

2025 VTrans Large-scale Bicycle and Pedestrian Grant Application

1. Project Title:

2. Applicant Name(s):

3. Project Contact Info:

a. Name:

b. Mailing Address:

c. Town:

d. Zip Code:

e. Email Address:

f. Phone Number:

4. Fiscal Information:

a. Accounting System Automated Manual Combination

b. Unique Entity Identifier #

c. Fiscal Year End Month

5. RPC(s)

6. Primary Facility Type: Sidewalk Bike Lane Shared-use Path

Shoulder

Other (Please describe)

7. Approximate project length in feet :

8. Estimated Usage (average number of daily users):

2025 VTrans Large-scale Bicycle and Pedestrian Grant Application

9. Project Description: Please give a brief description of the project (100 words or less.) Detailed information should be submitted as part of addressing the selection criteria. Be sure to include identifying streets or landmarks that the proposed project links at either end (e.g. New concrete sidewalk with granite curbing on Main St. from Elm St. to Maple St.).

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10. Estimated Project Costs:

Engineering/Administration/Project Manager: Costs associated with survey, design, plans development, permitting, development of bid documents, bid analysis and Municipal Project Manager - typically around 25% of construction.

Engineering/
Admin/MPM Cost

Right of Way: Cost of appraisals, property owner compensation and associated legal fees (Minimum of \$5000 recommended).

ROW Cost

Construction: Cost of paying contractors to build projects, including a reasonable contingency. Please attach as much detail/ backup information as available to support the construction estimate.

Construction Cost

Construction Inspection : Cost to provide oversight of contractor during construction - typically around 15% of construction.

Const. Insp.Cost

TOTAL DESIGN/CONSTRUCTION AMOUNT APPLIED FOR :
(including 20% local share)

11. Have you received any other grant funding for this project? Please describe and include the source of funding:

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12. Will you accept an award less than you applied for? YES NO

IF YES, please indicate below whether local funds will be used to make up the shortfall or if the project scope will be reduced:

Keep Scope of project the same and make up shortfall with other funds

Reduce project scope – Describe and provide cost breakdown (attach backup with supporting materials, if necessary)

Note: If the project scope is to be reduced, document what part of the project you would accept partial funding for and break out the costs associated with that part or segment. Attach additional pages if necessary. **If adequate information is not provided, partial funding will not be considered. Use Partial Funding Template provided by VTrans.**

2025 VTrans Bicycle/Pedestrian Program - Design/Construction Criteria Template

Applicant Name: Kent Johnson, Town Planner, Town of Essex

Project Title--Design/Construction: Essex Upper Main Street/Rt 15 Shared Use Path

Application Checklist – If any elements are missing, application may not be considered.

Make sure everything is included and pages numbered.

- (1) Project Application Form (separate fillable PDF file)

All other materials noted below to be provided in the same order as below.

- (2) Project Evaluation Criteria Documentation for the project (**this form**)
- (3) Project Map(s)
- (4) Budget support information (e.g. detailed cost estimate)
- (5) RPC review confirmation letter
- (6) Current letter of support from the municipal governing body acknowledging their willingness to provide the local match and future maintenance responsibility
- (7) Documentation of contact with VTrans District office if project is on the state system
- (8) Supporting Documentation (scoping study or equivalent report, maps, and drawings) Note: If the scoping study is in a publicly accessible location online, applicants may provide a link with reference to relevant pages as appropriate.

DESIGN/CONSTRUCTION PROJECTS

- 1. Community Need—25 Points:** How does the proposed project contribute to an existing or planned bicycle and/or pedestrian network? If the proposed project is a sidewalk along a street that already has a sidewalk, explain why the redundant facility is needed. What destinations or populations are served? What walking and/or bicycling access or safety problem are you trying to solve? **Include details of how you estimated the daily usage number supplied on the application form.**

This 2,620-foot segment of a proposed new shared use path on Upper Main Street/VT Route 15 would close part of a critical gap in the active transportation network in Essex, and along with a future segment, eventually connect to existing facilities in Essex Junction. There is no pedestrian facility in this section of Route 15 except for the relatively narrow roadway shoulder, which pedestrians regularly use. Route 15 and this segment in particular are identified as an important connection in adopted plans. It is a “First Priority” connector in the Essex 2024 Town Plan (see Town Plan [Map 4: Existing and Proposed Bicycle Network](#)). It is part of the proposed regional network in the CCRPC’s Regional Active Transportation Plan (see Figure 4 and Appendix A, project row 22 in the [Bicycle Network Recommendations Memorandum](#)). It is also identified as High Use/Priority in the VTrans On Road Bicycle Plan (see the [Bicycle Corridor Priority Map](#)).

It is also identified in the [2015 Bicycle and Pedestrian Plan](#): Town of Essex/Village of Essex Junction (see Table 3 “Route 15/Main St” and Map D projects 2 & 36). With the recent separation of the Town of Essex and City of Essex Junction, the Town is in the process of creating a new Active Transportation Plan (ATP), and the draft proposed network includes Upper Main Street/Route 15 (see Maps in Section 8 Supporting Docs). As part of outreach for the Town’s ATP and future network, residents expressed a desire for improvements in this corridor (see Map in Section 8 Supporting Docs).

The Town of Essex, in partnership with the CCRPC, completed a 2018 scoping study of this facility in the VT Route 15 Sidewalk / Path Study, Athens to VT Route 289 (see Section 7 [Preferred Alternative](#), page 26 as well as the Memorandum on page 13 of [Appendix A](#)). The cost estimate in that study has been updated by study consultant Stantec for this grant application and is included as Budget Support documentation in this application. The recommended alternative in the scoping study is for the proposed shared use path as well as bike lanes on Route 15 as part of a VTrans paving project. The paving project is now complete and includes +/- 3’ to 4’ wide shoulders, with striped bike lanes beginning near the VT Route 289 interchange.

These roadway shoulders and bike lanes serve confident and experienced cyclists, as well as brave pedestrians, but a shared use path will provide a separated lower stress facility for a wider range of people and abilities; it will finally become a “complete street.” While the proposed 8 feet is the minimum width and not the standard/preferred width of a shared use path, this width was recommended and approved by the Town and City (Village at the time) to reduce resource and property impacts (approximately 12,000 sq ft of permanent property acquisition as compared to 20,000 sq ft) and to make design/construction more affordable.

The proposed path separated from the roadway would provide a much safer option for people walking, biking and rolling in this area. The current roadway design with relatively narrow shoulders requires pedestrians and bicycle users to be very close to the vehicle travel lanes where a small human error could result in a collision. The 2018 scoping study references the VTrans High Crash Report: Sections and Intersections 2012-2016 which lists a roadway section near the VT 289 interchange as a High Crash Location within the project study area.

While it’s preferable to complete the entire missing path (approximately 4,150 feet) along Route 15 as scoped in 2018, the other segment is in the newly created municipality of City of Essex Junction. Given the updated cost estimate for the entire segment, being mindful of the grant request amount, and the Town’s available funding as project match, the Town of Essex seeks grant funding to complete the segment contained entirely within the Town. Note that the Town and City have communicated recently about working together to complete the remaining portion in a future grant round, and the Essex Junction Bike/Ped Committee has expressed support for this project (see Section 8 Supporting Docs).

The proposed segment (which is about ½ mile) for this grant application maintains independent utility by connecting to an existing neighborhood, which provides connections to other neighborhoods by a short path segment between Orleans Rd/Juniper Ridge Rd/Sycamore Ln. On the other end, the proposed path would cross the VT 289 bridge and connect to an existing path in front of McDonald’s and destinations, which leads to an extensive path/sidewalk network serving the retail/shopping/entertainment complex in Essex Center, as well as neighborhoods beyond.

While it’s hard to predict how many people would use the proposed facility, we can take into consideration the path’s connections to origins/destinations, number of nearby housing units, access to desired services/destinations, access to transit, current mode share, and other factors. The proposed path would directly serve about 30 houses with a connection to other neighborhoods featuring hundreds of

housing units. It would connect to Essex Center and the Essex Experience, areas which include full services amenities and services such as groceries, restaurants, retail, cinema, pharmacy, health and more, which is also served by transit service from the path project area. We could expect to see 100 users a day using the path for both transportation and recreation. When the other segment of the path is completed in partnership with Essex Junction, it will provide a direction connection to more neighborhoods, a City center with employment and civic services, education facilities, rail service, additional bus service, and more.

The project area is served by Green Mountain Transit's #4 Essex Center Loop which features 10 trips per day, includes a bus stop in the project area, serves the Amtrak station in Essex Junction, and provides connection to GMT's #2 Essex Junction route with service along Route 15 through Winooski and to downtown Burlington. The proposed shared use path will enable people to safely and comfortably access transit service to reach important and desirable destinations including the Amtrak Station (which allows bikes on trains), Essex Experience, and Essex Center.

16-25 Points – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the [FHWA STEP](#) initiative. Included clear explanation of usage estimate.

6-15 Points – Project is in an area of low land use density or not clearly contributing to a local network.

0-5 Points – Unclear how proposed facility contributes to a network or solves a safety problem Lack of usage validation.

2. **Economic Development—10 Points:** How does the project contribute to broad local community and economic development goals? How does the project contribute to ongoing local placemaking or economic development initiatives?

The Town Plan visioning session word cloud below illustrates the most discussed concepts related to transportation and other infrastructure by the public, clearly indicating Route 15 and Bike/Ped Connectivity as key issues:



The 2024 Town Plan general policy for Transportation ([page 12](#)) states that the Town of Essex "strives to provide a safe, convenient, and well-maintained transportation system that equitably serves the mobility needs of all user groups, while also protecting the environment, supporting the economy, and engaging the community." Specific Transportation Policy 3(S).1 states: "Multiple modes of transportation that connect residents to schools, workplaces, shopping centers and recreational areas shall be supported."

The Town Plan (Goal 4b, [page 14](#)) also describes how housing should be accessible by walking, biking or public transportation.

Strategy 4.5 of the Town's [Economic Development Vision and Plan](#) (page 71) is to "Develop a comprehensive biking and walking trail system that supports building Essex's image as a haven for wellness and healthy living." Objective 5 (page 72) from the same plan is to "Build upon Essex's position as a multi-modal transportation center to improve and expand economic centers within the community." This is supported by Strategy 5.2: "Continue to develop transportation paths, including biking and walking trails."

6-10 Points – Specific references to community planning or economic development documents that support the project.

0-5 Points – Vague or non-existent references to community planning or economic development documents that support the project.

3. **Well-supported budget —20 points:** How were the project costs developed? Are all required project elements (admin, engineering, construction, inspection) adequately budgeted for? Be sure to include backup documentation for project costs. Include reasonable contingency for inflation over the life of the project. Explain your current and planned budget for ongoing maintenance of bike/ped facilities.

The cost estimate from the 2018 scoping study has been updated by consultant Stantec (see Attachment 4 Budget Memo for full details). Due to the significant cost (\$2.45M) for the entire project (4,150 feet), they also broke the project into smaller segments and created cost estimates for each segment. This grant request is for the following segments totaling 2,620 feet:

Orleans Rd to VT 289 Int	2130 ft	\$1,450,000
VT 289 Interchange/Bridge (replace existing sidewalk with shared use path)	300 ft	\$210,000
VT 289 Interchange to existing path	190 ft	\$150,000
TOTAL	2620 ft	\$1,810,000

As noted in the Cost Estimate Memo, these costs include construction, ROW, design engineering, and construction engineering, which are detailed in Table 1. The cost per segment was estimated by multiplying the cost per foot noted in Table 1 of the memo by each segment length and then increasing this cost by approximately 15%. This increase is due to the economy of scale that could be realized with designing and constructing the entire path as one project.

11-20 Points – Cost is well documented/detailed and consistent with bid history on similar projects. Comprehensive maintenance plan for existing and planned facilities provided.

0-10 Points – Cost is significantly less than similar projects, no detail provided or missing costs. Current and ongoing maintenance plans are not well defined.

4. **Complexity—10 points:** What complexities does your proposed project have and how do you plan to address them? Response must address need for right of way, anticipated permitting, natural resource constraints or identified cultural resource (historic or archaeological) impacts anticipated for the project. If a scoping or planning report is attached, please highlight or reference the applicable sections.

Portions of this project are in the state right-of-way and would need a S1111 permit. The previous scoping study identified the need for both temporary and permanent easements on private property. Section 3.7 Natural Resources of the [scoping study](#) provides detail into the natural and cultural resources present (or not) and potential need for additional permitting. Specifically, the scoping study:

- indicates that there is a Class II wetland in the project area
- discusses the condition of stormwater-impaired Indian Brook which has a Flow Restoration Plan
- indicates that authorization from the NRCS via form AD-1006, the Farmland Conversion Impact Rating form, may be required due to the soil type in the project area
- states that no rare plant species or rare habitat types are mapped in the project area, there are no hazardous sites, and no public lands

None of the identified conditions or permits pose significant impacts to the project

6-10 Points – Fewer complexities, or thorough identification of multiple complexities and specific efforts taken to address them.

0-5 Points – Complexities include ROW acquisition, significant permitting challenges, design constraints, significant structural components such as bridges or retaining walls, etc.

5. **Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route? Is the funding being used for elements of a larger project funded through other sources?

To our knowledge there aren't other projects that would impact or delay the proposed shared use path. The proposed project is on VT Route 15, a state-maintained road which was recently repaved. According to VTrans staff, a replacement of the concrete box culvert at Indian Brook is in final design with the potential for advertising the project in 2026 and construction in 2027 (see VTrans email in Section 8 Supporting Docs).

3-5 Points – No conflicting projects.

0-2 Points – Several conflicts or coordination needs.

6. **Equity—10 Points:** How does your project directly address the needs of more vulnerable populations, specifically the needs of children, older persons, people with mobility challenges and low- or moderate-income households? What outreach was performed to

include disadvantaged communities, especially low income, BIPOC, people with disabilities and others, in the planning of this project. The [VTrans Equity Framework mapping tool](#) is available as a resource.

Providing safe, connected active transportation (AT) facilities advances transportation equity by ensuring community members have their transportation needs met. AT facilities like the proposed path provide transportation choice that make destinations more accessible to more people. A separated shared use path provides a lower stress experience and a higher level of safety for everyone but is particularly beneficial to children, older adults, people who use mobility/assistive devices, and less experienced and less confident cyclists.

According to census data in the [Chittenden County, VT Demographic Map Viewer](#), the project area census tract is 14% BIPOC population, nearly 7% of the population are below the Federal poverty line, about 5% have limited English ability, and about 6% of the population has a disability.

All of the plans and studies identified in the previous Community Need section were the result of public input that demonstrated the need and desire for a shared use path in this roadway corridor. As previously noted, results from surveys for the current Essex ATP, and surveys and listening sessions for the Regional ATP (read [Section 3, Public Engagement](#)), supported this Route 15 path connection between two communities. The Regional ATP listening sessions included older adults, Arabic speaking community members, and mobility justice/racial equity advocates.

The construction of VT 289, which provided an efficient automobile route, also bisected and disconnected the Town of Essex. This project would provide mobility choice and help reconnect the community's neighborhoods, employment and entertainment centers, civic centers, and natural and recreation areas.

As noted previously, there is a state-identified High Crash Location (section) in the project area, near the VT 289 interchange. The proposed path would provide a safer route for people walking, biking and rolling through this area.

6-10 Points – Project that provides direct access to a vulnerable population e.g. a sidewalk from an underserved community, a senior center, or community center to a downtown or clear documentation of outreach to disadvantaged populations.

1-5 Points – Equity is only addressed in broad terms.

0 Points – Equity not addressed.

- 7. Multi-modal potential —5 points:** How does your proposed project coordinate with other modes of transportation? Will it improve walking or bicycling access to transit, rail service or park and ride facilities?

Route 15 is served by Green Mountain Transit's #4 Essex Center Loop with 10 trips per day. There are 8 bus stops on Rt 15 in Essex and Essex Junction in the project area, including 1 stop specifically in the project location. The proposed shared use path will enable people to access the transit stop on this route which serves important destinations including the Amtrak Station (which allows bikes on trains), Essex Experience, and Essex Center. Transit users can also change to GMT's #2 Essex Junction route with service along Route 15 through Winooski and to downtown Burlington. (see GMT map in Section 8 Supporting Docs)

When asked for route ridership information, GMT was only able to provide data for three stops, one of which is in the Town:

Stop Description (peak load stop in CAPS)	Total Ons	Total Offs
Amtrak	25	13
Educational Drive at Main Street	36	2
MAIN STREET AT #141 Main St.	3	1

As noted in the 2024 Town Plan ([page 39](#)), GMT has identified the Route 15 corridor between Burlington and Essex Center as a priority for transit-oriented and pedestrian-oriented development.

The proposed path segment, when connected to the final future segment, will provide a direct active transportation connection to the Amtrak station in Essex Junction.

5 Points – Project provides direct access to another transportation mode e.g. a sidewalk that connects directly to a transit stop or park and ride

0-4 Points – Project is part of a larger plan to connect to another transportation mode in the near future

- 8. State designated centers —5 points:** Is the proposed project within a state designated center?

The project itself is not in a state designated center but would connect to active transportation facilities (and transit) serving both the designated Essex Center and Essex Junction Village Center.

5 Points – Project is contained primarily within a state designated center (such as downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Housing and Community Development).

0-4 Points – Project leads to, but is not primarily within, a state designated center.

Designated centers can be confirmed on the state Planning Atlas -

<http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>

- 9. Project Management—10 Points:** Describe your plan for keeping this project moving forward. What management practices do you now have, or plan to put in place, to successfully administer the project from design through construction? Who will manage the project (municipal staff, RPC, consultant, or other)?

Town of Essex staff will assume management responsibility for the project. Essex has successfully managed previous similar path projects using both local funds and state grants. CCRPC staff have indicated their availability to serve as Municipal Project Manager if additional support is requested. They have successfully served as MPM for grant awards in other Chittenden County communities.

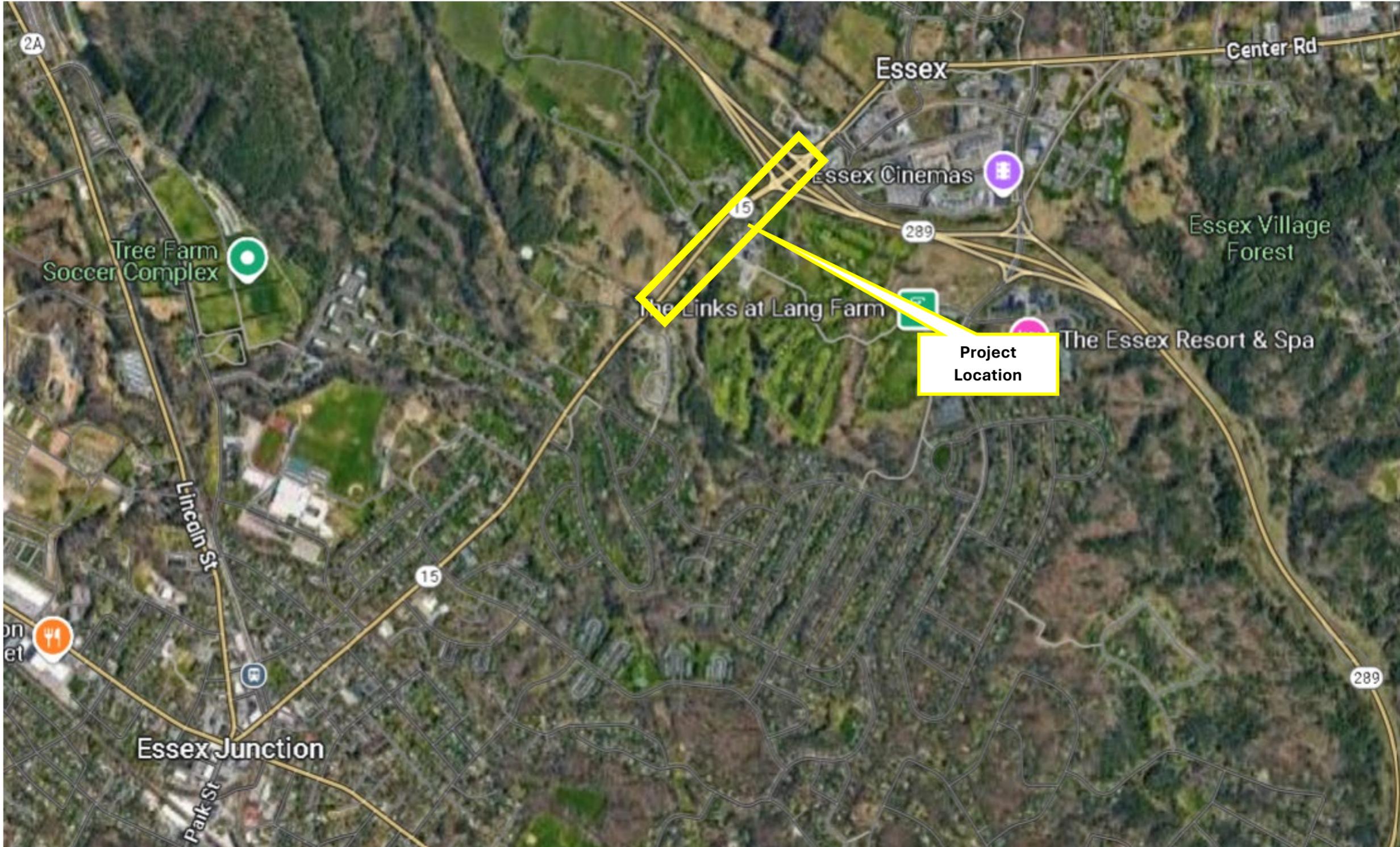
6-10 Points – Plan outlined for managing the project, including adequate or additional staffing.

0-5 Points – Vague or ill-defined management plan.

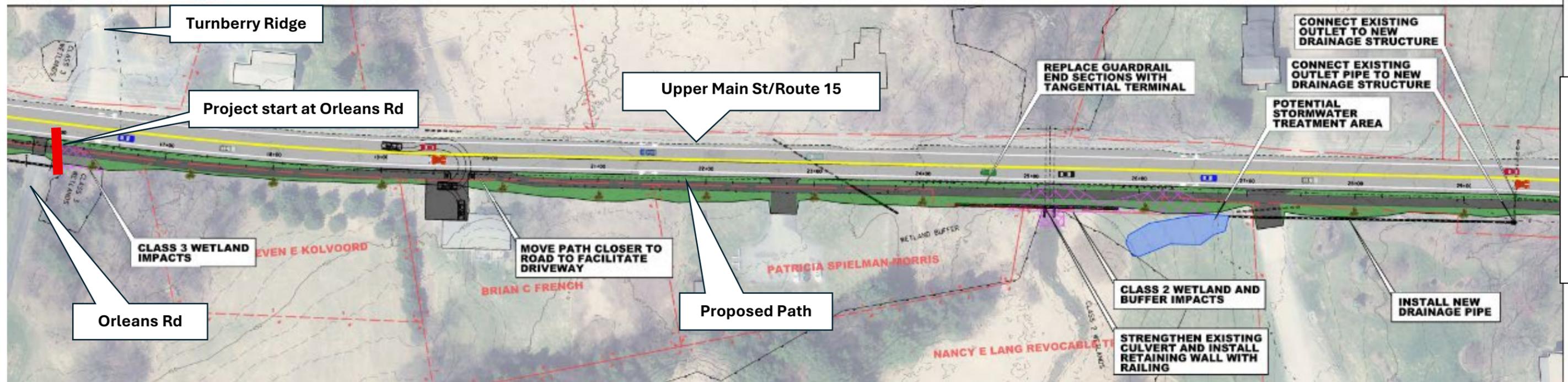
Project Location Map



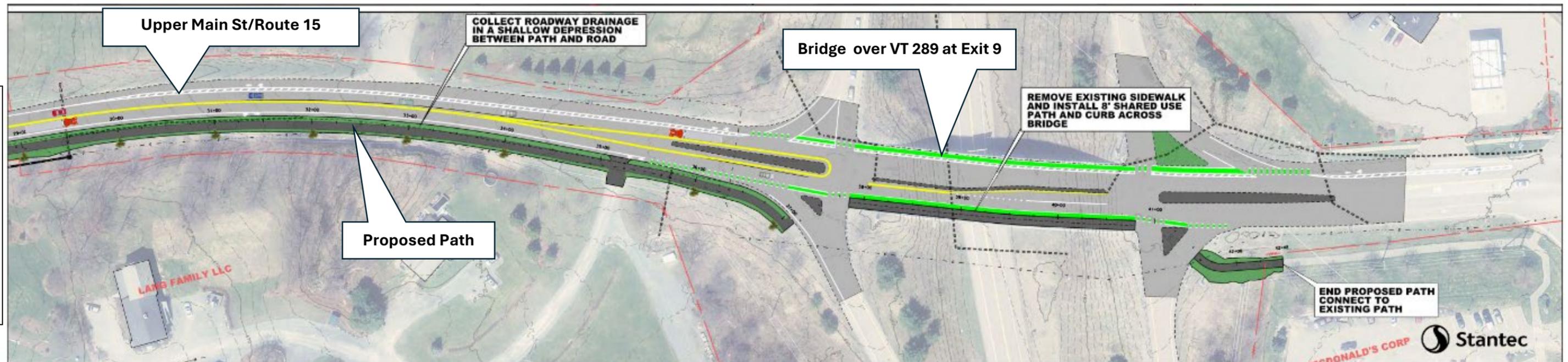
Project Location Map



Path Alignment on Upper Main St/Route 15 from Orleans Road and across VT 289 Bridge to east side and connecting with existing path



Match edge to next image



Match edge to previous image



Memo

To: Bryan Davis
CCRPC

From: Greg Goyette
Stantec

Project/File: Essex VT Route 15 Path - Athens Drive to Route 289 Date: June 11, 2025

Reference: Estimate Updates

The Chittenden County Regional Planning Commission (CCRPC) is working with the Town of Essex to apply to VTrans for funding the design and construction of a new shared use path on the east side of VT Route 15 that Stantec scoped in 2018 ([VT Route 15 Sidewalk / Path Study, Athens to VT Route 289](#)). This is a key project in both the local and regional transportation network. CCRPC has requested that Stantec update the cost estimates for Alternatives 2 and 3 from this study to support the grant funding application. Alternative 2 is a 10-foot-wide path and Alternative 3 is an 8-foot-wide path. The estimates were reviewed and updated based on the following assumptions and methodology:

- The replacement for Bridge 2 is being completed by VTrans and cost for this work is not included,
- The VT15 roadway widening was completed by VTrans in 2019 and is not included,
- The unit prices for all other items were updated by reviewing current data from the VTrans iPD web construction cost database and recent bid histories for projects of similar scale,
- A total cost was estimated for the 8-foot and 10-foot alternatives and a cost per foot was calculated from these estimates,
- The cost per foot was then used to calculate costs broken down as follows,
 - Replace existing sidewalk with new path between Fairview Drive and Athens Drive
 - Construct new path between Athens Drive and Orleans Road
 - Construct new path between Orleans Road and the VT289 Interchange
 - Construct changes on the VT289 Interchange Bridge as described in the scoping study
 - Construct new path between the VT289 Interchange and the existing path near McDonald's.

Table 1 summarizes the cost estimate updates to design and construct the total path for both the 8-foot and 10-foot path alternatives. The total length of the path is 4150 feet. The estimated cost breakdown between the City of Essex Junction and the Town of Essex is approximately a 20%/80% split since 850 linear feet of path are in the City and 3,300 linear feet of path are in the Town.

Reference: Estimate Updates

Item	Alternative 2 – 10' Path	Alternative 3 – 8' Path
Construction Costs	\$2,200,000	\$2,000,000
Right-of-Way Costs	\$150,000	\$150,000
Design Engineering	\$200,000	\$200,000
Construction Engineering	\$100,000	\$100,000
Total Project Costs	\$2,650,000	\$2,450,000
Cost per Foot	\$638.55/LF	\$590.36/LF

Table 1 - Cost estimate updates for Alternatives 2 and 3

Table 2 summarizes total project costs per segment for each alternative. These costs include construction, ROW, design engineering, and construction engineering. The cost per segment was estimated by multiplying the cost per foot noted in Table 1 by each segment length and then increasing this cost by approximately 15%. This increase is due to the economy of scale that could be realized with designing and constructing the entire path as one project.

Segment	Length	Alternative 2 – 10' Path	Alternative 3 – 8' Path
Fairview Dr – Athens Dr	305 ft (100% City)	\$240,000	\$210,000
Athens Dr – Orleans Rd	1225 ft (45% City/55% Town)	\$900,000	\$850,000
Orleans Rd – VT289 Int	2130 ft (100% Town)	\$1,600,000	\$1,450,000
VT 289 Int	300 ft (100% Town)	\$225,000	\$210,000
VT289 Int – Ex Path	190 ft (100% Town)	\$160,000	\$150,000

Table 2 - Cost estimates broken down per path segment

Reference: Estimate Updates

Note these are considered order of magnitude opinions of probable costs for grant funding application purposes only. These costs often change between grant application funding and construction bid advertisement due to several factors out of our control including but not limited to changes in regulatory requirements and design standards, design refinements, unanticipated construction cost escalations, right-of-way negotiations, and utility company requirements and agreements.

Sincerely,

Stantec Consulting Services Inc.

Greg Goyette P.E.
Senior Principal
Phone: (802) 497-6403
Mobile: 802-735-3410
greg.goyette@stantec.com

Attachment: Attachment

June 17, 2025

Peter Pochop
VT Agency of Transportation
219 North Main Street
Barre, VT 05641

Dear Peter:

This letter is in support of the Town of Essex's application to the VTrans Bicycle and Pedestrian Grant Program to design and construct 2,620 feet of new 8 foot asphalt path on Upper Main Street/Route 15 between Orleans Road and the east side of VT 289. This project was scoped in 2018 and the cost estimate updated for this grant application. Due to the high anticipated project cost, the Town is seeking funding for a portion of the path with the intention to partner with the City of Essex Junction in a future grant round to complete the remaining section.

The need for active transportation facilities in this corridor is identified as a high priority in the 2024 Essex Town Plan, 2022 Regional Active Transportation Plan, and VTrans On Road Bicycle Plan. This segment would be the first of two phases in providing a safe, connected walk/bike network on an important local and regional roadway between two municipalities (state-designated Centers) and would serve established neighborhoods, planned development, and major regional retail, entertainment and civic centers.

This project is supported by several sections of the CCRPC's ECOS Plan. One of the four broad goals established at the beginning of the document states:

"Make public and private investments in the built environment to minimize environmental impact, maximize financial efficiency, optimize social equity and benefits, and improve public health." ECOS Plan page 8

In the transportation discussion of key issues there's this finding:

"More robust investment in transportation options – transit, walking/biking, carsharing and ridesharing – could reduce congestion, vehicle miles traveled, use of single occupancy vehicles, social exclusion, and could improve public health, and enhance the economic well-being of our residents, businesses and visitors." ECOS Plan page 63

Under future transportation investments, one of the identified focal areas is to:

"Expand walking and biking infrastructure to support active transportation and to provide interconnection with the region's transit system." ECOS Plan page 93

The Public Health section also includes this as a priority strategy:

“Obesity -- Create policies and environmental supports that increase access to active transportation, active recreation, and healthy foods.” ECOS Plan Page 103

The financial section of the transportation element of ECOS also notes a recommended shift in new transportation funding away from roadway investments and more into transportation alternatives like walking and cycling projects (see ECOS Plan page 180).

The Plan section on implementing transportation corridor improvements identifies this priority: *“Expanding the bicycle and pedestrian networks with on- and off-road facilities and more sidewalks.” ECOS Plan page 181*

This project is also supported by the 2022 Regional Active Transportation Plan (ATP):

- *Main Street/Route 15 is identified as part of the proposed regional walk/bike network.*
- *The regional network is designed to accommodate connections to important destinations, particularly schools and growth centers.*
- *The ATP’s goal is to create a safe, comfortable, and connected regional network of pedestrian and bicycle routes that appeal to all ages and abilities.*
- *The ATP supports the vision, goals and objectives of the CCRPC Metropolitan Transportation Plan, and the MTP recommends expanding walking and biking infrastructure to support active transportation, and improve interconnection with the region’s transit system.*

Thank you for your consideration of this project.

Sincerely,



Bryan Davis
Senior Transportation Planner



Town of Essex

Selectboard

Phone: (802) 878-1341

Email: manager@essex.org

Regular Meeting AGENDA

Monday, June 16, 2025 – 6:30 PM
81 Main St., Essex Junction, VT 05452



This meeting will be in person and online. The agenda is available in alternative formats upon request.

• **JOIN ONLINE:** [Zoom Meeting ID: 987 8569 1140 | Passcode: 032060](#)

• **JOIN CALLING:** (*toll free audio only*): (888) 788-0099

• **WATCH:** Recorded meetings may be viewed on [Town Meeting TV](#) and [Town of Essex](#) Channels.

• **SCAN** the code on the left for the Zoom meeting link.

1. CALL TO ORDER

6:30 PM

2. AGENDA ADDITIONS/CHANGES

3. APPROVE AGENDA

4. PUBLIC TO BE HEARD

- a. Comments from the public on Consent items and items not on Agenda

5. PUBLIC HEARING - 6:35 PM

- a. Public Hearing on Impact Fee Ordinance Amendments

6. CONSENT ITEMS

- a. Approve minutes: June 9, 2025
- b. Approve check warrants: # 18279- 05/30/25; #_ 18280- 06/06/25
- c. Consider approval of additional wastewater allocation for 56 Tanglewood Drive
- d. Consider approval of purchase of sewer bypass pump

7. BUSINESS ITEMS

- a. *Interview a volunteer to serve on the Energy Committee - Will Dodge
- b. *Interview a volunteer to serve on the Energy Committee - Rod Williams
- c. *Interview of a volunteer to serve on the Economic Development Committee - Irene Wrenner
- d. ** Consider approval of resolution to withdraw from Green Mountain Transit Authority in fiscal year 2027
- e. Consider final adoption of proposed amendments to Impact Fee Ordinance
- f. Consider approval of Schedule A for Fire Impact Fees and Recreation Impact Fees
- g. Consider approval of amendments to Fund Balance Policy
- h. Consider approval of grant application to Vermont Agency of Transportation for funding assistance for design and construction of multi-use path along VT Route 15 between Orleans Road & VT Route 289
- i. Consider opting into Act 181 Tier 1B status for recommended areas of Essex
- j. ** Discussion about allocation of costs in Police Services Agreement with City of Essex Junction
- k. *Consider appointments to Town of Essex boards, committees and commissions
- l. *** Discussion about Tree Farm Recreational Facility lease options
- m. *** Discussion about the negotiating or securing of real estate purchase or lease options

8. READING FILE

- a. Board member comments
- b. Upcoming meeting schedule
- c. Thank you letters from Human Services organizations
- d. Draft Saxon Hill Forest Management Plan
- e. Letter re: Town Plan and zoning regulations
- f. Information regarding the Grants-in-Aid Bid Award
- g. Maple Street Gravity Sewer Manhole Replacements
- h. Draft list of Selectboard work items for fiscal year 2026
- i. VTTrans Paving Update - Week of June 16, 2025
- j. Resignation from the Police Community Advisory Board - David Harrington (City Seat)

Memorandum

To: Selectboard
Greg Duggan, Town Manager

Cc: Katherine Sonnick, Community Development Director

From: Kent Johnson, Town Planner

Re: Consider approval of grant application to Vermont Agency of Transportation for funding assistance for design and construction of multi-use path along VT Route 15 between Orleans Road & VT Route 289

Date: 6/13/2025

Issue

The issue is whether the Selectboard will authorize staff to submit an application to the Vermont Agency of Transportation (VTrans) to request funding assistance for the design and construction of the VT Route 15 Shared-Use Path, and provide a letter of support acknowledging their willingness to provide the local match and accept future maintenance responsibility.

Discussion

A scoping study was produced in July 2018 titled "VT Route 15 Sidewalk / Path Study, Athens to VT Route 289" (<https://www.ccrpcvt.org/our-work/transportation/current-projects/scoping/vt15-sidewalk-path-scoping-athens-drive-to-vt289/>). Within this study a preferred alternative was identified and supported by staff. At their September 10, 2018 meeting, the Selectboard voted 5-0 in support of the preferred alternative, which included:

1. An 8-foot-wide shared use path (and bike lanes) as described on page 21 of the Scoping Study
2. The proposed path should include lighting along the path for its entire length, with lighting fixtures spaced appropriately, due to the location of the path and its importance as a critical multi-modal link between the City of Essex Junction and the Town of Essex
3. As a component of the planned VTrans paving project along this section of VT Route 15, the roadway will be configured to have two 11-foot lanes and a 4-foot bike lane on each side of the road to accommodate high speed bicyclists
4. The project shall include replacement of the current 5-foot-wide sidewalk east of Fairview Drive with an 8-foot-wide multi-purpose path
5. The project shall terminate on the east side of the VT Route 15 Bridge over the Circumferential Highway with an 8-foot-wide multi-purpose pedestrian/path crossing on the bridge.

The Town's Capital Program has funding proposed in fiscal years 2026 to 2030 to support the design and construction of this project, presuming outside funding assistance is secured.

This project is the Town's highest priority bicycle/pedestrian project, and is a regional priority for the CCRPC (Chittenden County Regional Planning Commission).

On May 12, 2025, VTrans announced that they would be soliciting applications for funding assistance through their Bicycle and Pedestrian Program; such funding is of the type anticipated to

support²² this project. As an application requirement, the Selectboard must provide a letter of support acknowledging their willingness to provide the local match (at least 20% of the total project cost) and accept future maintenance responsibility. This VTrans funding source is a reimbursement grant; the Town would initially pay 100% of the project costs and then be reimbursed 80% of the costs. Applications are due July 11.

As shown in the scoping study, the project is an 8-foot-wide shared-use path between the east side of the Route 289 bridge in the Town of Essex to Fairview Drive in the City of Essex Junction (about 4,150'). Due to inflation since 2018, the cost of the entire design/construction project is now estimated to be around \$2.45M (\$2.87M if segmented into multiple projects), instead of the \$1.37M shown in the study. Considering the funding levels historically awarded by VTrans and their need to spread the available funding to multiple communities, staff feel that the application would be more competitive if segmented into two projects. Within the Town, a logical segment would be from the east side of the VT Route 289 bridge to Orleans Road (about 2,620'). The remaining segment of Orleans Rd. to Fairview Dr. (about 1,500' (700' in the Town and 800' in EJ) would be pursued later. Updated estimates suggest that the segment between VT Route 289 and Orleans Road would total around \$1.81M for design and construction.

Cost

The Town's Capital Program for fiscal years 2026-2030 currently proposes to allocate \$1.57M to this project, with outside funding anticipated of about \$1.26M; for a net Town expenditure of about \$310K over five years. Updated estimates indicate this segment of the project from VT Route 289 to Orleans Rd. would cost about \$1.81M, with \$1.45M (80%) from VTrans and a \$362K (20%) match from the Town over five years. This estimated total nearly fits within the Town's Capital Program (\$52K short) and may be a feasible award level for VTrans (which are typically under \$1M).

Note: Future funding will be required for the Town's portion of the project between Orleans Rd. and the Town line (about 700').

Recommendation

Staff recommends that the Selectboard authorize staff to submit an application to VTrans to request funding assistance for the design and construction of the VT Route 15 Shared-Use Path in accordance with the preferred alternative approved by staff and the Selectboard, and provide a letter of support acknowledging their willingness to provide the local match and accept future maintenance responsibility.

Attachments:

1.	AthenstoVT289Final-Scoping-Report_20180731
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Town of Essex Selectboard
Draft Regular Meeting Minutes
Monday June 16, 2025

Selectboard Members: Tracey Delphia – Chair, Kendall Chamberlin – Vice Chair, Shannon Jackson – Clerk, Ethan Lawrence, Andy Watts.

Administration and Staff: Greg Duggan - Town Manager, Karen Adams - Deputy Town Manager, Fire Chief - Charles Cole, Police Chief - Ron Hoague, Deputy Fire Chief -Tom Richards, Community Development Director – Katherine Sonnick (via Zoom), Assistant Fire Chief – Steve Trenholm (via Zoom)

Others Present:– Paul Bohne, Derek Brouwer, Clayton Clark, Betsy Dunn, Jeffrey Kershner, John McClellan, Anne Miller, Bruce S. Post, Darren Schibler, Ken Signorello, Rod Williams, Irene Wrenner.

Others Present on Zoom – Gina Halpin Barrett, Will Dodge, Elizabeth Dunn, Cheryl Van Epps, Bruce Post, Jon Slason, Ella Tabone, Lois Whitmore, Sharon Zukowski, Lorraine Zaloom, Maya Balassa.

1. Call to Order

- a. Tracey Delphia called to order the Essex Selectboard meeting for Monday, June 16, 2025, at 6:30 PM.

2. Agenda Changes/Additions

- a. **Andy Watts, seconded by Ethan Lawrence, made a motion to move Consent item 6c to Business item 7j and move all other Business items past that down one letter at 6:42 PM. Motion passed 5-0.**

3. Approval of Agenda

- a. **Ethan Lawrence, seconded by Shannon Jackson, made a motion to approve the agenda as amended at 6:42 PM. Motion passed 5-0.**

4. Public To Be Heard

- a. Comments from the public on Consent Items and Items not on the agenda.
b. Betsy Dunn is concerned about the wastewater allocation for 56 Tanglewood Drive that needs to be addressed. Bruce Post spoke about 56 Tanglewood Drive and he is concerned about the subdivision and possible use of such. Lorraine Zaloom spoke about her concerns regarding how the agenda gets posted to allow for more public comment and a way to make the names/dates more relevant. Jeff Kershner spoke about 56 Tanglewood wastewater approval that is on the agenda. Betsy Dunn made mention that at the DRB meeting there was concern that information regarding 56 Tanglewood was incomplete.

5. Public Hearing

- a. Chief Charles Cole requested the Selectboard consideration and approval of the impact fee ordinance amendments.

- 44 **b. Andy Watts, seconded by Shannon Jackson, made a motion to open a public**
45 **hearing on the fire impact fees at 6:44 PM. Motion passed 5-0.**
- 46 c. Greg Duggan gave a quick overview of how the proposed changes to the impact fee
47 ordinance changes were looked at and what it might impact.
- 48 d. There was no public comment.
- 49 **e. Ethan Lawrence, seconded by Andy Watts, made a motion to close the public**
50 **hearing on the fire impact fees at 6:46 PM. Motion passed 5-0.**
- 51 **6. Consent Items**
- 52 a. Approval of minutes: June 9, 2025.
- 53 b. Approve check warrants: #18279 – 05/30/2025; #18280 – 06/06/2025.
- 54 c. Consider approval of purchase of sewer bypass pump
- 55 **d. Ethan Lawrence, seconded by Shannon Jackson, made a motion to approve the**
56 **Consent Items as amended at 6:47 PM. Motion passed 5-0.**
- 57 **7. Business Items**
- 58 a. *Interview a volunteer to serve on the Energy Committee - Will Dodge
- 59 i. Will Dodge gave an overview of his background and previous experience on
60 the Energy Committee and is looking to have his current term renewed. He
61 spoke on some ideas he has for the committee if appointed. The Selectboard
62 provided various interview questions for him to answer.
- 63 b. *Interview a volunteer to serve on the Energy Committee - Rod Williams
- 64 i. Rod Williams gave an overview of his background and experience and
65 interest in assisting Essex on the Energy Committee. The Selectboard
66 provided various interview questions for him to answer.
- 67 c. *Interview of a volunteer to serve on the Economic Development Committee - Irene
68 Wrenner
- 69 i. Irene Wrenner gave her background and experience and qualifications. The
70 Selectboard provided various questions for her to answer.
- 71 d. ** Consider approval of resolution to withdraw from Green Mountain Transit
72 Authority in fiscal year 2027
- 73 i. Tracey Delphia gave an overview of the current status of the Town with
74 Green Mountain Transit. Greg Duggan expanded on what was said and
75 described some of the options resultant of withdrawing and alternatives. The
76 Selectboard provided Clayton Clark of Green Mountain Transit with various
77 questions to assist with the decision-making process.
- 78 ii. Lorraine Zaloom had a question about the numbers of riders and that the
79 assessment might not be accurate. Also, how would this impact on our
80 school taxes. Clayton Clark explained that the assessment is based on time in
81 Essex and not ridership.
- 82 e. Consider final adoption of proposed amendments to Impact Fee Ordinance
- 83 i. There were no questions or comments from the Selectboard or the public.
- 84 ii. **Ethan Lawrence, seconded by Shannon Jackson, made a motion that the**
85 **Selectboard approve the final passage of the proposed amendments to the**
86 **town's impact fee ordinance with an effective date of July15, 2025, at 7:38**
87 **PM. Motion passed 5-0.**

- 88 f. Consider approval of Schedule A for Fire Impact Fees and Recreation Impact Fees
89 i. There were no questions or comments from the Selectboard or the public.
90 ii. **Andy Watts, seconded by Ethan Lawrence, made a motion that the**
91 **Selectboard adopt Schedule A specifying option A as the specific fees to be**
92 **collected to go into effect July 15, 2025, at 7:39 PM. Motion passed 5-0.**
- 93 g. Consider approval of amendments to Fund Balance Policy.
94 i. Karen Adams gave an overview of how the amendments to the fund balance
95 are made and to provide additional transparency. Andy Watts was concerned
96 about how various factors impact fund balance decisions and that they can
97 transition across different fiscal years. Shannon Jackson provided insight into
98 his opinions on how this would work. Andy Watts gave some historical
99 perspective. Tracey Delphia said that we would revisit this topic at a future
100 meeting.
- 101 h. Consider approval of grant application to Vermont Agency of Transportation for
102 funding assistance for design and construction of multi-use path along VT Route 15
103 between Orleans Road & VT Route 289
104 
105 i. Kent Johnson reviewed and explained the information relevant to the work
106 done that has led to being able to apply for this grant. He also reviewed
107 updated cost factors of this project. The Selectboard had some questions on
108 design and other specifications of the project. Betsy Dunn mentioned that
CTC should have been included in this process.
- 109 ii. **Ethan Lawrence, seconded by Shannon Jackson, made a motion that the**
110 **Selectboard authorize staff to submit an application to VTRANS to request**
111 **funding assistance for the design and construction of the VT 15 shared use**
112 **path in accordance with the preferred alternative approved by Staff and**
113 **the Selectboard provide a letter of support acknowledging their willingness**
114 **to provide the local match and accept future maintenance at 8:17 PM.**
115 **Motion passed 4-1. Kendell Chamberlain nay.**
- 116 i. Consider opting into Act 181 Tier 1B status for recommended areas of Essex.
117 i. Representing CCRPC Darren Schibler and Katherine presented information to
118 the Selectboard regarding Act 151 Tier 1B status recommendations and Act
119 250 considerations. Katherine presented and explained map information to
120 the Selectboard and how it applies to some different types of current
121 exemption and how some of the different areas can be used. They also
122 discussed future amendment procedures. Selectboard provided questions to
123 them for further explanation.
- 124 ii. The Selectboard decided to add the new maps to the current packet. Also,
125 that the Selectboard members should email any questions they have to Greg
126 Duggan to coordinate follow-up.
- 127 j. Consider approval of additional wastewater allocation for 56 Tanglewood Drive.
128 i. There was discussion on this issue regarding land covenants, and it is
129 ultimately not up to the town. Also, if the town approves the allocation, then
130 what happens if a permit gets rescinded.

- 131 ii. Bruce Post said that he has filed for a reconsideration of the DRB approval of
132 the sub-division and other issues regarding how town decisions and deeds
133 would interact with state policies. Lorraine Zaloom spoke about why the
134 Selectboard would approve when a request for reconsideration is in process.
135 Betsy Dunn voiced concerns that we should not be approving a sewer
136 allocation if this is not going to go through. Jeff Kershner agreed with
137 everything previously said, although he is just here for one EU and that
138 anything other than what is planned would require the Selectboard to
139 approve additional allocations.
- 140 iii. **Ethan Lawrence, seconded by Andy Watts, made a motion that the**
141 **Selectboard approve the additional allocation in the amount of 200 gallons**
142 **per day, one EU for a future single family home on the newly created lot at**
143 **56 Tanglewood Drive with the following conditions: 1. The applicant will be**
144 **required to purchase the approved sewer and water allocation prior to the**
145 **issuance of a building permit at 9:45 PM. Motion approved 4-1. Kendall**
146 **Chamberlain nay.**
- 147 k. ** Discussion about allocation of costs in Police Services Agreement with City of
148 Essex Junction
- 149 l. *Consider appointments to Town of Essex boards, committees and commissions
- 150 i. **Due to the possibility of the appearance of a conflict of interest, Andy**
151 **Watts recused himself from any discussion about library trustee appointees**
152 **and the election thereof.**
- 153 m. *** Discussion about Tree Farm Recreational Facility lease options
- 154 n. *** Discussion about the negotiating or securing of real estate purchase or lease
155 options

156 **8. Reading File**

- 157 a. Board member comments.
- 158 i. Tracey Delphia thanked Mukesh on the Energy Committee and David
159 Harrington on the Police Community Advisory Board for their service. Andy
160 Watts said thank you for including all the thank you notes from all the human
161 service organizations. Kendall Chamberlain thanked the public works
162 department for their work on the Maple Street gravity project.
- 163 b. Upcoming meeting schedule
- 164 c. Thank you letters from Human Services organizations
- 165 d. Draft Saxon Hill Forest Management Plan
- 166 e. Letter re: Town Plan and zoning regulations
- 167 f. Information regarding the Grants-in-Aid Bid Award
- 168 g. Maple Street Gravity Sewer Manhole Replacements
- 169 h. Draft list of Selectboard work items for fiscal year 2026
- 170 i. VTrans Paving Update - Week of June 16, 2025
- 171 j. Resignation from the Police Community Advisory Board - David Harrington (City
172 Seat)
- 173 k. Resignation from the Energy Committee - Mukesh Kumar

174 **9. Executive Session**

- 175 a. * An executive session is anticipated to discuss the appointment or employment or
176 evaluation of a public officer or employee.
177 i. **Andy Watts, seconded by Shannon Jackson, made a motion that the**
178 **Selectboard enter into executive session to discuss the proposed public**
179 **official appointment in accordance with 1 V.S.A. § 313 (a)(3) to include the**
180 **Town Manager and the Deputy Town Manager. Motion passed 5-0.**
- 181 b. ** An executive session may be requested to discuss contracts
182 i. **Ethan Lawrence, seconded by Andy Watts, made a motion that the**
183 **Selectboard make the specific finding that general public knowledge of**
184 **contracts would place the town at a substantial disadvantage. Motion**
185 **passed 5-0.**
186 ii. **Ethan Lawrence, seconded by Andy Watts, made a motion that the**
187 **Selectboard enter into executive session to discuss contracts pursuant to 1**
188 **V.S.A. § 313 (a)(1)(A) to include the Town Manager and the Deputy Town**
189 **Manager. Motion passed 5-0.**
- 190 c. **Shannon Jackson made a motion, seconded by Ethan Lawrence, to appoint Erin**
191 **DeVries, Sarah Salatino, and Duane Millar Barlow to three-year terms on the**
192 **Conservation and Trails Committee; Ken Signorello to a two-year term on the**
193 **Conservation and Trails Committee; Irene Wrenner to a three-year term on the**
194 **Economic Development Commission; Rod Williams to a one-year term on the**
195 **Energy Committee; and Will Dodge to a three-year term on the Energy Committee.**
196 **The motion passed 5-0.**
- 197 d. **Shannon Jackson made a motion, seconded by Ethan Lawrence, to appoint Mallori**
198 **Longevin, Ellen Knowles, and Janet Watts to three-year terms on the Essex Free**
199 **Library Board. The motion passed 4-0-1, with Andy Watts abstaining.**
- 200 e. *** An executive session is anticipated to discuss the negotiating or securing of real
201 estate purchase or lease options.
202 i. **Ethan Lawrence, seconded by Shannon Jackson, made a motion that the**
203 **Selectboard enter into executive session to discuss the negotiating or**
204 **securing of real estate purchase or lease options in accordance with 1**
205 **V.S.A. § 313 (a)(2) to include the Town Manager and the Deputy Town**
206 **Manager. Motion passed 5-0**
- 207 f. **Shannon Jackson made a motion, seconded by Andy Watts, to extend the**
208 **Selectboard meeting to 11:30 p.m. The motion passed 5-0 at 10:57 p.m.**
- 209 g. **Shannon Jackson, seconded by Ethan Lawrence, made a motion to exit executive**
210 **session at 11:27 PM. Motion passed 5-0.**

211 **10. Adjourn**

- 212 a. **Ethan Lawrence, seconded by Andy Watts, made a motion to adjourn the meeting**
213 **at 11:30 PM. Motion passed 5-0.**

214
215 Respectfully Submitted,
216 Kariella Tabone
217 Secretary
218

219 Approved this _____ day of _____, 2025.
220 (see minutes of this day for corrections, if any)

221

222

223

224 _____
Signed by Name, Title

DRAFT



TOWN OF ESSEX, VERMONT

81 MAIN STREET, ESSEX JUNCTION, VERMONT 05452
(802) 878-1343 | community-development@essex.org | www.essexvt.org

July 7, 2025

Peter Pochop – Project Delivery Bureau, Project Manager
Vermont Agency of Transportation
219 North Main Street, 4th Floor
Barre, VT 05641

RE: 2025 VTrans Federal Aid Bicycle and Pedestrian Grant
Design and Construction of Route 15 Shared Use Path, Town of Essex

Dear Mr. Pochop,

On behalf of the Town of Essex Selectboard, I am writing to share the Selectboard’s strong support for the design and construction of the VT Route 15 Shared Use Path project. The Selectboard approved the grant application at their meeting on June 16, 2025 and committed to providing the local match and accepting future maintenance responsibility. This project would advance the preferred alternative developed in a scoping study produced in 2018, which was supported by staff and subsequently approved by the Selectboard.

The Town is prepared to provide the 20% matching funds required for project costs beginning in 2026 and continuing through at least 2030. In anticipation of advancing this project, the Town’s Capital Program proactively proposed funding in fiscal years 2026 to 2030 to support the design and construction of this project, presuming outside funding assistance could be secured. The Town has experience in the design, construction, and oversight of similar projects.

During the process of updating the Town Plan in 2024, the top request from the community was to expand and better connect the bicycle/pedestrian infrastructure network. This project is the Town’s highest priority bicycle/pedestrian project and is a regional priority for the Chittenden County Regional Planning Commission. Construction of this critical link would be transformative for Essex residents and would provide an important regional connection with neighboring communities.

We appreciate your time and consideration of the Town’s application.

Sincerely,

Greg Duggan,
Town Manager

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	POLICE
878-1341	878-1376	878-1343	878-1344	878-1345	878-1359	879-0413	879-0313	878-8331

Bryan Davis

From: Bryan Davis
Sent: Thursday, June 26, 2025 5:38 PM
To: Hosking, David
Cc: Kent Johnson; Poulin, Michael
Subject: RE: VTrans bike ped grant app -- shared use path on Rt 15 in Essex
Attachments: RE: status of Bridge 2 on VT Route 15/Essex?

Thanks Dave, we'd be happy to share more details in the future, and yes we'll be in touch with Michael about the 1111 permit as needed.

Also, FYI we've been in touch with Mahendra Thilliyar/VTrans about the future replacement of Bridge 2 over Indian Brook on Route 15, which is in the area of the proposed path segment. Based on our communication (attached for reference), that project is in final design with potential construction in FY27.

Thanks again, and I look forward to staying in touch about this project.
 Bryan

From: Hosking, David <David.Hosking@vermont.gov>
Sent: Thursday, June 26, 2025 1:24 PM
To: Bryan Davis <bdavis@ccrpcvt.org>
Cc: Kent Johnson <kjohnson@essex.org>; Poulin, Michael <Michael.Poulin@vermont.gov>
Subject: RE: VTrans bike ped grant app -- shared use path on Rt 15 in Essex

You don't often get email from david.hosking@vermont.gov. [Learn why this is important](#)

Bryan:

Thanks for updated me on the status of the shared use path project in Essex. I am not up to speed on the details of the SUP project (even with being a resident of the Town). I would be happy to discuss the project further with you at some point in the future.

I am sure you are aware, but any work within our ROW will require an S1111 access permit from VTrans. Michael Poulin is the contact here in District 5 for any access permit requests.

Feel free to reach out to the District if we can be of any further assistance.

David A. Hosking | Project Manager
 Maintenance Bureau | District 5
 District Maintenance & Fleet Division
 Vermont Agency of Transportation
 189 Troy Avenue | Colchester, VT 05446
 Office: 802.654.0971 | Mobile: 802.279.8163
david.hosking@vermont.gov | www.vtrans.vermont.gov

From: Bryan Davis <bdavis@ccrpcvt.org>
Sent: Wednesday, June 25, 2025 5:23 PM
To: Hosking, David <David.Hosking@vermont.gov>
Cc: Kent Johnson <kjohnson@essex.org>
Subject: VTrans bike ped grant app -- shared use path on Rt 15 in Essex

You don't often get email from bdavis@ccrpcvt.org. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Dave – I'm working with the Town of Essex on a grant application to the VTrans Bike Ped Program to design/construct a ~ 2,600 foot section of shared use path on Rt 15 between Orleans Rd and 289. This is a segment of a longer path detailed in the 2018 scoping study [VT Route 15 Sidewalk / Path Study, Athens to VT Route 289](#) and approved by the Selectboard.

For the grant application, we recently had the 2018 cost estimate updated by the study consultant, and due to the increase in cost and available match from the Town, they have decided to pursue this path section first. The alignment would partially be in the Route 15 right-of-way, and the Town will be responsible for path maintenance.

I wanted the District 5 team to be aware of the Town's intent to apply for this project and ask if you had any questions or if you'd like to discuss the project in more detail.

Thanks,
Bryan

Bryan Davis, AICP
Senior Transportation Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
(802) 861-0129
www.ccrpcvt.org



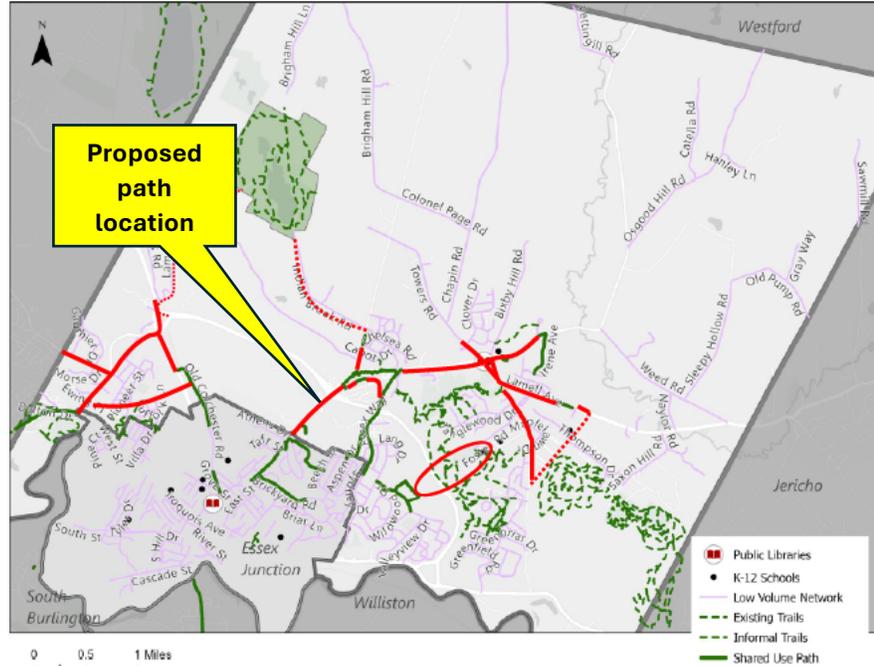
Please be advised that your email communication with CCRPC staff, including any attachments, are considered public record and may be subject to disclosure under the Vermont Open Public Records Act or other applicable public disclosure laws.

DRAFT Network – Essex Active Transportation Plan

Low Stress Bicycle Network

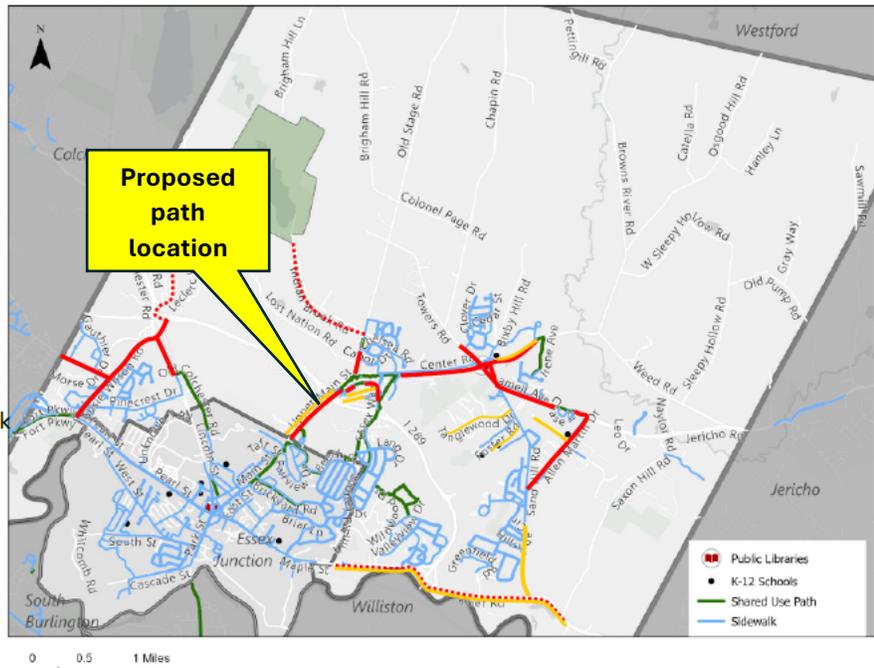
The Low Stress network will connect schools, libraries, shopping and neighborhoods. It will be separated from traffic and have amenities such as lighting, landscaping, green stormwater, benches, placemaking and more.

-  Existing network
-  Proposed network
-  Low volume streets



Proposed Pedestrian Network

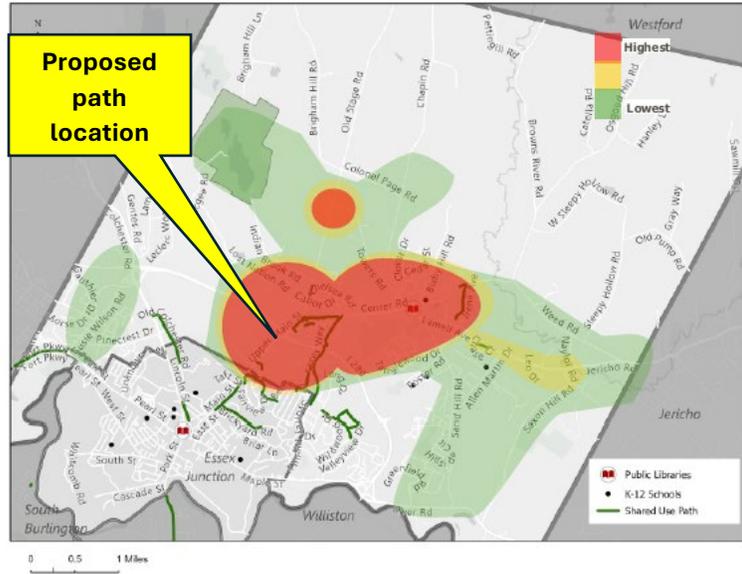
-  Proposed Shared Use Path
-  Shared Use Path Consideration
-  Proposed Pedestrian Network
-  Sidewalk Consideration

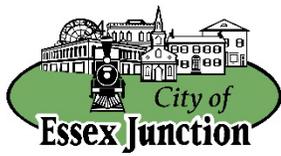


Survey Results – Essex Active Transportation Plan

Essex Public Survey Results – Bicycle Infrastructure

Can you provide specific locations where, if there were improvements, you might choose to bike?





**CITY OF ESSEX JUNCTION
BIKE WALK ADVISORY COMMITTEE
MEETING MINUTES - DRAFT**

Online &
6 Lincoln St. (Kolvoord Room)
Essex Junction, VT 05452
Thursday, June 12th
2025, 7:00 PM

E-mail: mgiguere@essexjunction.org

www.essexjunction.org

Phone: 802-878-6944, ext. 1625

1. **MEMBERS PRESENT**

John O'Brien, David Achee, Philip Bieber, Russ Miller-Johnson, Lauren Philbrook

2. **OTHERS PRESENT**

Michael Giguere (staff representative), Jack Evans, Daniel Liguori, Joseph Finch

3. **CALL TO ORDER**

The meeting was called to order by John at 7:03 PM.

4. **AGENDA ADDITIONS/CHANGES**

No additions or changes were made.

5. **MINUTES FOR APPROVAL**

Lauren made a motion, seconded by Russ, to approve the minutes from May 8th, 2025 as presented. Motion passed unanimously (4-0).

6. **PUBLIC TO BE HEARD**

Joseph provided updates on planning for a balance bike race at Champlain Valley Expo on July 4th. Local Motion is providing some giveaway items. He also mentioned that he will be looking to hand off leading the organization of bike bus programming soon.

Daniel mentioned that he interviewed for the open seat on BWAC.

7. **BUSINESS ITEMS**

a. **Bicycle Friendly Community (BFC) application review**

Michael presented a summary presentation of Essex Junction's reapplication as a Bicycle Friendly Community. The group discussed interesting discussion points on the application, such as percentage of low-stress bicycle facilities, determining what the community's biggest improvement from the last application was, long-term planning projects working toward active transportation and safety, and considerations on equitable engagement. A live poll was run to determine the top three reasons committee members would like bicycling to be prioritized in the community and determine which communities should be looked to as comparable role models.

Michael shared next steps, which includes a local and national review period before notification of award level.

b. **Town of Essex Route 15/Main Street shared use path**

Michael presented a project being pursued by the Town of Essex for a shared use path and bike lane along Route 15/Main Street. A portion of the proposed path falls in Essex Junction, but the Town is likely pursuing funding for the northernmost portion first, making this proposal less time-sensitive for Essex Junction to consider.

Committee members voiced their strong support for the project, particularly in consideration of the improvements this project would have on pedestrian safety. Lauren pointed out that the alternative bike/ped route through the Countryside neighborhood to the Essex Experience is twice as long as this proposed direct route. While this is an acceptable distance for cyclists, a more direct route for pedestrians would be preferred. Russ mentioned that lowering the road speed from 40 mph would be an improvement and mentioned the lack of safe walking facilities on this route, with many people walking on the shoulder of the road in the wrong direction. Phil mentioned the benefit that this project could have as a proof of concept for Pearl Street. David shared concerns that avoiding supporting this project would solidify the gaps in the community's infrastructure network. Daniel mentioned that this path could provide connectivity to Athens Drive and Juniper Ridge's path, linking existing infrastructure. John mentioned how important this project is to support the Town's plans for

housing and commercial development.

Michael mentioned he would collect this feedback and share it with City leadership.

c. Printed bike map draft review

The committee reviewed the draft version of a printed bike map for Essex Junction, highlighting routes, points of interest, and regional connections. Feedback was provided by the committee on readability, accessibility, and user friendliness. They also discussed the applicability of defining specific streets as “low-traffic” such as South Street and West Street, which were determined to not be appropriate for that definition. Michael mentioned that this will be published and distributed soon, and will be used to help justify infrastructure planning projects that fill the network gaps on this map. John mentioned that there was a lot of interest in this map at Essex Pride.

d. CCRPC Regional Safety Action Plan discussion

The committee briefly discussed the RSAP drafted by CCRPC, noting that no roads in Essex Junction are mapped on the high injury network. Jack provided additional context for the types of toolkit items that would be eligible for funding, which mostly include signage and visibility improvements.

e. Regional advocates meet up planning

The committee plans on inviting Williston on the Move for a group ride and joint meeting during BWAC’s regularly scheduled meeting at 6:15 pm on Thursday, July 10th. Michael is coordinating further with City management.

Jack provided updates for a regional meetup between bike committee members at Local Motion’s headquarters in Burlington on Wednesday, August 6th at 5:30 pm. Food and refreshments will be available.

f. Memorial Way traffic count updates

The committee reviewed John and Lauren’s traffic counts on Memorial Way. Michael asked the group to do a traffic count to add to the data set if time permits.

8. MEMBERS UPDATES

Lauren asked about Lincoln Terrace and John asked about the RRFB at Main & Athens, Michael confirmed that Public Works has all the materials needed for these installations and will coordinate further.

Russ raised concerns about how the elementary school consolidation will impact traffic near Hiawatha next school year and recommended a proactive traffic calming project. Lauren presented her plan for a route and raised concerns about high stress drivers during school drop-off. Phil mentioned that most informational meetings at Hiawatha were related to parking areas. John mentioned that there are potential plans for two drop off lanes and mentioned the possibility of a Summit Street bus shuttle. Lauren mentioned that using the existing bus loop could be an option.

Phil brought up a recent encounter at Brownell Library where a child misplaced their bicycle helmet and presented the idea of purchasing a library of helmets for the library of things.

A motion was made by Phil, seconded by Lauren, to use BWAC funds to purchase a library of helmets and u-locks for Brownell Library. Vote passed unanimously (5-0).

9. STAFF UPDATES

a. Bike locker updates

Michael mentioned that the City did a news release for the bike lockers and has the rental forms available on the City’s website. He is working further with SB Signs to test materials for a printed advertisement on the side of the lockers.

b. Bike parking updates

Michael mentioned that bike parking has been installed at several locations around the City, including Essex Junction Market, Bespoke, Nest, and Brownell Block. Planet Fitness will have two bike racks soon.

c. Recognition for Eric Bowker

Eric has chosen not to renew his term on BWAC. The committee took time to thank Eric for his twelve years of contributions to the committee from its conception in 2013.

10. **ADJOURN**

Motion to adjourn by Lauren, seconded by David. Motion passed unanimously (5-0), meeting adjourned at 8:19 PM.

Bryan Davis

From: Thilliyar, Mahendra <Mahendra.Thilliyar@vermont.gov>
Sent: Thursday, June 5, 2025 9:22 PM
To: Bryan Davis
Subject: RE: status of Bridge 2 on VT Route 15/Essex?

Hi Bryan,

The project design is in the final plan stage. The construction of the project was delayed due to a lack of funding. However, currently, there is some potential for advertising the project in 2026 and construction in 2027.

Hope this helps.

Mahendra

From: Bryan Davis <bdavis@ccrpcvt.org>
Sent: Thursday, June 5, 2025 12:18 PM
To: Thilliyar, Mahendra <Mahendra.Thilliyar@vermont.gov>
Subject: status of Bridge 2 on VT Route 15/Essex?

You don't often get email from bdavis@ccrpcvt.org. [Learn why this is important](#)

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Mahendra – I see that you're the contact for the Town of Essex culvert projects and wanted to ask about the status of Bridge 2 over Indian Brook on Route 15. It was scoped in 2023 and a regional concerns meeting held in March 2024, but I don't see it as a project on VTransparency.

Is there a timeline or update to share? I'm working with the Town to seek funding to construct the shared use path scoped in 2018 so looking for opportunities to coordinate and cooperate if appropriate.

Thanks for your help,
 Bryan

- Essex culvert webpage: <https://www.essexvt.gov/1295/ESSEX-CULVERT-PROJECTS---VTRANS>
- Bridge 2 Scoping study: <https://outside.vermont.gov/agency/VTRANS/external/Projects/Structures/23B689/2%20-%20Scoping%20Report.pdf>
- 2018 Shared Use Path scoping: https://studiesandreports.ccrpcvt.org/wp-content/uploads/2018/08/AthenstoVT289Final-Scoping-Report_20180731.pdf

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Green Mountain Transit – Route #4 Essex Center (red) and Route #2 Esses Junction (blue)

Welcome to Green Mountain Transit

