DATE: Wednesday, March 5, 2025
TIME: 9:00 AM
LOCATION: Virtual meeting using Zoom
ATTENDANCE:

Members Present:	Staff:
Aaron Martin, Essex	Charlie Baker, Executive Director
Chris Damiani, GMT	Eleni Churchill, Transportation Program Director
Chris Yuen, Essex Junction	Bryan Davis, Senior Transportation Planner
Deirdre Holmes, Charlotte	Chris Dubin, Senior Transportation Planner
Erica Quallen, South Burlington	Christine Forde, Senior Transportation Planner
Holly Francis, Environment	Eliana Fox, Transportation Planner
Jacqui LeBlanc, FHWA	Marshall Distel, Senior Transportation Planner
Joe Segale, Huntington	
Jonathon Weber, Local Motion	Guests:
Josh Arneson, Richmond	Zoe Neaderland, VTrans
Lisa Schaeffler, Milton	Chris Clow, VTrans
Mary Anne Michaels, Rail	Amy Bell, VTrans
Matthew Arancio, VTrans	Jim Cota, VTrans
Phillip Peterson, Burlington	Jonathan Slason, RSG
Sam Andersen, GBIC	Will Hodgson, GMT
Sandy Thibault, CATMA	Conner Smith, GMT

1. Call to Order, Welcome + Attendance
   Phillip called the meeting to order at 9:01 AM.

   Christine asked to add a minor TIP amendment to the agenda. The amendment would add $75,000 for VTrans to purchase a portable scale for the weigh station on I-89 in Colchester.

   JOE SEGALE MADE A MOTION TO APPROVE THE TIP AMENDMENT, SECONDED BY LISA SCHAEFFLER. THE MOTION PASSED UNANIMOUSLY.

2. Approval of February 4, 2025 Minutes
   SAM ANDERSEN MADE A MOTION TO APPROVE THE MINUTES OF FEBRUARY 4, 2025, SECONDED BY JONATHON WEBER. THE MOTION PASSED UNANIMOUSLY.

3. Public Comment Period
   No comments from the public.

4. FY2026 Unified Planning Work Program (UPWP) Update
   Marshall Distel, CCRPC, provided an overview of the process and timeline to develop the FY26 UPWP, which is the CCRPC's annual work program. The CCRPC is projected to have enough funding for all of the requests but is going through the process to determine if there is staff capacity to manage all of the project requests. Marshall will present more details about the requests at next month's TAC meeting, and the final recommended project list will come to the

TAC in May for their approval. He noted there were quite a few inventory and data requests, and staff is determining whether they and interns will have the capacity to undertake them all this year. More information is available on the UPWP webpage and a draft project list is available here.

Regarding data collection, Phillip noted that Burlington has had some automatic traffic recorders (ATR) stolen and is switching to radar for traffic counts.

5. 2025 Vermont Rail Plan – VTrans Update
Zoe Neaderland, VTrans, first provided a quick reminder about their Big Data tool called Inrix which is available to regional planning commissions (RPC) and municipalities, and VTrans staff are available as resources. She then gave a presentation about the 2025 Vermont Rail Plan update and initial recommendations. This information will be shared with the public on Monday as part of a hybrid meeting in Brattleboro. Information about that meeting is on project website (https://vtrans.vermont.gov/rail/reports).

Zoe pointed out that having a state Rail Plan is a requirement and is essential for some grants. A range of potential recommendations, called "initiatives," were developed based on analysis and public comment. These are both policy and location-specific initiatives and are grouped into three tiers (there is no ranking within the tiers). She then presented the preliminary recommended initiatives by goal, to be updated based on feedback. The goals include: state of good repair; expand capacity and increase use of rail; funding; economic development; intermodal connectivity, and safety and resilience.

Zoe said that bicycles are allowed on Amtrak, one bike per car which equals four bikes per train. Amtrak would need to remove passenger seats to add more bike storage, which impacts revenue generation. Jonathon asked if long-term bike parking at stations is being considered, and Zoe said yes, it is a recommendation. There was discussion about passengers with bikes showing up but not having space for them, and whether bike storage is part of the paid ticket and therefore space is guaranteed. There was also discussion about loading challenges and physical space for larger bikes and e-bikes. In the meeting chat Jonathan Slason noted that this was a major issue for Caltrain when they surveyed users so long-term secure bike storage is an element of the station upgrades.

Roles for RPCs as part of the update include being a liaison between VTrans, municipalities and others; regional-scale planning to connect transportation, land development, economic development, and environmental conservation; and identify and prioritize vacant industrial sites with rail access to bring back into use. Zoe noted that the Transportation Resilience Planning Tool (TRPT) is being expanded to include rail. She also shared results of some basic modeling to understand the impacts of making the recommended rail improvements.

The plan is slated for acceptance by July 2025. Project website:
https://vtrans.vermont.gov/rail/reports

6. Act 250 / Act 145/ Act 181 – VTrans Update
Chris Clow, VTrans, gave a presentation about changes to Act 250, Act 145, and Act 181.

VTrans participation in Act 250 includes holding weekly internal meetings, getting input from RPCs or host municipalities, reviewing for specific items and assessment of Act 145 transportation impact fee, and participating in Act 250 hearings as necessary. In 2024 VTrans reviewed 256 applications, of which 42 required VTrans Entry of Appearance and 12 had Act 145 transportation impact fees assessed. These are typical numbers from year to year.

Act 145 of 2014 created a mechanism by which developers pay a "fair share" cost into VTrans transportation capital projects. This reduces the "last one in pays" obstacle as stated by developers. It authorized Act 250 District Commission to establish Act 145 fees, effective July 1, 2014.

Established fees are triggered by an Act 250 application. Based on transportation project(s):

- In VTrans Capital Program (most common)
- Municipal capital project (not common)
- Built by developer (relief to "last one in")

Project must mitigate transportation impacts or benefit proposed land use (it needs to be capacity related project). For projects in the VTrans Capital Program, VTrans calculates and recommends a fee to the District Commission.

The basic Act 145 Transportation Impact Fee formula is:

$$\frac{\text{Total Transportation Project Cost}}{\text{Total Vehicular Peak Hour Capacity}} = \frac{\$\$\$\$\$}{\text{Peak Hour Trip (vehicles per hour)}}$$

Fee adjustments or deductions for specific development projects based on:

- Traffic allocations from existing permits (pre-2014)
- Net change in traffic/trips (pass by or existing site traffic)
- Location in designated center or neighborhood
- TDM (sidewalk, path, transit shelter, etc.)
- Developer built projects (deduct any improvements they make from the total fee)

In the ten years since Act 145 passed, $1.6 million has been collected, 156 Act 250 projects have been assessed through Act 145, 34 projects had a designated center deduction, and 62 projects had TDM deductions.

With the passage of Act 181 there are implications for VTrans. New Act 250 exemptions through Act 181 reduce VTrans's ability to assess Act 145 fees, and there's the potential for the return of "last one in pays" concern from developers unless other methods are found to assess "fair share" fees. VTrans is required to prepare and submit an Act 181 Transportation Support Study by December 2025 to the legislature to take a closer look at Act 145 and potential impacts of Act 181, and examine alternative fee collection methods.

Charlie asked how and when we can be engaged in the study? Amy said she will be asking for two RPCs to serve on the working group. Charlie asked what percentage of the Act 145 fees collected are from Chittenden County? Chris estimates about 80% is from Chittenden County.

Sam asked if fees collected are for improvements specific to that project, and Chris said yes but if it's a developer-built project then fees go to Act 250 and not VTrans.

7. TAC Rep Needed: Pre-qualified Consultant Selection
   Bryan Davis, CCRPC, explained that the CCRPC goes through a process to pre-qualify consultant firms for specific task areas such as: Project Development (Scoping) Projects & Technical Assistance Studies; Transportation Planning/Corridor/Area Wide Studies; Bicycle and Pedestrian Studies; Water Quality Projects and others. The CCRPC will release a Request for Qualifications for Planning, Engineering and Environmental Services in March with responses due in April. Bryan asked if there are TAC members willing to be part of the review committee which will decide on a recommended list of consultants to bring to the May TAC meeting for approval so that we can assign FY26 UPWP projects to them. Consultants will be pre-qualified for a two-year period and the CCRPC may extend one or more of the contracts for up to two additional one-year periods.

   Phillip agreed to participate on the review committee.

8. Status of Projects and Subcommittee Reports
   See bulleted list at the end of the agenda for current CCRPC projects. TAC members are encouraged to ask staff for more information on the status of any of these ongoing or recently completed projects.

9. CCRPC Board Meeting Report
   In February the Board met new CCRPC Business Office Manager Kim Smith, voted to approve a minor TIP amendment, voted to approve the Safety Performance Targets, discussed the CCRPC's draft bylaws, heard a presentation about Act 181 implementation, and heard outreach and engagement and other Director updates.

10. Chair/Members' Items
    a. **Annual Complete Streets Reporting**: Reminder to send completed forms for 2024 projects to bdavis@ccrpcvt.org by March 7. Form available here.
    b. **ADA and Title VI One-Sheets for Local Public Agencies**: VTrans has designed one-pagers to simplify your understanding of ADA and Title VI compliance. Compliance isn't just a legal requirement—it's about safeguarding vulnerable communities and ensuring everyone has equal access. Get started here: ADA and Title VI.
    c. **AARP Community Challenge grant**: AARP Vermont invites local eligible non-profit organizations and governments to apply for quick-action projects that help communities become more livable by improving public places, transportation, housing, digital connections, and more. AARP is accepting applications across three different grant opportunities. All projects must be consistent with AARP's mission to serve the needs of people 50 and older along with other eligibility criteria. More information at aarp.org/communitychallenge. **Deadline: March 5, 2025, 5:00 p.m.**
    d. **Complete Streets open office hours**: Local Motion's Complete Streets team will have open office hours on the **3rd Tuesday of each month**, 12:30-1:30 PM, where anyone can drop in virtually with questions on how to improve walking, biking, or rolling in their community. Join using Google Meet at meet.google.com/xrq-dtma-dwh or call in at +1 575-912-1614 PIN: 745 527 560#

e. **USDOT Discretionary Grants:** There is currently uncertainty about discretionary grants until further review by the new administration.

Charlie noted that Representative Balint's office is looking for projects to her office by next Wednesday. Sam noted that Senator Welch's office is also open to project requests.

Jacqui noted the FHWA office is monitoring things closely but doesn't have any new information or guidance to share from the federal level.

The next TAC meeting is scheduled for Tuesday, April 1, 2025, 9:00 AM.

The meeting adjourned at 10:15 am.

Respectfully submitted,
Bryan Davis