



TRANSPORTATION ADVISORY COMMITTEE

Tuesday, September 25, 2018, 6:00 p.m.

***Dill Building, 2178 Airport Road, Berlin, VT
25 seat conference room***

(Coming off the interstate at exit 7, turn right at the third light onto Airport Road.
Travel south/east 1.3 miles on Airport Road. The Dill Building is on your left.

Enter the front door and follow the signs to the left to the 25 seat conference room.

Note
Change of
Time and
Location

5:45 pm - Social & Pizza

*Action Item

Page **AGENDA**

6:00 Introductions

Adjustments to the Agenda

Public Comments

6:05 Tour of Knapp Airport with Rollin Tebbetts Airport Manager

2 **7:05 Approve June 26th TAC Minutes (enclosed)***

5 **7:10 Review and Approval of TPI Budget Adjustment Number 2***

9 **7:30 Transportation Updates** (enclosed)
An opportunity for TAC members to ask questions about the updates.

7:45 TAC Member Concerns
Roundtable for any issues, questions, and town updates from TAC members.

7:59 Set Agenda for the Future TAC Meeting

8:00 Adjourn

Future TAC Meeting Agendas

Below is a preview of upcoming TAC meeting agendas for consideration by the TAC.

October 23rd

- **Public Hearing and Presentation on VTrans Aviation Plan**
- **Review of Municipal Transportation Study Projects**

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)**

DRAFT Minutes

July 24, 2018

Central Vermont Regional Planning Commission Office

Attendees:

	Barre City: Scott Bascom		Northfield: Jeff Schultz
	Barre Town: Harry Hinrichsen	X	Orange: Lee Cattaneo
X	Berlin: Robert Wernecke, Vice- Chair	X	Plainfield: Bob Atchinson
X	Cabot: Karen Deasy		Roxbury: Gerry D'Amico
X	Calais: David Ellenbogen	X	Waitsfield: Don La Haye
X	Duxbury: Alan Quackenbush		Warren: Jim Sanford
X	East Montpelier: Frank Pratt		Washington: Vacant
	Fayston: Kevin Russell	X	Waterbury: Steve Lotspeich, Chair
	Marshfield: Vacant		Williamstown: Vacant
	Middlesex: Ronald Krauth		Woodbury: Vacant
	Montpelier: Dona Bate	x	Worcester: Bill Arrand
X	Moretown: Joyce Manchester		Staff: Ashley Andrews

Guests: Zoe Nederland (VTrans), David Pelletier (VTrans), Rachel Kennedy (GMT), Moriah Noth (Mad River Valley Planning District), Gretchen Elias, and Cara Robeck (Montpelier)

Steve Lotspeich called the meeting to order at 6:30pm. Introductions were completed.

Adjustments to the Agenda:

There were no adjustments to the agenda.

Public Comments:

There were no public comment

Approval of June TAC Minutes:

TAC members made one change to the June minutes. R. Wernecke motioned to accept the minutes as corrected Bob Atchinson seconded that motion. The motion passed.

Presentation on VTRANS Long Range Transportation Plan

David Pelletier from VTrans presented to the TAC on the Draft Long Range Transportation Plan. This is the 2nd time David has attended and presented to the TAC on the plan. The Plan represents VTrans 20 year vision for Vermont transportation network.

The Plan:

- Sets broad priorities for transportation decision making and investments for the next 20 years,

- 1 - addresses changes in federal policies
- 2 - guides the development of strategic and modal plans
- 3 -updated periodically to ensure we are pursuing the right path in terms of policies and investment
- 4 priorities.

5
6 “ A safe reliable and accessible, multimodal transportation system that supports economic growth, is
7 affordable to use and operate, and serves vulnerable populations. After seeing this quote the TAC
8 suggested including something about energy efficiency, environment, and specifically water quality.
9 David shared some of the challenges and opportunities that VTrans is facing in the coming decades.

10

11 Goal 1 improve safety and security across all modes (rail, bike, air, road workers, using technology to
12 improve safety)

13 Goal 2 Preserve Vermont’s multimodal transportation system and optimize its performance (pavement
14 bridge condition, maintaining existing infrastructure)

15 Goal 3 Provide mobility options and accessibility for all users of the system. (Serve everybody in the
16 transportation system, use of Trip Planner called GO! Vermont)

17 Goal 4 Leverage transportation investments to increase Vermont’s Economic vitality (Rail projects are
18 significant in potential extension ex of Vermonter to Montreal. Pubic project development)

19 Goal 5 Practice Environmental Stewardship (rain gardens, storm watershed work, electrification of
20 system, conserve energy, wildlife corridor connectivity)

21 Goal 6 Support Livable, healthy communities (strategic investments in downtown centers, walkable
22 communities, investments in non-motorized transportation, rail trails, ex Cross Vermont Trail)

23

24 Tools

25 Project Selection and Prioritization System

26 Prioritizing projects at the agency at some rational manor, and provide a transparent system to get
27 projects added. Evaluation criteria are very consistent with the long range plan. Mobility/Connectivity,
28 Resiliency, Safety, Economic Access, Community, Environment, Asset Condition, Health Access

29

30 Asset Management- Right investment, right asset, right time.

31

32 While maintaining Vermont’s highways and bridges, public transit, railways, and airports will continue to
33 be major focus areas moving forward, we are likely to focus more on the operational part of our
34 transportation system, such as informational systems, signals, and automated message boards and
35 other technology solutions.

36

37 Please submit comments to David Pelletier after the meeting at dave.pelletier@vermont.gov.

38 The Draft 2040 Vermont Long-Range Transportation Plan is posed at [Vtrans.vermont.gov/planning/long-](http://Vtrans.vermont.gov/planning/long-range-plan)
39 [range-plan](http://Vtrans.vermont.gov/planning/long-range-plan)

40 **Update from GMT on Ridership in Central Vermont and NextGen Plan**

41 Rachel Kennedy from Green Mountain Transit presented to the TAC on the latest bus ridership numbers
42 in Central Vermont. Slight increase in ridership in FY18. But if looking at seasonal trends there is a

1 decrease. She highlighted which if any of our routes are under performing. (Snowcap Commuter which
 2 has already been discontinued) Link trends- Montpelier link ridership is going up but not tied to
 3 Waterbury Link which seems to be decreasing. Seasonal rider ship has been funky with too many
 4 variables. Mad River Valley ridership is also available but not included with this report. Rachel also
 5 provided an update on the NextGen Plan and the GMT Boards approved Service Improvements
 6 Recommendations along with the creation of the Implementation Plan for these service improvements.

7
 8 NextGen Plan- Face of Transportation is changing. How can we best serve VT with GMT existing
 9 resources? Looked at many different variables.

10 Phase 1- 12-18 months service improvement,

11 Phase 2- 3 years out better serve areas that are already existing

12 Phase 3- 5 years geographic expansion (ex. service park and ride areas)

13
 14 How are changes going to happen? Remove 3-4 areas of service (with community feedback) some lines
 15 overlap others in Montpelier, so any changes will affect all of the lines. The circulator

16 Hospital hill into one route, which would include CCV and North Branch Nature Center (once and hour)

17
 18 Moving to complementary ADA service using volunteer drivers (up to three quarters of a mile from the
 19 route). There will be door to door service (user based planning)

20
 21 The Plan can be found at <http://ridegmt.com/nextgen/>

22
 23 **Moriah Noth Introduced herself to the TAC as the new MRV Planner.**

24
 25 **TAC Member Concerns**

26 Zoe Nederland (VTrans) suggested the TAC members view the Vermont Airport System Plan (VASP).
 27 There is going to be a series of public meetings at each of the airports this fall and please participate.
 28 Zoe is working with Dan to set up the meetings. Steve Lotspeich suggested making the September
 29 Meeting and field trip to Knapp Airport in conjunction with the public meeting.

30
 31 The Plan can be found at <http://vtrans.vermont.gov/aviation/vermont-airport-system-plan>

32
 33 Bob Atchenson- Has concerns with the process for getting a pedestrian bridge made that will connect
 34 the village with the Town Hall and Opera house that doesn't include going through the blinking light. At
 35 the most recent Plainfield Select Board meeting the Select Board is frustrated with an engineering
 36 company farming out the project to a different engineering company, and both companies coming back
 37 with different suggestions on the material for the bridge. (First steel and now concrete)

38
 39 **Set Agenda for Future TAC Meeting**

40 No Meeting in August!

41 **September Meeting**

42 Field Trip to Knapp Airport in conjunction with public meeting? (VT Aviation System Plan)

43 **Adjourn:**

44 The meeting was adjourned at 8:28 pm.



Date: September 25, 2018

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: CVRPC FFY 2018 TPI Budget Adjustment 2

Request

Staff requests TAC approval of the CVRPC FFY 18 Transportation Planning Initiative budget adjustment.

This budget reflects changes to all Tasks based on spending to date. Exhibit 2, 3, 4 includes the full budget details.

Summary of budget amounts by task:

Task	Task Description	Approved	Amendment 1 Approved 3/9	Proposed Revision	Difference	% Change
Task 1	Administration	\$27,185	\$27,301	\$35,566	\$8,265	30.27%
Task 2	Public Participation & Coordination	\$43,105	\$43,126	\$37,181	(\$5,945)	-13.78%
Task 3	Long Range Planning	\$29,343	\$29,343	\$31,021	\$1,678	5.72%
Task 4	Short Range Planning	\$100,528	\$106,091	\$108,159	\$2,068	1.95%
Task 5	Project Development	\$26,209	\$20,510	\$14,443	(\$6,067)	-29.58%
Task 6	Other Planning	\$5,000	\$5,000	\$5,000	\$0	0.00%
	TOTAL	\$231,370	\$231,370	\$231,370		

In brief: The following changes from the FY18 budget include:

Task 1 – Program Administration: Added \$8,265 based on use trends.

Task 2 – Public Participation and Coordination: Reduced by \$5,945 based on use trends.

Task 3 – Long Range Planning: Added \$1,678 based on use trends.

Task 4 – Short Range Planning: Added \$2,068 based on use trends.

Task 5 – Project Development Planning: Reduced by \$6,067 based on use trends.

Task 6 – Other Planning: No change.

Funding Level - \$231,370

CENTRAL VERMONT REGIONAL PLANNING COMMISSION**FFY 2018 Transportation Planning Initiative**

September 2018

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$35,566
Task 2	Public Participation and Coordination	\$37,181
Task 3	Long Range Transportation Planning	\$31,021
Task 4	Short Range Transportation Planning	\$108,159
Task 5	Project Development Planning	\$14,443
Task 6	VOBCIT Technical Support	\$5,000
Total		\$231,370

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY18	Total Hours	Total Cost
Executive Director	\$53.46	245	\$13,098
Program Manager	\$38.21	1,122	\$42,888
GIS Senior Planner I	\$34.38	160	\$5,501
GIS Planner I	\$33.19	515	\$17,093
Land Use Planner III	\$32.68	8	\$261
Finance & Office Manager	\$37.95	17	\$645
Emerg Mngmt Planner III	\$32.20	50	\$1,610
Land Use Senior Planner II	\$37.27	10	\$373
Planning Technician I	\$14.99	190	\$2,848
Planning Technician II	\$13.99	309	\$4,323
Total		2,626	\$88,640

Indirect Costs	123.97%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$66.27	245	\$16,237
Program Manager	\$47.37	1,122	\$53,168
GIS Senior Planner I	\$42.62	160	\$6,819
GIS Planner I	\$41.15	515	\$21,190
Land Use Planner III	\$40.51	8	\$324
Finance & Office Manager	\$47.05	17	\$800
Emerg Mngmt Planner III	\$39.92	50	\$1,996
Land Use Senior Planner II	\$46.20	10	\$462
Planning Technician I	\$18.58	190	\$3,531
Planning Technician II	\$17.34	309	\$5,359
Total		2,626	\$109,887

Direct Costs	Total Cost
Contractual	\$21,000
Travel	\$5,250
Supplies	\$2,067
Equipment	\$0
Meetings	\$1,771
Data & References	\$106
Postage	\$50
Copy/Print	\$1,500
Advertising	\$1,100
Total	\$32,844

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$3,557	\$32,009
Task 2	Public Participation and Coordination	\$3,718	\$33,463
Task 3	Long Range Transportation Planning	\$3,102	\$27,919
Task 4	Short Range Transportation Planning	\$10,816	\$97,343
Task 5	Project Development Planning	\$1,444	\$12,998
Task 6 ³	VOBCIT Technical Support	0	\$5,000
Subtotal by Share		\$22,637	\$208,733
Agreement Total			\$231,370

Notes:

¹ CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

² VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the

³ VTrans agreed to cover the 20% match for this task.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2018 Transportation Planning Initiative
 September 2018

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Exec Dir	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Fin/Off Mngr	Emerg Mngmt Planner II	Land Use Sr Planner II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	50	130	2	60		14	0		24	0	280
2	Public Participation & Coordination	25	375	8	5	0	1	10		9		433
3	Long Range Transportation Planning	130	145	5	5	8		10	8	1	9	321
4	Short Range Transportation Planning	20	319	125	425	0		20	2	156	300	1,367
5	Project Development Planning	20	95	20	20		2	10		0	0	167
6	VOBCIT Technical Support		58									58
Total		245	1,122	160	515	8	17	50	10	190	309	2,626

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$5,250	\$2,067		\$1,771	\$106	\$50	\$1,500	\$1,100	\$11,844
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$21,000									\$21,000
5	Project Development Planning										\$0
6	VOBCIT Technical Support										\$0
Total		\$21,000	\$5,250	\$2,067	\$0	\$1,771	\$106	\$50	\$1,500	\$1,100	\$32,844

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec. Dir.	Transpo Program Mngr	GIS Sr. Planner I	GIS Planner I	Land Use Planner III	Fin/Off Mngr	Emerg Mngmt Planner II	Land Use Sr. Planner II	Planning Tech I	Planning Tech II	Total	Indirect	Direct	Total Costs
	Hourly Rate	\$53.46	\$38.21	\$34.38	\$33.19	\$32.68	\$37.95	\$32.20	\$37.27	\$14.99	\$13.99				
1	Administration	\$2,673	\$4,967	\$69	\$1,991	\$0	\$531	\$0	\$0	\$360	\$0	\$10,592	\$13,130	\$11,844	\$35,566
2	Public Participation & Coordination	\$1,337	\$14,329	\$275	\$166	\$0	\$38	\$322	\$0	\$135	\$0	\$16,601	\$20,580	\$0	\$37,181
3	Long Range Transportation Planning	\$6,950	\$5,540	\$172	\$166	\$261	\$0	\$322	\$298	\$15	\$126	\$13,851	\$17,171	\$0	\$31,021
4	Short Range Transportation Planning	\$1,069	\$12,189	\$4,298	\$14,106	\$0	\$0	\$644	\$75	\$2,338	\$4,197	\$38,915	\$48,243	\$21,000	\$108,159
5	Project Development Planning	\$1,069	\$3,630	\$688	\$664	\$0	\$76	\$322	\$0	\$0	\$0	\$6,448	\$7,994	\$0	\$14,443
6	VOBCIT Technical Support	\$0	\$2,233	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,233	\$2,768	\$0	\$5,000
Total		\$13,098	\$42,888	\$5,501	\$17,093	\$261	\$645	\$1,610	\$373	\$2,848	\$4,323	\$88,640	\$109,887	\$32,844	\$231,370

Agreement Total	\$231,370
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123.97% Indirect Rate												Total Employee Indirect
Indirect per employee	\$16,237	\$53,168	\$6,819	\$21,190	\$324	\$800	\$1,996	\$462	\$3,531	\$5,359		\$109,887

Notes

¹ Contractual: Audit services, engineering services as needed for problem evaluation, professional editor
 Travel: Mileage, transportation, parking, lodging, per diem
 Supplies: Office and traffic counting supplies, mapping supplies used for transportation planning
 Equipment: Counting and inventory equipment, computers used for transportation planning
 Meetings: Meeting room space, other associated costs, conference / workshop fees
 Data / Ref: Reference materials
 Postage: Large packages, special mailings
 Copies / Printing: Reproduction costs, including photocopies (\$0.05 b&w; \$1.0 color) and outside print/copy services
 Advertising: Advertising, legal notices

TRANSPORTATION UPDATES

September 25, 2018

These updates are aimed at keeping the TAC informed about potential modifications to State programs and practices that may affect transportation, CVRPC transportation initiatives, VT's Clean Water Act, and other news that may be of interest.

Request for Expansion of the Green Mountain Byway

The Green Mountain Byway steering committee which includes representatives from the towns of Waterbury and Stowe have been working with representatives from the communities of Cambridge, Johnson, Hyde Park, and Morristown, to expand the existing Green Mountain Byway.

The Vermont Transportation Board at 9:30 a.m. on September 26, 2018 will review the application to extend the Green Mountain Byway into the towns of Morristown, Hyde Park, Johnson and Cambridge. The hearing will take place in the Catamount Conference Room on the Ground Floor of the Dean Davis Building at 1 National Life Drive in Montpelier, VT. Information about the byway can be found by [clicking here](#). For more information, contact John Zicconi at john.zicconi@vermont.gov or 802-828-2942

Better Roads Grant Announcement

The Vermont Agency of Transportation is pleased to announce the 22nd year of funding to support projects on municipal roads that improve water quality and result in maintenance cost savings. The Vermont Better Roads Program's goal is to promote the use of Best Management Practices for erosion control and maintenance techniques that save money while protecting and enhancing Vermont's lakes and streams. **Applications for funding will be accepted until October 26, 2018.** To download a copy of the application as well as additional details please visit our website. For the most up-to-date information or to download a copy of the application please visit our website at: <http://vtrans.vermont.gov/highway/better-roads>

Public Meeting for Paratransit Planning

The Central Vermont Regional Planning Commission (CVRPC), in partnership with the Vermont Center For Independent Living (VCIL) and the Central Vermont Council on Aging (CVCOA) are holding a forum to explore how a Paratransit System should operate in the Barre-Montpelier area. The idea is to get the word out to anyone who currently uses either the Barre or Montpelier Hospital Hill buses, or has difficulty using the bus system to come to this meeting to learn how they can get involved.

The meeting will be on Thursday, October 4th, from 4-5:30 at Central Vermont Medical Center, Conference Room 1. For more information, contact Daniel Currier at currier@cvregion.com or 802-229-0389