

Town of Proctor
Bike/Ped Path Study Committee
February 8, 2017 Public Informational Meeting
6:00 p.m. –7:30 p.m.

Draft Minutes

Present:

Steve Follett
Rick Moreno
Dale Christie
Brad Thomas
Bruce Baccei
Stan Wilbur
Chrissy Haskins, Dufresne Group

The informational meeting was called to order at 6:00 p.m.

There were no changes to the Agenda

Chrissy Haskins highlighted portions of the Bike/Ped Path Scoping Study Report using a slice show presentation. The presentation included a description of the preferred alternatives, project cost estimates and a proposed project phasing plan. The total estimated project cost is \$1,900,000. For financing and grant purposes it is recommended the project be broken into 5 phases. The first phase would be South Street from Grove Street to Main Street. This phase would include sidewalk reconstruction, shoulder widening and pavement striping at an estimated cost of \$460,000. VTrans grant programs would cover 80% of the design and construction cost leaving a \$92,000 local share.

Ms. Haskin's notes of the meeting are attached and make a part of these meeting minutes.

The Scoping Study Report will be submitted to VTrans for approval. VTrans approval is necessary if the Town will be looking for a grant.

The committee agreed to hold a committee meeting as soon as the VTrans Bike/Ped grant application forms are available. Steve Follett offered to prepare the application. Stan Wilbur will contact Susan Schreibman to see if she would be available as a consultant to assist in writing the application. He will also ask her if she will provide copies of successful grant applications to use as a guide in preparing our application.

The meeting was adjourned at 7:30 p.m.



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Memo

To: Meeting Attendees
From: Christina Haskins, PE
Date: February 10, 2017
Re: Proctor Bicycle and Pedestrian Scoping Study – Public Meeting

On February 8, 2017, a public meeting was held at the Proctor Town Office to discuss the project and obtain public input. The following individuals attended:

| <u>Individual</u> | <u>Representing</u> |
|---------------------|-------------------------------|
| Bruce Baccei | Town of Proctor, Selectboard |
| Stan Wilbur | Town of Proctor, Town Manager |
| Dale Christie | Steering Committee Member |
| Steve Follett | Steering Committee Member |
| Rick Moreno | Steering Committee Member |
| Chrissy Haskins, PE | Dufresne Group |
| Brad Thomas | Resident |

I have prepared the following summary of my notes taken at the meeting:

1. Chrissy started with a PowerPoint presentation. The preferred alternative was summarized. Costs and phasing plans were presented. Funding opportunities were discussed.
2. The meeting was then opened to public comment:
 - a. Stan asked if this study met the requirements of the Complete Streets Law. Chrissy noted that since the study considered all users, it did meet the requirements of the Complete Streets Law.
 - b. Brad noted that the sidewalk on South Street is in poor condition and needs improvement sooner than 2021. He added that it is a hazard and there are several school-aged students that use it to walk to school.
 - c. There was a general discussion on how to fund the various phases of the project.
 - d. There was a discussion on the material for the shared use path. It was noted that snowmobiles use the trail currently and maybe bituminous concrete was not the best material. Chrissy noted that the path could be installed as gravel and then upgraded to bituminous concrete later if there was a need for it.

3. The committee approved the report.
4. There was some discussion on grant writing and who may be able to assist the Town with the upcoming grant application. The Town will contact the Rutland Regional Planning Commission and Susan Schreibman.