

# OPERATING PROCEDURES FOR THE CCTA DOWNTOWN TRANSIT CENTER ADVISORY COMMITTEE

**DRAFT**  
**June 1, 2011**

## I. DTC Advisory Committee Purpose

To assist the Chittenden County Transportation Authority (CCTA) by bringing the perspective of additional individuals and organizations to the Downtown Transit Center (DTC) project in order to bring the project to completion. The initial work of the DTC Advisory Committee will be to provide input into the site selection process. Later, the DTC Advisory Committee will receive updates on progress and will provide guidance on potential challenges.

The DTC Advisory Committee will review and discuss key information, data and alternatives for the proposed DTC and provide input relative to site selection, design elements and public uses. Work will include reviewing: the project's Purpose and Need; data collected for the project; the criteria developed to evaluate alternatives; the conceptual alternatives and screening process; and other technical and general information, such as environmental and cost issues. Community involvement and input will help define an acceptable and implementable project.

## II. Project Description

The CCTA plans to develop a DTC to replace the undersized and outdoor roof overhang that is currently available. The new DTC would provide amenities for riders including ticketing, passenger waiting areas, public restrooms, Real-Time passenger information, administrative support functions, and potential space for vendors to serve the traveling public. The project's primary goal is to provide a passenger area for transit that would help CCTA maintain current ridership and attract new riders. Improvement of passenger amenities would support transit route and other system enhancements, which expand accessibility and improve mobility without expanding the roadway network.

## III. Background

The City of Burlington transferred this project and its funding to the CCTA. CCTA's Board Strategy Committee has been asked to provide high level project oversight and direction to the DTC project. The full CCTA Board retains the responsibility to authorize future key steps such as real estate acquisition and authorization of a construction contract. CCTA has grown its ridership by 63% in the last ten years. The lack of a satisfactory transit transfer station is a significant impediment to gaining additional choice riders.

## IV. Project Management and DTC Advisory Committee Staffing

Overall project management will be provided by CCTA staff. Professional analysis and technical assistance will be provided by a consultant team led by Vanasse Hangen Brustlin, Inc (VHB) with support by other team members. Collectively, CCTA staff and VHB comprise the Project Team. Committee staffing and meeting facilitation will be provided by CCTA staff with assistance from the VHB consultant team.

The Project Team commits to the following responsibilities:

- To schedule meetings on a regular basis that will allow the participants to consider relevant issues and offer timely comments;
- To consider and respond to these comments and issues;
- To provide understandable and accurate data and project information;
- To provide timely notice of meetings, with agendas; and
- To record and distribute accurate summaries of the discussions.

#### V. Membership

DTC Advisory Committee members will be invited to participate as follows:

- 1 CCTA Staff Member
- 2 CCTA Board Members
- 1 Burlington City Councilor
- 1 Burlington City Staff
- 1 VTrans Representative
- 1 MPO Staff Member
- 1 Business Community Member
- 2 Rider Representatives

DTC Advisory Committee members will be expected to attend all regular meetings of the DTC Advisory Committee and all public events and meetings in order to receive public input and perspective. If a committee member misses three consecutive meetings, their membership on the committee will be concluded unless the DTC Advisory Committee believes that there were unusual mitigating circumstances. If the representative was from a specific organization, the head of the organization will be requested to recommend another committee member. If the member is a bus rider representative, the CCTA Strategy Committee shall appoint another representative.

#### VI. Meetings

The DTC Advisory Committee shall meet approximately quarterly or as determined by the Project Team and the project schedule. Initially, during the site selection stage, the committee will likely meet quarterly. Later, the committee will meet approximately every six months or until the CCTA Board Chair determines that the committee is no longer required. The public is welcome to attend the committee meetings as observers. A 10-minute public comment period will be set aside at each meeting for comments or questions from observers.

#### VII. Duties and Responsibilities of the DTC Advisory Committee

Members of the DTC Advisory Committee are expected to:

- Read materials in advance of the meetings, if provided;
- Advise the Project Team of their opinions and concerns in a timely manner;
- Respectfully listen to the opinions of others in an effort to ensure a constructive discussion;
- Consider the opinions of organizations or constituency they represent as well as information they receive as committee members when providing advice as committee members;
- Limit the discussion to the issues on the meeting agendas or relevant to the DTC project; and

- Assist in facilitating a two-way flow of information regarding the project with their organizations and or constituency groups.

#### VIII. Consensus

The DTC Advisory Committee will seek to achieve consensus on the proposals or alternatives; in the absence of a consensus, the opinions of the parties will be recorded in a written summary and taken into consideration by the Project Team. The opinions of the community are an important element in the process of developing alternatives: however, CCTA must also follow guidelines relating to feasibility, level of technical difficulty, environmental laws and regulations, and state and federal funding guidelines. As a result, CCTA, as project sponsor, must retain final decision making authority.

*The Project Team appreciates the time and effort that individuals commit to this project and thank them for representing their constituencies and working to enhance the planning process.*