

TO: Regional Commissioners

FROM: William B. Emmons, III, Chairperson
Peter G. Gregory, Executive Director PGG

DATE: February 19, 2015

RE: Next Commission Meeting - February 25, 2015

If the weather is inclement, please call or check our website. A cancellation will be posted on line and email notification will go out to Commissioners.

The Regional Commission will hold its next meeting Wednesday, February 25, 2015 from 6:30 p.m. to 8:30 p.m. at the Thompson Senior Center in West Woodstock.

Proposed Agenda

1. Call to Order/Approval of Agenda/Introductions/Public Comment - 6:30 p.m.
2. Approval of January Board Minutes. (enclosed)
3. Acceptance of January Financial Reports. (enclosed)
4. TRORC Regional Plan Chapters. (previously distributed and on web site.)

TRORC Staff will lead a discussion on the drafts of the Emergency Management, Education, Transportation, and Implementation Matrix. These chapters were identified as needing updating by the independent assessment of the TRORC Regional Plan conducted two years ago. These chapters have been reviewed by the Executive Committee in November and January.

(Over)

5. **Authorization to proceed to Public Hearing on Regional Plan amendments (action)**

6. **Commissioner/Executive Director Items:**
 - **Project Updates**
 - **Randolph SEP**
 - **Mt. Ascutney Hospital**
 - **HUD Disaster Infrastructure Projects**
 - **Act 250 Updates**
 - **SP Land (Killington)**
 - **B&M Realty (Quechee Highlands)**
 - **Mullen (Chelsea)**
 - **Green Mountain Center (Exit 4, Randolph)**
 - **Legislative Updates**
 - **H. 35/S.49 water quality**
 - **H. 249 COG Enabling (enclosed)**
 - **Other**

7. **Adjournment - 8:30 p.m.**

Enclosures

NOTE: If you are unable to attend, please notify your town's other representative so he or she can attend. Thank you!

The next Regional Commission Meeting will be held on March 25, 2015. A full packet and agenda will be sent out to Commissioners in mid-March.



TWO RIVERS-OTTAUQUECHEE

William B. Emmons, III, Chairman
Peter G. Gregory, AICP, Executive Director

REGIONAL COMMISSION

TRORC Board Meeting

Thompson Senior Center
Woodstock, VT
January 28, 2015

DRAFT

Meeting Minutes

Attendance: Jerry Frederickson – Barnard, Carl Russell – Bethel, Nancy Jones – Bradford, Mark Bannon – Braintree, Lynne Bertram – Bridgewater, Dee Montie – Brookfield, Carl Pepperman – Chelsea, Frank Roderick – Corinth, Lori Hirshfield – Hartford, Bruce Riddle – Hartford, Charles Jeffries - Hartland, Frank Tegethoff - Newbury, Anne Brown – Plymouth, Bill Emmons – Pomfret, Paul Haskell – Sharon, Bill Edgerton – Stockbridge, Steve Campbell – Strafford, Jim Bulger – Topsham, Nancy Malmquist – West Fairlee, Phil Swanson – Woodstock, Andrew Winter – Housing Member-At-Large, Ken Alton – Economic Development Member-At-Large.

Staff: Peter Gregory, Dee Gish, Kevin Geiger, Rita Seto, Chris Sargent, Ellie Ray

Guests: Ken Gulick, Murray Evans.

1. **Call To Order/Agenda Changes/Public Comments:**

Chairman Bill Emmons convened the meeting at 6:35 p.m. A quorum was declared. There were no public comments.

2. **Approval of October Minutes:**

A motion was made by Paul Haskell and seconded by Nancy Jones to approve the October minutes. So moved.

3. **Acceptance of October, November and December Financial Reports:**

A motion was made by Dee Montie and seconded by Paul Haskell to accept the October, November and December Financial Reports. Peter Gregory noted that with about 2 million in both income and expenses, the budget is right on target. So moved.

4. **TRORC Regional Plan Chapters:**

Chris Sargent began the discussion of the draft Regional Plan chapters by describing the tight timeline if the TRORC wishes to adopt the new chapters at the annual meeting in June. Comments on the chapters will be taken through February, then public hearings will be scheduled with Board approval. The public hearings will begin in April, with the

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third public hearing to be held on May 27 to be voted on at the June meeting. Sixty percent of the TRORC towns must approve the Regional Plan in order for it to be adopted. Chris suggested the discussion should stick to policy-based comments to try to keep the meeting's adjournment on schedule. Format, grammar, etc. comments will be accepted at any time.

The Utilities and Facilities chapter discussion began with a request to change "shall" back to "should" on page 7, policy #3. TRORC staff will make the change. Chris will also add policies to support alternative utility systems into the narrative. There was also a discussion regarding definitions of "goals," "policies," and "recommendations." Lori Hirshfield suggested that the word "secure" be added to the goal on page 7 to read "...energy efficient and secure." TRORC staff will add the word "secure." Aging in Place was discussed at length, noting that it is a big problem in our region. TRORC will remove the details of this issue from this chapter and replace it with a recommendation for TRORC to work with partners to address aging in place. It was noted that TRORC staff does not have the expertise and time to devote to this important issue at this time.

During the Implementation chapter discussion, it was suggested that TRORC should give regular updates on the progress of recommendation accomplishments. Chris agreed to expand the Tracking Progress section. Bruce Riddle commented that the tone of the section on Substantial Regional Impact was "not inviting," and led the reader to believe that TRORC doesn't want development of any size. Peter Gregory responded that more clarifying language will be added to explain the statutory requirements that trigger a substantial regional impact finding. The section is a statutorily required one and just speaks to when development is reviewed at the regional rather than local level.

Ellie Ray described how the Economic Development chapter changes were driven largely by the HUD Sustainable Communities Plan as well as other RPC Economic Development Chapters that were graded higher than ours. The discussion included a comment from Bruce Riddle saying that there were "too many things on the wish list", that TRORC should list fewer actions that it could do well. Peter Gregory responded that TRORC will prioritize the action steps and include text supporting policies. TRORC will also reach out to GMEDC again.

Due to the meeting time constraints, it was agreed to move the discussion of the Emergency Management, Transportation, Education, and Implementation Matrix chapters until the next Board meeting in February.

5. TRORC Strategic Plan Implementation Action:

A discussion began about establishing a nonprofit arm of TRORC, noting that the Executive Committee has recommended that the Board approve its creation. Nancy Malmquist inquired as to the general purpose and operations of the nonprofit, while Bill Edgerton inquired about the risks involved and who would the potential clients be? Peter Gregory noted that this is the first time the Board as a whole has discussed the possibility of a nonprofit arm. The genesis of the idea came from the TRORC Board adopted Strategic Plan. It was also noted that many private foundations will only fund nonprofits, not governmental entities. A motion was made by Dee Montie to table the discussion until such time when we have more agenda time, and seconded by Nancy Malmquist. So moved.

6. TRORC Procurement Procedure Adoption:

A motion was made by Jerry Frederickson and seconded by Paul Haskell to adopt the new Procurement Procedures policy. So moved.

7. Executive Director Items:

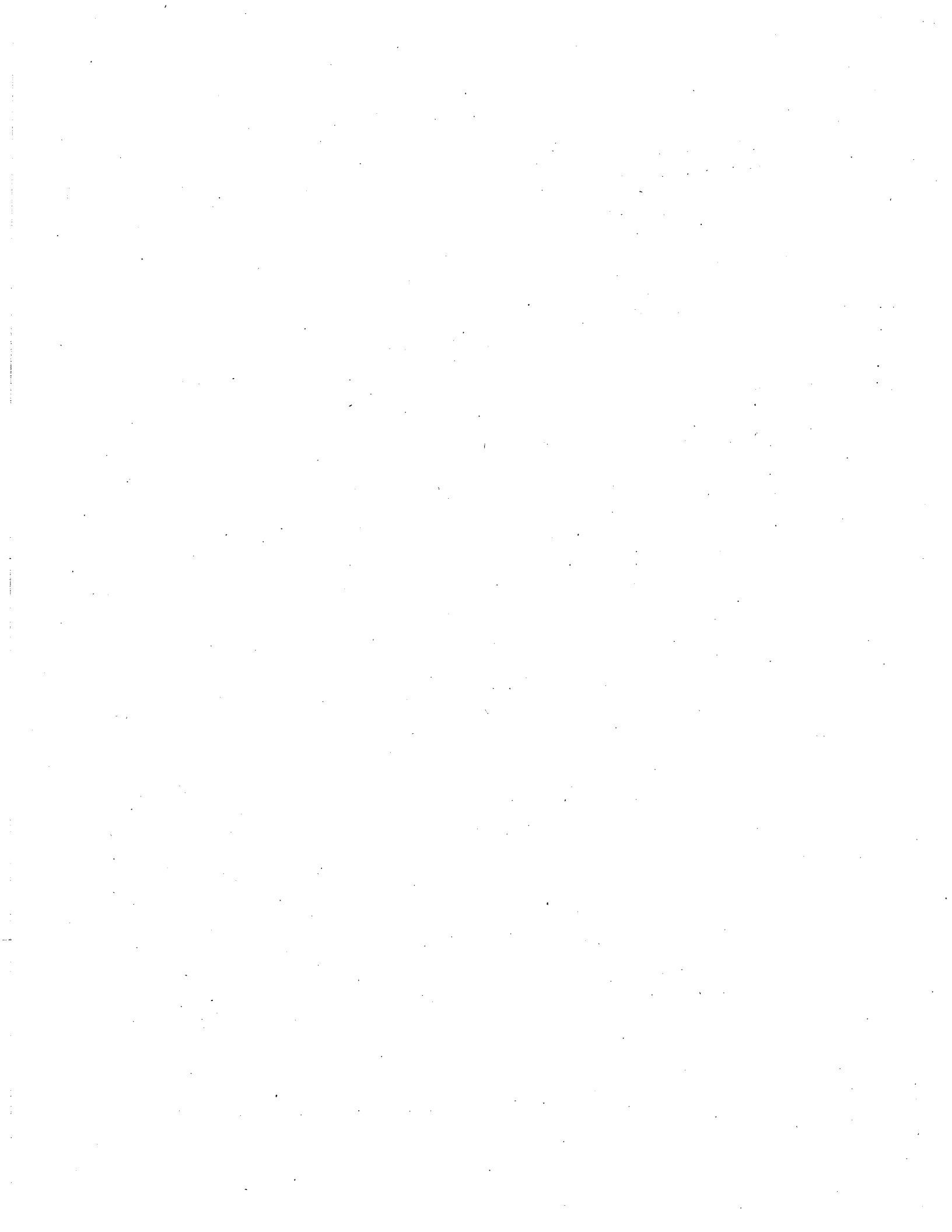
Peter Gregory will email updates due to time constraints.

8. Adjournment – 8:35 pm.

A motion to adjourn was made by Paul Haskell. Meeting was adjourned at 8:35 pm.

The next Board meeting will be held Wednesday, February 25, 2015.

Minutes Prepared By Dee Gish – January 29, 2015.



Two Rivers-Ottawaquechee Regional Commission
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)
 Income and Expense Summary Report (Cash Basis)

As of January 31, 2015

INCOME SUMMARY

Category	January '15 Totals	January '15 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
SUMMARY TOTALS:						
TOTAL INFLOWS	\$310,137.98	\$405,383.96	-23%	\$2,396,368.53	\$2,677,507.30	-11%
TOTAL OUTFLOWS	\$216,834.43	\$400,009.42	-46%	\$2,312,849.79	\$2,667,859.41	-13%
NET:	\$93,303.55	\$5,374.54		\$83,518.74	\$9,647.89	
REGIONAL PLANNING INCOME						
Agency of Transportation	\$18,581.36	\$20,539.50	-10%	\$112,770.13	\$143,776.50	-22%
Agency of Commerce	\$66,442.53	\$69,736.50	0%	\$212,503.84	\$209,209.50	2%
HUD Buyouts	\$118,501.00	\$278,332.42	-57%	\$1,597,131.46	\$1,948,326.92	-18%
Vermont Economic Resiliency	\$0.00	\$0.00	0%	\$41,551.65	\$74,865.00	-44%
CDBG DR Culvert	\$0.00	\$4,166.67	-100%	\$25,725.00	\$29,166.67	-12%
EDD Planning Grant	\$3,043.29	\$9,444.44	-68%	\$3,043.29	\$37,777.76	0%
HUD Regional Plan	\$44,668.27	\$9,155.67	388%	\$138,603.47	\$64,089.67	116%
Municipal Dues	\$0.00	\$0.00	0%	\$72,234.00	\$72,234.02	0%
Total Planning Income	\$251,236.45	\$391,375.20	-36%	\$2,203,562.84	\$2,579,446.04	-15%
CONTRACT INCOME						
State Contracts	\$46,457.85	\$5,349.58	768%	\$134,147.44	\$37,447.08	258%
Municipal Contracts	\$12,222.13	\$5,225.42	134%	\$42,219.59	\$36,577.92	15%
Other Contract Services	\$205.77	\$3,225.42	-94%	\$16,353.28	\$22,577.92	-28%
Total Contract Income	\$58,885.75	\$13,800.42	327%	\$192,720.31	\$96,602.92	99%
FEE INCOME						
Municipal Fees	\$0.00	\$41.67	-100%	\$0.00	\$291.67	-100%
Other Fees	\$0.00	\$62.50	-100%	\$0.00	\$437.50	-100%
Total Fee Income	\$0.00	\$104.17	-100%	\$0.00	\$729.17	-100%
MISCELLANEOUS INCOME						
Interest	\$15.78	\$62.50	-75%	\$85.38	\$437.50	-80%
Sales/Miscellaneous	\$0.00	\$41.67	-100%	\$0.00	\$291.67	-100%
Total Misc. Income	\$15.78	\$104.17	-85%	\$85.38	\$729.17	-88%
TOTAL INFLOWS	\$310,137.98	\$405,383.96	-23%	\$2,396,368.53	\$2,677,507.30	-11%

Two Rivers-Ottawaquechee Regional Commission
All Programs - FY 2015 (July 1, 2014 - June 30, 2015)
Income and Expense Summary Report (Cash Basis)

As of January 31, 2015

EXPENSE SUMMARY

Category	January '15 Totals	January '15 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
PERSONNEL SERVICES						
Salaries/Wages	\$70,438.53	\$72,504.23	-3%	\$402,369.65	\$386,689.21	4%
Payroll Taxes	\$5,099.61	\$5,546.54	-8%	\$29,098.53	\$29,581.53	-2%
EAP - Employee Assistance	\$0.00	\$0.00	0%	\$300.00	\$300.00	0%
Workers' Compensation	\$0.00	\$358.33	-100%	\$5,233.00	\$2,508.33	109%
VT Unemployment Insurance	\$682.78	\$150.00	355%	\$757.96	\$1,050.00	-28%
Health & Dental Insurance	\$6,587.65	\$6,360.25	4%	\$49,854.92	\$44,521.75	12%
Life Insurance	\$917.39	\$541.67	69%	\$3,112.39	\$3,791.67	-18%
Retirement Fund	\$8,659.31	\$11,953.04	-28%	\$66,820.61	\$63,749.53	5%
Disability Insurance	\$861.44	\$829.17	4%	\$5,759.11	\$5,804.17	-1%
Total Personnel Services	\$93,246.71	\$98,243.23	-5%	\$563,306.17	\$537,996.19	5%
INSURANCES/OCCUPANCY						
Rent & Utilities	\$1,812.92	\$2,916.67	-38%	\$18,971.68	\$20,416.67	-7%
Occupancy Expenses - King Farm	\$406.30	\$83.33	388%	\$406.30	\$583.33	-30%
Professional Liability	\$0.00	\$0.00	0%	\$4,890.00	\$3,500.00	0%
Fidelity Bond Policy	\$0.00	\$0.00	0%	\$3,198.15	\$3,000.00	7%
Property Insurance	\$0.00	\$458.33	-100%	\$5,127.00	\$3,208.33	60%
Total Insurances/Occupancy	\$2,219.22	\$3,458.33	-36%	\$32,593.13	\$30,708.33	6%
PROFESSIONAL SERVICES						
Legal Services	\$2,526.67	\$833.33	203%	\$10,295.64	\$5,833.33	76%
Accounting Services	\$0.00	\$125.00	-100%	\$0.00	\$875.00	-100%
Program Audit	\$0.00	\$0.00	0%	\$6,500.00	\$11,000.00	-41%
Total Professional Services	\$2,526.67	\$958.33	164%	\$16,795.64	\$17,708.33	5%
CONSULTANTS						
Planning	\$4,267.62	\$21,237.92	-80%	\$153,101.95	\$148,665.42	3%
HUD Buyout Consultants	\$2,036.37	\$1,208.33	69%	\$261,361.36	\$8,458.33	2990%
HUD Buyout Funds to Towns	\$97,442.09	\$261,207.42	-63%	\$1,189,059.00	\$1,828,451.94	-35%
Total Consultants	\$103,746.08	\$283,653.67	-63%	\$1,603,522.31	\$1,985,575.69	-19%

Two Rivers-Ottauquechee Regional Commission
 All Programs - FY 2015 (July 1, 2014 - June 30, 2015)
 Income and Expense Summary Report (Cash Basis)

As of January 31, 2015

EXPENSE SUMMARY

Category	January '15 Totals	January '15 Budget	Monthly Percentage Variance Budget	Actual Total to Date	Fiscal Year to Date Budget	Percentage Variance from YTD Budget
TRAVEL						
Travel Reimbursement	\$1,156.30	\$3,750.00	-69%	\$24,073.50	\$26,250.00	-8%
Commissioner travel reimb.	\$126.50	\$208.33	-39%	\$1,695.40	\$1,458.33	16%
Mtgs, Conf & Training	\$2,654.55	\$2,166.67	23%	\$12,202.43	\$15,166.67	-20%
Total Travel	\$3,937.35	\$6,125.00	-36%	\$37,971.33	\$42,875.00	-11%
OFFICE EXPENSES						
General Supplies	\$597.46	\$916.67	-35%	\$4,910.39	\$6,416.67	-23%
Printing	\$2,361.49	\$500.00	372%	\$5,486.44	\$3,500.00	57%
Advertising	\$238.57	\$625.00	-62%	\$1,741.01	\$4,375.00	-60%
Dues/Publications/Data	\$1,643.90	\$1,916.67	-14%	\$16,714.28	\$13,416.67	25%
Postage	\$890.73	\$666.67	34%	\$2,550.13	\$4,666.67	-45%
Telephone/Internet/Web	\$779.07	\$904.17	-14%	\$6,085.03	\$6,329.17	-4%
Repairs	\$0.00	\$41.67	-100%	\$0.00	\$291.67	-100%
Bank/Payroll Fees	\$18.00	\$62.50	-71%	\$815.50	\$437.50	86%
Equip/Software Contracts	\$773.99	\$1,479.17	-48%	\$7,905.44	\$10,354.17	-24%
Total Office Expenses	\$7,303.21	\$7,112.52	3%	\$46,208.22	\$49,787.52	-7%
OFFICE EQUIPMENT						
Computer Hardware	\$299.99	\$250.00	20%	\$4,397.87	\$1,750.00	151%
Office Equipment/Furniture	\$0.00	\$83.33	-100%	\$1,100.37	\$583.33	89%
Computer Software	\$1,555.20	\$41.67	3632%	\$3,351.56	\$291.67	1049%
Total Office Equipment	\$1,855.19	\$375.00	395%	\$8,849.80	\$2,625.00	237%
OTHER EXPENSES						
Transportation Equip./Supplies	\$0.00	\$41.67	-100%	\$603.19	\$291.67	107%
STEM Scholarship Program	\$2,000.00	\$0.00	0%	\$3,000.00	\$0.00	0%
Miscellaneous/Bad Debt	\$0.00	\$41.67	-100%	\$0.00	\$291.67	-100%
Total Other	\$2,000.00	\$83.34	2300%	\$3,603.19	\$583.33	518%
TOTAL OUTFLOWS	\$216,834.43	\$400,009.42	-46%	\$2,312,849.79	\$2,667,859.41	-13%

02/03/15

Two Rivers-Ottauquechee Regional Commission
Accounts Receivable Aging Detail
 As of January 31, 2015

Type	Date	Num	Name	Due Date	Open Balance
Current					
Total Current					
1 - 30					
Invoice	01/14/2015	15-75	Town of Thetford	01/14/2015	939.60
Invoice	01/14/2015	15-77	TRORC- CDBG DR Grant	01/14/2015	1,869.20
Invoice	01/16/2015	15-74	Agency of Commerce and Community Devel...	01/16/2015	5,739.42
Invoice	01/30/2015	15-83	Northwest RPC - c	01/30/2015	3,000.00
Total 1 - 30					11,548.22
31 - 60					
Invoice	12/08/2014	15-59	Agency of Commerce and Community Devel...	12/08/2014	7,162.58
Total 31 - 60					7,162.58
61 - 90					
Invoice	11/21/2014	15-51	Agency of Commerce and Community Devel...	11/07/2014	15,413.30
Total 61 - 90					15,413.30
> 90					
Total > 90					
TOTAL					34,124.10

**TRORC
EXECUTIVE COMMITTEE**

**King Farm
Woodstock, VT
January 14, 2015**

MEETING MINUTES

Attendance: Bill Emmons, Chair, Jerry Fredrickson, Treasurer; Paul Haskell, Secretary, Frank Roderick, Nancy Jones, Peter Gregory, Executive Director.

1. Call to Order:

Chair Emmons convened the meeting at 5:45 p.m. A quorum was declared by the Chair.

2. Public Comment:

No members of the public were present.

3. Approval of November 12, 2014 Minutes:

On a motion made by Haskell, seconded by Roderick, the November Executive Committee Minutes were approved as written.

4. Acceptance of the unaudited November and December 2014 Financial Reports:

Gregory and Committee members reviewed the particulars for November and December financial activity. Gregory, in response to a question about the Printing line item being far above budget for the month, it was explained that the printing of the final HUD Plan was the cause of the monthly deviation. Legal expenses and Health Insurances were also above monthly targets. On legal, a bill came in on our SP land Act 250 trial and due to delays in health insurance billing, we had to pay two months of premiums in one month. All other particulars regarding the Reports appeared to be in order. The unrecoverable indirect charges on our FEMA grants should be booked against reserves on the year end audit report. On a motion made by Haskell, seconded by Roderick, the November and December Financial Reports were accepted.

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Woodstock, VT 05091
802-457-3188
trorc.org

William B. Emmons, III, Chair
Peter G. Gregory, AICP, Executive Director

5. **Approval of the amendments to the TRORC Procurement Policies:**

Gregory reviewed the changes contemplated and now required under changing federal and state rules and guidance. Dee captured all those changes and incorporated them in the draft before the Committee. On a motion made by Haskell, seconded by Fredrickson, the Executive Committee recommends that the full Board adopt these at their next meeting in late January. It will be posted on our web site after adoption.

6. **TRORC Strategic Plan – Non Profit Arm of TRORC:**

Gregory and Executive Committee members discussed the memo from staff recommending the full Board debate and consider this issue. On a motion made by Fredrickson, seconded by Roderick, the Executive Committee recommends adoption by the full Board.

7. **TRORC Regional Plan chapters review:**

Gregory and Committee members discussed the chapters that will be up for Board review in January. The chapters include those that would have been discussed in December had the meeting not been cancelled. There will be multiple opportunities for the Board to review and discuss and edit what staff has prepared. For Information Only.

8. **Project, Act 250 Updates:**

Gregory's gave the Committee a very brief project and Act 250 updates. No Act 250 application has been filed on Exit #4 in Randolph.

9. **Other and Next Board meeting:**

The next TRORC Board meeting will be on January 25, 2015 at the Thompson Senior Center. Regional Plan chapters will be the major focus of the meeting.

The Executive Committee also concurred with staff recommendation on a scholarship decision for 2014.

Meeting adjourned at 7:35 p.m. Meeting Minutes prepared by:
Peter G. Gregory, Executive Director, January 23, 2015.

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H.249

Introduced by Representatives Sweaney of Windsor, Devereux of Mount
Holly, Evans of Essex, and Martin of Wolcott

Referred to Committee on

Date:

Subject: Municipal government; intermunicipal services; regional planning
commissions; regional council of governments

Statement of purpose of bill as introduced: This bill proposes to allow a
regional planning commission to enter into an agreement with its member
municipalities to create a regional council of governments. The council would
assist those municipalities in planning for common needs.

An act relating to intermunicipal services and the authority to create a
regional council of governments.

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. 24 V.S.A. chapter 121, subchapter 7 is added to read:

Subchapter 7. Regional Council of Governments

§ 4948. CREATION OF REGIONAL COUNCIL OF GOVERNMENTS

(a) Any regional planning commission may enter into an agreement
between or among its municipalities to establish a regional council of
governments.

1 (b) The agreement must:

2 (1) provide at least 50 percent of its representatives shall be elected
3 municipal officials from member municipalities; and

4 (2) specify the organization, method of withdrawal, method of
5 terminating the agreement, and the grounds for suspension of member
6 municipalities.

7 (c) The council shall adopt bylaws designating the officers of the council
8 and providing for the conduct of its business.

9 § 4949. FINANCES; STAFF

10 (a) Expenses. The legislative bodies of the member municipalities may
11 appropriate funds to meet the expenses of the council.

12 (b) Funds. The council may accept funds, grants, gifts, and services from:

13 (1) the federal government;

14 (2) the State of Vermont or its agencies, departments, or
15 instrumentalities;

16 (3) any other governmental unit, whether a member of the council or
17 not; and

18 (4) private and civic sources.

19 (c) Staff. The council may employ any staff and consult and retain any
20 experts that it considers necessary.

1 § 4950. POWERS AND DUTIES

2 (a) The council may:

3 (1) Assist local governments in planning for common need and mutual
4 benefit through cooperation and coordination. The council may undertake
5 activities that it considers appropriate, including matters affecting health,
6 safety, welfare, education, economic conditions, and development.

7 (2) Promote cooperative arrangements and coordinate action among its
8 members, including arrangements and actions with respect to planning,
9 community development, joint purchasing, intermunicipal services and
10 infrastructure.

11 (3) Make recommendations for review and action to its members and
12 other public agencies that perform functions within the region.

13 (b) The council, on behalf of a majority of its member municipalities, may
14 exercise any power, privilege, or authority capable of exercise by a member
15 municipality and necessary or desirable for dealing with problems of local or
16 regional concern, except essential legislative powers, taxing authority, or
17 eminent domain power. This authority is in addition to any other authority
18 granted to regional planning commissions in statute.

19 (c) Where a regional planning commission has been established, the
20 member municipalities, by appropriate action, may provide for the transfer of

1 all assets, liabilities, rights, and obligations of the commission to the council
2 and provide for the dissolution of the commission.

3 Sec. 2. EFFECTIVE DATE

4 This act shall take effect on passage.



Two Rivers-Offauquechee RPC Transportation Advisory Committee Meeting

Thursday January 8, 2015

Bethel Town Hall, Bethel, VT, 9:30am – 11:00am

Meeting Summary

Town	Representative	Present	Town	Representative	Present	Town	Representative	Present
Barnard	Tom Morse Lance Webster		Hancock	-		Royalton	Rose Hemond	
Bethel	Bill Hall	X	Hartford	Rich Menge Matt Osborn	X X	Sharon	Kent Gilman	X
Bradford	Nancy Jones	X	Hartland	Bob Stacey		Stockbridge	-	
Braintree	Bob Moyer	X	Newbury	-		Strafford	Rod Maclay Jon Mackinnon	
Bridgewater	Norm Martin		Norwich	Phil Dechert Neil Fulton	X	Theford	Sam Van Dam	
Brookfield	Dee Montie	X	Pittsfield	George Deblon		Topsham	Thomas Flannigan	
Chelsea	Doug Lyford	X	Plymouth	-		Tunbridge	Susan Clark	
Corinth	Frank Roderick	X	Pomfret	-		Vershire	-	
Fairlee	Smith Reed		Randolph	Bill Morgan	X	West Fairlee	-	
Granville	-		Rochester	-		Woodstock	Michael Brands	X
At-Large Members								
Advance Transit	Van Chesnut				VTrans		Jackie Cassino	X
Stagecoach	Jim Moulton				VTrans D7		Lance Duquette	
Vital Communities	Aaron Brown				Vermont Local Roads		Del Thompson	X

Guests: Jon Kaplan, VTrans; Rick Ackerman, Chelsea road foreman

- 1. Introductions** – Dee called meeting to order at 9:37am. Group made introductions.
- 2. Approval of Nov. 13 Minutes** – Motion by Michael Brands; 2nd Frank Roderick. Minutes approved.
- 3. VTrans Shared Use Paths + Sidewalk Costs Report** – Jon Kaplan, VTrans
Jon presented on the updated 2014 report for Shared Use Paths and Sidewalk Costs (click here for report: http://vtransengineering.vermont.gov/sites/aot_program_development/files/documents/ltf/Cost_Report_2014.pdf) in relation to towns interested in applying for Bike Ped or Transportation Alternatives grants. VTrans compiled costs from previous proposals to gauge average project costs. VTrans can use this as a check against incoming proposals to see if the scope/scale and budgets are reasonable estimates. Sidewalk costs per foot have increased over the years. Jon showed a cost table of various sidewalk types with curbing – the minimum sidewalk width is 5ft to meet ADA standards. Shared use paths have a minimum of 8ft. The Bike Ped Information Center has a more detailed Cost for Bike Ped Infrastructure report that incorporates national



project costs. Check here for report:

http://katana.hsrb.unc.edu/cms/downloads/Countermeasure%20Costs_Report_Nov2013.pdf

Towns usually underestimate overall project budget – especially under the Project Oversight and Preliminary Engineering (PE typically 10-20% of overall costs). Jon recommends using these grant programs to leverage town local funds for a sidewalk/path of significant length rather than a short segment as it will be better use of local funds on shorter segments.

4. District Leveling Prioritization – Rita -

Rita presented overview of last year's district leveling projects and introduced this year's leveling projects on State Highways. 3 new segments were introduced into district priority lists and Rita presented the preliminary ranking of 3 high, 3 med and 3 low projects. Group discussed and recommended VT12 (Randolph-Braintree) to rank low, VT14 (Roylton-Brookfield) to rank high and US5 (Fairlee) to rank med. Dee expressed concern that VT14 in Brookfield was not included in the district priority despite the pavement condition indicating a Very Poor. Nancy expressed concern that although US5 in Newbury was completed last year, it was not done well nor considered fixed and anticipates the condition to fall back into Poor after this winter. Bob motioned current changes to be submitted to VTrans. Dee 2nd. All approved.

5. Regional Transportation Chapter Update – Rita

Rita talked about the current transportation chapter update process and referred to the spreadsheet identifying current regional transportation projects under VTrans program. Rita also is collecting input on regional transportation projects NOT under VTrans program but is an identified need in Town and region. We're looking at large projects like State/Town bridges, transportation facilities like town garages, park and rides, (not individual listing of culverts). Rita will send out hardcopy of draft shortly for comments and input.

6. Other business?

- FY17 Regional Project Prioritization – Rita should receive by next week and will mail hardcopies to all for March's meeting and adoption.

Meeting adjourned 10:50 am

Next meeting on Thursday March 12, 2015 – 9:30am – 11am. Tracy Hall, basement, Norwich.