

## Meeting Summary

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### **ACEC-VT / VTrans Quarterly Meeting**

Location: VTrans Offices – [Barre City Place](#) – 219 North Main Street, Barre, VT  
1st Floor Board Room

Date: September 11, 2019

Program discussion and General Meeting 10:00 am – 11:30 am

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1. **Updated ROW Department Organizational Structure** – Rob White

See Org Chart handout (not updated on-line yet, HR responsible for updating these)

ROW Process

- Plot exist ROW Plans and titles group
- 502 Hearing (required for condemnation)
- Develop ROW Plans
  - Take Line Review (Acquisition Review Meeting)
- Prepare legal documents
- Prepare Valuations
  - Appraisals (20%)
  - Waiver valuation Estimates (80%) \$10,000 or less and uncomplicated (can go as high as \$25,000)
- Review of valuations
- Negotiations (must be in writing)
- Complete relocations (if necessary)
- Hold Condemnation Hearing(s) (if necessary) Three types
  1. Town condemnation
  2. Minor Alterations
  3. Court condemnation
- Clear ROW
- Appeal compensation can take a while to complete

Property Management Team

Utility Relocation Task Team

- Manage project utility relations
- Coordinate and tract relocations
- Proposed relocation routes
- Manage and coordinate SUE contracts (All are out of state contractors)
- Manage utility agreements
- Clear project

Survey

- Historic resurvey (trying to do one or more per year)
- Geodetic / control
- Existing topo
- Construction stakeout
- GIS
- CORS (continuously operating reference station)

What is causing most delays?

- Changes to design after ROW begins plan development.
- Properties are owned by multiple people.
- Property is in probate, liens, and mortgages

Process for changes caused by negotiations

- Change order is sent to designer. This has to go through the process of doc's, appraisal etc.

Process during construction when changes are discovered that affect the rights that were acquired?

- Simple-construction can handle temporary rights
- Complex-ROW gets involved to prepare documents and compensation

Who resets property monumentation

- If VTrans resets the PO assumes that is their corner. VTrans is not going to reset IP's.
- VTrans will be paying the PO to have it reset. If iron pipe it will be reset, generally by the contractor.
- Contractor reset-Trying to move toward contractor resetting pins.

2. On-Line ROW Data Hub – Mary Buxton GIS professional

- Vermont ROW Spatial Hub
  - Background
  - Multiple sources now in a central location
  - Web map format and features
  - AppGeo viewer, ArcGIS online web map
  - Customizable user interface
  - Comprehensive data
  - Statewide parcel mapping project
  - Grand list data
  - VTrans ROW projects
  - Arcg.is/1SF2Fra (link)
    - <https://www.arcgis.com/apps/webappviewer/index.html?id=9cb7b767a73a43808abb29aaec39c8c2>
  - Functionality
  - Parcel query
  - Documents associated with projects (may only be accessible to VTrans internal staff)
  - ROW

- Survey
- Route logs
- Assets, utility and roadway data
- Parcel information
- Geo processing widget
- Boundary tool
- Parcel data
- Future improvements
- Update row boundaries
- User experience and deliverables
- Grand list data standards
- Outreach and training
- Questions?
  - If you have a project with revised ROW how does that get incorporated? Automatic search for ROW Clear, dgn's (Searches for "r" and "z" row projects) or you can submit to Mary for incorporation.

**General Meeting**

1. Message from the new Project Development Bureau Director – Rob White
  - Transitioning from ROW Chief to his new position
  - Focusing on scope, schedule and cost as a whole rather than separately
  - Looking to be more efficient (such as survey not going to the same sight multiple times)
  - Automating repetitive tasks
  - Looking to standardize so new employees can be up to speed faster
  
2. VTrans Offices Move Update – Rob White
  - BCP-1<sup>st</sup> floor, Board Room, Contract Admin, Chief Engineer
  - 2<sup>nd</sup> floor legal, civil rights, asset management etc.
  - 3<sup>rd</sup> floor finance, audit & performance
  - Field staff will be moving to the Dill Building end of September/early October
  - The "Big Move"- 2 moves early and late November (3<sup>rd</sup> & 4<sup>th</sup> floor from National Life) moving to BCP 3<sup>rd</sup> and 4<sup>th</sup> floor
  - Finance audit performance section moved to BCP 9/11
  - Some people are moving from National Life to Dewey Building
  
3. Contract Administration
  - Upcoming RFP's – Updates to VT State Transportation Plans and VT State Rail Plans (~1 month before that will be on the street)
  
4. Committee Updates
  - VTrans Committees – ACECVT Appointees



- David Hoyne – VTrans Specifications Committee
    - (No updates today)
  - Evan Detrick – VTrans Standard Details Committee
    - (Haven't met since May due to limited requests) plan to meet in October. Send ideas to Evan for future consideration
  - Dave Youlen – VTrans Work Zone Committee
    - (No updates today)
5. Updates to structures manual - Josh Olund, send email comments. Manual update expected by July 2020
6. VTrans Innovation Showcase and Career Fair – VTrans Dill Building, Berlin, VT (September 11<sup>th</sup>) All were encouraged to stop by to support the innovation showcase career fair

Events, recent and scheduled:

1. ACECVT BOD Meetings
  - Last held June 26, 2019 at Stantec Office
  - Next meeting September 25, 2019 at Stantec office
2. 2019 ACECVT 3<sup>rd</sup> Annual Environmental Protection Technical Workshop – Thursday, October 17, 2019, 10am-4pm

### **FHWA**

1. Updates from Matt DiGiovanni
  - October 10<sup>th</sup> - FHWA / ACECVT meeting review the Work Order Request (WOR) process for IDIQ contracts. John McAvoy from FHWA headquarters will be visiting the District Office.
  - OIG or FHWA report for risk assessment for utilities

### **Future Meetings - Potential Topics**

Next meeting: December 11, 2019

Future Meeting Topics (December Qtly)

- Contractor Feedback – December
- VTrans CMS and AMS Updates - December
- VTrans Website Updates - December
- *Other future agenda items? Please forward*

Minutes Posted at: <https://www.acecvt.org/about-us/meeting-minutes/acecvtrans-meeting-minutes/>

Prepared by: Patricia Shedd

ACECVT/VTrans Committee

## ACECVT/VTrans Quarterly Meeting Attendance Meeting

Date: ~~June 12, 2019~~ September 11, 2019

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