

Montpelier Transportation Advisory Committee Agenda

January 12, 2016

5:00 PM – 6:45 PM

Montpelier Police Meeting Room

Present: Dona Bate (City Council), Corey Line (DPW-Staff), Dan Jones (MEAC Representative), Mark Provost (PAC Representative), Harris Webster (PAC Representative), Jennifer Gordon (MBAC Representative), Anthony Mennona (MBAC Representative), Laura Biren (AmeriCorps VISTA)

- Approved Agenda of 1/12/2016
- Minutes approved from 12/15/2015 – Dona changed the date of City Council meeting to correct it to read January 13, 2016 (instead of January 14, 2016)
- Public Comments: Harris recommended and stressed that members look over meeting minutes and communicate directly to Chair on necessary changes. Laura communicated Michael Clasen's resignation from the Parking Committee as well as his representation at the MTAC

Agenda Items:

A. Assign Chair and Secretary/Discuss duties of each position:

Group discussed making roles more appealing and offered a few brainstorming ideas (Dona: roles must be from within MTAC assigned members; Jenn: what about assigning Chair/Secretary to an additional/added MTAC member)

Discussion of neutrality vs. taking roles/stands with respect of functionality of MTAC as a whole.

Dan Jones proposed that Dona act as facilitator/chair during interim.

Discussion as to how often MTAC should be meeting. Dona: should continue to meet monthly due to the necessity of taking time to establish MTAC definition/understanding. MTAC will eventually move to quarterly.

Jenn: We might want to look at amending the structure so we can have a functioning facilitator.

Dan Jones: Asked clarifying question about whether ATF Document had been shared with MEAC members, due to lack of representation of MEAC members at the last MTAC meeting. Laura: Yes the ATF Document/work had been discussed at the last MEAC meeting

Secretary role (as defined by Committee): Split role between Corey and Laura. Corey will take on role of sending out Agenda/minutes. Laura will take MTAC minutes. The secretaries will coordinate Agenda with Dona.

Chair/Facilitator: Dona will act as interim facilitator/Chair of TAC. Both Secretary Role and Chair/Facilitator role was approved by the committee.

The Spokesperson of MTAC: each committee will represent their committee as spokesperson of MTAC, unless otherwise decided.

Dona presented Document 1: [Document 1](#)

Dona presented Document 2: [Document 2](#)

Jenn: Document 2 should have bi-directional arrows.

Dona's Goal of Documents: finalize Document's image and make a motion of approval.

Harris makes motion: 2 Staff (Laura and Corey) as Secretary role, as previously defined by Committee, and 1 City Councilor (Dona Bate) as "Chair Facilitator" – Motion was approved

Laura will send Dona a list of the 2 approved members who represent each committee at MTAC, as well as the Chair of each committee represented

B. Discuss Jan. 13th City Council Meeting (Committee updates and ATF plan to be presented to the Council)

Corey: MTAC memo has been presented... have not received feedback from MTAC members yet.

Jenn: summarized MBAC priorities/recommendations. Here they are: [Bicycle Advisory Committee update to MTAC](#)

Corey: Checked in to make sure ATF aligned with MBAC Priorities? And that the State Bike/Ped grant in spring, combined with ATF for long-term scoping plan.

Dan Jones: Seem to be leaving out Northfield "island"...

Anthony: We must be prioritizing MTAC plans to align with DPW's plans.

Mark summarized PAC Priorities. Here they are: [Pedestrian Advisory Committee update to MTAC](#)

Dan Jones summarized MEAC Priorities. Here they are: [Energy Advisory Committee update to MTAC](#)

C. MTAC Memo Clarity/Discuss information sharing amongst committees

Dona passed out July 8, 2015 Memo. Dona made motion to accept July 8, 2015 memo of charge/flow of MTAC. Upon voting, Harris seconded, all in favor, except Anthony abstained.

MTAC will present ATF Plan at City Council Meeting on 1/13/16

Next meeting is scheduled for Tuesday, February 9th from 6:00 – 7:30 PM.