

**SOUTHERN WINDSOR COUNTY  
TRANSPORTATION ADVISORY COMMITTEE (TAC)**

**Meeting Minutes of April 28, 2010**

A meeting of the Transportation Advisory Committee (TAC) was held at SWCRPC in Ascutney, VT, at 7:00 P.M.

**Attendance** – TAC members present: Sharon Bixby (Vice Chair), Ludlow; Tom Kenyon, West Windsor; Kristi Morris, Springfield; Steve Cottrell, Windsor; and Gordy Eastman, Reading.

Others present: Jason Rasmussen, SWCRPC.

**Meeting Opened:** Sharon Bixby (Vice Chair) opened the meeting at 7:10 PM.

**Acceptance of the Minutes of March 17, 2010**

*Tom Kenyon moved to approve the minutes of March 17, 2010 as written. Second by Gordy Eastman. Approved unanimously.*

**Election of Officers**

*Gordy Eastman moved to appoint Bruce McEnaney as Chair. Second by Kristi Morris. Approved unanimously.*

*Kristi Morris moved to appoint Sharon Bixby as Vice Chair. Second by Gordy Eastman. Approved unanimously.*

Thank you; the other TAC members appreciate your service.

**Appoint At-Large Members**

*Steve Cottrell moved to appoint Mary Habig (CRT Executive Director) as an at-large TAC member. Second by Gordy Eastman. Approved unanimously.*

**Regular Meeting Schedule**

The TAC will continue to meet on the third Wednesday of every month at 7 PM. The location will generally be at the RPC conference room in Ascutney. However, the meeting location will move to other towns periodically in order to discuss local issues or projects.

**Trail Finder Project**

Jason Rasmussen discussed the Trail Finder Project, which is a joint effort between Local Motion and the Upper Valley Trails Alliance (UVTA). UVTA is developing an on-line resource for public trails for non-motorized uses. A new “Upper Valley” trails website will be developed by June 2010. At this point none of our towns are involved; however, the resource is available for all towns in our region to post and manage their public trail information. This is completely voluntary. UVTA is asking for our help in outreach, organizing regional volunteer meetings and providing any pre-existing GIS trails data. This is a great resource for residents who may not know about the various public trails in the area.

An added benefit is that the RPC would get back any trails data in a GIS format, which could be used in town plans and local recreation or open space plans.

### **FFY 2011 Work Program**

Jason Rasmussen reviewed the process for developing a work program for FFY 2011 (October 1, 2010 through September 30, 2011). VTrans guidance was reviewed. Towns are encouraged to make requests for RPC transportation planning services, such as updating transportation chapters of town plans, road inventories, updating culvert inventories, drafting road & culvert capital budgets, etc. We are level funded and anticipate providing the same level of service next year, although budget cuts in other programs may influence demand in our transportation work program.

### **Letter of Support for CRT's FY 2011 Funding Application**

Mary Habig (CRT) asked for our letter of support for their FY 2011 funding application to VTrans. Jason Rasmussen reported that – based on a phone conversation with Mary – the application involves a continuation of the current services offered by CRT, without major changes. A draft letter was reviewed. *Tom Kenyon moved to authorize the Vice Chair to sign the letter of support and invite Mary back to speak about transit services and issues in the region. Second by Steve Cottrell. Approved unanimously.*

### **Review Draft Park and Ride Needs Assessment**

Jason Rasmussen presented the draft results of a regional park and ride needs assessment that is being conducted under our energy program. The TAC agreed with the preliminary recommendations, but stated that our priority is to improve existing lots before developing new lots. Before finalizing the report staff will coordinate further with CRT.

### **Updates and Announcements**

*Staffing* – Jason Rasmussen reported that this is Joe's last week working at SWCRPC.

### **Future Agenda Topics:**

- Transit services and issues – Mary Habig, CRT
- Federal legislative updates – Congressional office staff
- State rail projects and initiatives – Joe Flynn, VTrans

**Next Meeting:** May 19, 2010 at 7 PM (tentative)

*Tom Kenyon moved to adjourn the meeting. Second by Gordy Eastman. Approved unanimously*

Respectfully submitted,

Jason Rasmussen  
Senior Planner, SWCRPC