: Dan Costin objects to Complete Streets heading in chart due to lack of clarity of what would and would not be termed 'complete streets' work; seven in favor, Dan Costin dissented; Motion passed.

19. Wayfinding Kiosks: We know the plan will be improved in the next couple of months, and have an idea of what is in it but no clarity yet about specific costs. We could also earmark funds here for allocation once we have the plan. Dona Bate notes that it makes sense to earmark funds for the implementation of the Complete Street Plan since we must make allocation recommendations before the Plan is finalized and recommends $5,000 in FY20. Discussion: Members discuss if it is better to budget or save the unallocated funds. Reserves work well if it is clearly communicated that an upcoming large project is coming down the pike. Jenn Gordon recommends identifying specific projects to utilize the remainder of available funds. Jonathan Harries asks if it is possible to recommend funding to connect National Life at Memorial Dr. to Dog River and Bailey with bike lane infrastructure. Dan Costin agrees and reminds group that a study in FY19 to determine feasibility was previously discussed. Corey Line recommends budgeting $10,000 and the group agreed.

20. Survey/Data Collection: Current budget grid recommends allocating $13,000 but Dan Costin recommends removing the item after exploring study costs and procedures, as previously discussed by the Committee. Item was removed.
21. Bike Parking: Current process is limits MTIC to a $150 matching contribution per request. Bike parking is already budget for, and Jenn Gordon recommends eliminating the additional line Item #20. Line Item #20 was removed.
22. Transit Center Bike Lockers: Discussion of the added benefit bike lockers would bring to Taylor Street Transit Center. This item would be above and beyond the bike parking including in the current Transit Center plan. 42 onsite spaces are currently included. Jenn Gordon recommends removing this line item. General agreement and line item was removed.

23. Micro Transit Feasibility Study: Dan Jones reminds the MTIC members that this line item arose out of the idea of transportation not necessarily infrastructure. Micro-transit represents a way to decrease use of personal cars to transport people within the City and nearby, leading to a decrease need for parking in center of town which could in turn allow that space to be alternatively used. Similar to Uber-like systems that are more flexible than bus lines. This line item would recommend funds be allocated for a study to look at what it would take to bring micro-transit to Montpelier in the amount of $15,000–$20,000. Straw poll of voting committee members showed three in favor of a study (two with reservations about micro-transit feasibility, but agreeing that a study would be valuable), and five opposed. Line item was removed.

24. Traffic Calming implementation: Adding designs to streets to improve safety and to slow traffic down; such as speed tables, green spaces along streets with speed problems.

MOTION to add $5,000 for wayfinding pedestrian kiosks, and $10,000 for Memorial Drive–Dog River area study, and the remaining $8,376 be added to #13 implementation of scoping study; made by Dan Costin and seconded by Dona Bate; all in favor.

Bike Parking Policy (Heather) & Traffic Calming (Anthony) -Not discussed due to their absence.

Next Meeting: December 5, 2017 at 6:00 p.m.

Adjourn by unanimous consent at 8:30 p.m.

Respectfully Submitted by Secretary Amber Collett

DRAFT