



## TRANSPORTATION ADVISORY COMMITTEE

Tuesday, May 28, 2019, 6:30 p.m.

*Central VT Chamber of Commerce, Paine Turnpike North, Berlin, VT*

(Coming off the interstate at exit 7, turn left at the first light.

At the next crossroads, the Chamber is on your left. It is the light yellow building.)

6:15 pm - Social & Pizza

\*Action Item

Page **AGENDA**

**6:30 Introductions**

**Adjustments to the Agenda**

**Public Comments**

2 **6:35 Approve January, February, March, and April TAC Minutes** (enclosed)\*

16 **6:45 TPI Budget Adjustment** (enclosed)\*

20 **7:00 TAC Elections of Officers** (enclosed)\*

21 **7:15 Presentation on Paratransit Planning Grant Results**

24 **7:45 Review of CVRPC Transportation Field Services**

**8:05 TAC Member Concerns**

Roundtable for any issues, questions, and town updates from TAC members.

**8:29 Set Agenda for the Future TAC Meeting**

**8:30 Adjourn**

### Future TAC Meeting Agendas

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

#### June

- **TPI Work Program Review**

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

3 **DRAFT Minutes**

4 **January 22, 2019**

5 Central Vermont Regional Planning Commission Office

6 **Attendees:**

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

7  
8 Guests: Zoe Nederland (VTrans), Dan Jones, Sustainable Montpelier, Laura Biren Sustainable  
9 Montpelier, Jonathan Williams Marshfield, Aaron Ingham Marshfield, Rachel Kenedy (GMT)

10 Steve Lotspeich called the meeting to order at 6:32pm. Introductions were completed.

11 **Adjustments to the Agenda:**

12 There were no adjustments to the agenda.

13 **Public Comments:**

14 There were no public comment

15 **Review and Prioritization of Municipal Transportation Study Projects**

16 D. Currier presented three additional proposals to the TAC for review for future funding under  
17 our Transportation Planning Initiative Program. CVRPC has annually funded transportation  
18 planning studied and the TAC spend time at its October and January meetings reviewing and  
19 prioritizing projects. The three additional proposals presented included:

- 20 • Sustainable Montpelier Coalition – Employee Transportation Demand Study for On-  
21 Demand Transit System
  - 22 • Town of Marshfield – Complete Streets Analysis of Route 2 and other roadways  
23 throughout Marshfield village.
- 24  
25

- Town of Cabot - Existing Conditions Analysis of Bridge B7 location on VT Route 215 South

Representatives for each of the proposals spoke briefly about their needs and desired outcomes.

Here is a summary for each of the proposals requests.

**Sustainable Montpelier Coalition – Employee Transportation Demand Study for On-Demand Transit System**

The Sustainable Montpelier Coalition (SMC), a 501c3 non-profit, was incorporated in spring 2017 in response to the public support generated from the winning designs of the Sustainable Montpelier 2030 Design Competition and the need for action steps to realize the vision. The Montpelier-Barre-Waterbury region is in need of a local employee and broad public transportation planning study. The goal of the mobility study would be to develop transport demand profiles for the major employers, town centers, and hospitals within 5 miles of the centers of Montpelier and Barre, if possible extending this profile for employees coming from Waterbury, Middlesex, East Montpelier and Northfield.

Sustainable Montpelier Coalition plans to use this study to assist with implementation of a pilot on-demand micro-transit system in the Montpelier area. Assuming success of the pilot, it foresees a later expansion to Barre-Berlin (with future plans for expansion to Waterbury, Middlesex, East Montpelier and Northfield) region. The envisioned pilot will illustrate the strengths and weaknesses of the given system. The takeaways from the pilot will form a more integrated transportation and land-use ecosystem, with the utilization of accessible and smart on-demand transit.

**Town of Marshfield – Complete Streets Analysis of Route 2 and other roadways throughout Marshfield village.**

The Marshfield Planning Commission, in accordance with the goals, objectives, and strategies outlined in the transportation chapter of our community’s recently revised town plan, requests assistance from the Central Vermont Regional Planning Commission for the purposes of completing a transportation planning study. This study shall specifically relate to Chapter 5 Objective 8 of the Marshfield Town Plan: “Pursue options to reduce traffic speeds and introduce traffic calming infrastructure on Route 2 and other roadways throughout the village” and Strategy G: “...explore methods such as traffic calming and lower speed limit to reduce traffic speeds on Route 2 through the village. This could include enhanced enforcement and/or signage indicating the speed of vehicles entering the village area.”

Specifically, we would like to request CVRPC assistance in determining where traffic calming infrastructure is most appropriately situated, and which forms of traffic calming infrastructure are most viable, on Route 2 and at other locations throughout town. More specifically, our interest lies in where to install permanent speed radar signs, as these devices are used to great effect in neighboring communities such as Plainfield. Any guidance concerning best practices and funding mechanisms for the purchase and installation of any recommended infrastructure upgrades, and any requisite engineering studies, would also be appreciated.

1 **Town of Cabot - Existing Conditions Analysis of Bridge B7 location on VT Route 215 South**

2 The Town of Cabot is requesting that an Existing Conditions Analysis be completed for the  
3 Bridge B7 located in the Town of Cabot on VT Route 215 South.

4 Replacing of this bridge is a priority project for our community based on the poor alignment of  
5 the roadway and traffic on the road in question. Leaving the Village the bridge is on a steep  
6 incline with a sharp corner on the down slope to navigate after crossing. Trucks navigating this  
7 bridge from the south (downhill) direction cross into the opposing lane to navigate the corner  
8 and the bridge making travel perilous.

9

10 Many trucks use this route on a daily basis, traffic counts for this roadway, VTrans data, AADT is  
11 1600 per day. Roadway width is limited on the bridge between curbs at 21.7 ft limiting options.  
12 It is not clear what the depth of the current foundations on this structure are or if the bridge  
13 can handle hydraulic flows.

14

15 After the presentations the TAC ranked its top three proposals as follows.

16

- 17 1) Northfield Main St Bridge Existing Conditions Analysis
- 18 2) Town of Cabot - Existing Conditions Analysis of Bridge B7 location on VT Route 215 South
- 19 3) Duxbury's traffic study of the three-way intersection of River Rd and Main St

20

21 **Approval of October TAC Minutes:**

22 Z. Nederland asked for some corrections to the October TAC minutes to help clarify the  
23 presentation on the VTrans Aviation Plan. K. Russell motioned to accept the minutes with  
24 corrections D. La Haye seconded that motion. The motion passed unanimously.

25

26 **Review and Prioritization of Town Highway Bridge Pre-Candidates**

27

28 An annual list of CVRPC's top regional Town Highway Bridge Pre Candidates are prioritized by  
29 the TAC and submitted to VTrans as candidates each year. Projects ranked by the region will  
30 have a greater probability of being selected by VTrans to move forward to Design and  
31 Evaluation. VTrans is looking for the TAC to prioritize its top 10 bridge pre candidates.

32 D. Currier presented this year's list. It was noted that Montpelier and Northfield have both  
33 shared the number 1 slot over the last three years. Northfield's bridge has an overall ranked of  
34 15. The TAC felt it was appropriate to assign the number 1 ranking to Northfield and help it  
35 move onto the candidate list in the Capital Program. The TAC ranked the bridges as follows.

| Town Name  | Road Name | Route | Bridge Number | CVRPC Approved Pre-Candidate Ranking 2019 |
|------------|-----------|-------|---------------|---|
| NORTHFIELD | N MAIN ST | VT12  | 00060         | 1   |
| MONTPELIER | STATE ST  | USBR2 | 0B2-1         | 2   |
| MONTPELIER | GRANIT ST | GRNIT | 00017         | 3   |
| MONTPELIER | GROUT RD  | C30GR | 00015         | 4   |

|            |                  |       |       |    |
|------------|------------------|-------|-------|----|
| MORETOWN   | MORETOWN MTN RD  | C2001 | 00021 | 5  |
| MARSHFIELD | ONION RIVER RD   | C3057 | 00027 | 6  |
| NORTHFIELD | STONY BROOK RD   | C3008 | 00047 | 7  |
| NORTHFIELD | RABBIT HOLLOW RD | C3057 | 00065 | 8  |
| FAYSTON    | N FAYSTON RD     | C2001 | 00006 | 9  |
| WAITSFIELD | EAST RD          | C3010 | 00021 | 10 |

1  
2 R. Wernecke motioned to accept the ranking L. Cattaneo seconded that motion. The motion  
3 passed unanimously.

4  
5 **Presentation on Waterbury Stowe St Bridge Existing Condition Report**

6  
7 D. Currier give a presentation to the TAC on the Waterbury Stowe St Bridge Existing Condition  
8 Report including process, engagement, and final report. The Waterbury Bridge #36 Feasibility  
9 Study was undertaken in 2018 by Central Vermont Regional Planning Commission (CVRPC), in  
10 partnership with the Town of Waterbury, to document existing conditions, and identify  
11 opportunities for improvements at two intersections and the bridge between them, at the  
12 northern terminus of Stowe Street, in the Town of Waterbury, Vermont. Public input was  
13 received during a local concerns meeting held by the project team, as well as through a Local &  
14 Regional Input Questionnaire. Existing conditions were documented, including field  
15 observations and follow-up analyses, traffic operations and safety, roadway geometry, bridge  
16 condition inspection and assessment.  
17 The full report can be reviewed and downloaded by visiting -  
18 [http://centralvtplanning.org/wpcontent/  
19 uploads/2012/03/Waterbury-Bridge-36-Existing-Conditions-Report-Final.pdf](http://centralvtplanning.org/wpcontent/uploads/2012/03/Waterbury-Bridge-36-Existing-Conditions-Report-Final.pdf)  
20

21 **TAC Member Concerns**

22 D. Currier shared a memo from GMT outlining the upcoming budget discussion and need to find  
23 ways to help create a balance budget. Staff will keep the TAC up to date on this topic.  
24 R. Kennedy talked about the outreach that will be starting for the route level changes being  
25 proposed for Central VT. The meetings are set to start in March.  
26 B. Atchinson talk about his concerns that the large buses will not be able to enter the new  
27 transit center in Montpelier. Instead the large buses will park at the curb out on the road.  
28 L. Cattaneo talked about the lack of bus stop facilities at many of the stop between Montpelier  
29 and Barre and the concerns that riders shared about how unsafe many of them are because the  
30 busses cannot pull off the road to drop off or pick up riders.

31  
32 **Set Agenda for Future TAC Meeting**

33 Capital Program Project Prioritization  
34 Trail Counts and Economic Impact Report  
35

36 **Adjourn:**

37 The meeting was adjourned at 8:35 pm.

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

**DRAFT Minutes**

**February 26, 2019**

Central Vermont Regional Planning Commission Office

**Attendees:**

|   |                                      |   |   |
|---|--------------------------------------|---|---|
|   | Barre City: Scott Bascom             |   | Northfield: Patrick DeMasi                                    |
|   | Barre Town: Shaun Corbett            | X | Orange: Lee Cattaneo  |
|   | Berlin: Robert Wernecke, Vice- Chair |   | Plainfield: Bob Atchinson                                     |
|   | Cabot: Karen Deasy                   | X | Roxbury: Gerry D'Amico  |
| X | Calais: Karin McNeill                | X | Waitsfield: Don La Haye                                       |
| X | Duxbury: Alan Quackenbush            |   | Warren: Jim Sanford   |
| X | East Montpelier: Frank Pratt         |   | Washington: Vacant  |
| X | Fayston: Kevin Russell               |   | Waterbury: Steve Lotspeich, Chair                             |
|   | Marshfield: Vacant                   |   | Williamstown: Rich Turner                                     |
| X | Middlesex: Ronald Krauth             |   | Woodbury: Vacant  |
| X | Montpelier: Dona Bate                |   | Worcester: Bill Arrand  |
| X | Moretown: Joyce Manchester           | X | Staff: Daniel Currier, Acting as Chair<br>Jonathan DeLaBruere |

Guests: Zoe Nederland (VTrans)

Daniel Currier called the meeting to order at 6:33pm. Quorum of members where not present.

Introductions were completed.

**Adjustments to the Agenda:**

There were no adjustments to the agenda.

**Public Comments:**

There were no public comment

**Presentation from VTrans on Asset Management and Tracking Repeat Damage Locations**

Zoe Nederland presented to the TAC on the Transportation Asset Management Plan (TAMP) status and Part 667 of MAP-21 to reducing repeat damage to roads and bridges.

Zoe has previously presented and gathered input from the TAC on the Transportation Asset Management Plan (TAMP). The Plans current status is:

- Process version submitted April 30, 2018
- Brochure, report, Practitioner's Guide
- Final TAMP due June 30, 2019

1 A copy of the brochure that was developed can be viewed by visiting:  
2 <https://vtrans.vermont.gov/sites/aot/files/planning/documents/TAMP%20Brochure-Reading%20Order-Web.pdf>  
3

4  
5 Zoe talked in more detail about the Part 667 and the requirements to reducing repeat damage to roads  
6 and bridges. The requirement cover:

- 7     ▪ Bridges and roads impacted by two or more Governor-declared emergencies
- 8     ▪ NHS Roads - submitted November 23, 2018
- 9     ▪ All Federal Aid roads due November 23, 2020

10  
11 Zoe working with staff from VTrans Maintenance Districts turn 1,000+ available Detailed Damage  
12 Inspection Reports (DDIRs) from 2004-2017 into digital data that can be mapped. They found only 5  
13 locations in the State on the NHS system that had repeat damage. None of them are in Central VT's  
14 region.

15  
16 Zoe also talked about the Statewide Flood Vulnerability Assessment and the Vermont Transportation  
17 Resilience Planning Tool (TRPT). Both of which can be used by CVRPC and our towns to help identify  
18 location of vulnerably on our transportation network.

19  
20 **Approval of January TAC Minutes:**

21 L. Cattaneo requested the addition of more detail to the public transit local concern he shared. No  
22 motion was made as there was no quorum present to vote. The minutes will be added to the March  
23 meeting agenda for approval.

24  
25 **Review and Prioritization of Capital Program Projects**

26  
27 An annual list of CVRPC's VTrans Capital Program Projects are prioritized by the TAC and submitted to  
28 VTrans each year. Projects ranked by the region will have a greater probability of being selected by  
29 VTrans to move forward to construction. VTrans is looking for the TAC to prioritize 20 Capital Program  
30 Projects for FY21.

31  
32 D. Currier presented this year's list and reviewed each project including location, status and draft  
33 priority ranking. TAC requested D. Currier follow up with VTrans and request more information on two  
34 projects: US 2 roadway project in Plainfield and Marshfield (that VTrans reports as being completed) and  
35 Duxbury's town highway bridge project. The TAC ranked the projects as follows:  
36

| <b>FY19 CVRPC Draft<br/>Priority Ranking</b> | <b>PIN</b> | <b>REPORTING<br/>FORMAT</b> | <b>PROJECT NAME</b>      | <b>PROJECT NUMBER</b> |
|--|------------|-----------------------------|--------------------------|-----------------------|
| <b>Roadway</b>                               |            |                             |                          |                       |
| <b>1</b>                                     | 85B006     | Front Of Book               | WATERBURY                | FEGC F 013-4(13)      |
| <b>2</b>                                     | 83D106     | Front Of Book               | BARRE CITY-BARRE<br>TOWN | MEGC M 6000(11)       |
| <b>3</b>                                     | 17D045     | Front Of Book               | ROXBURY                  | STP SCR(26)           |
| <b>4</b>                                     | 78D348     | Front Of Book               | CABOT-DANVILLE           | FEGC F 028-3(26)C/3   |
|  |            |                             |                          |                       |

| <b>State Highway Bridges</b> |        |               |            |                  |
|------------------------------|--------|---------------|------------|------------------|
| 1                            | 16B010 | Front Of Book | MORETOWN   | BF 0167(16)      |
| 2                            | 12B148 | Front Of Book | CALAIS     | BHF 037-2(12)    |
| 3                            | 12B144 | Front Of Book | CALAIS     | BHF 037-2(10)    |
| 4                            | 12B146 | Front Of Book | CALAIS     | BHF 037-2(11)    |
| 5                            | 13B254 | D & E         | BERLIN     | BF 026-1(43)     |
| 6                            | 12C602 | D & E         | WATERBURY  | BF 0284(33)      |
| 7                            | 12C576 | D & E         | BARRE TOWN | BF 0169(12)      |
| 8                            | 86E053 | Candidate     | WORCESTER  | BHF 0241( )      |
| <b>Town Highway Bridges</b>  |        |               |            |                  |
| 1                            | 93J040 | Candidate     | WATERBURY  | BO 1446( )       |
| 2                            | 18J008 | D & E         | MONTPELIER | NH DECK(48)      |
| 3                            | 12J612 | Candidate     | CABOT      | BF 0249( )       |
| 4                            | 96J272 | Candidate     | DUXBURY    | TH3 9634         |
| <b>Traffic &amp; Safety</b>  |        |               |            |                  |
| 1                            | 99D128 | Front Of Book | BARRE TOWN | HES STPG 6100(6) |
| 2                            | 14T184 | Front Of Book | PLAINFIELD | NH 028-3(41)     |
| 3                            | 04D196 | Front Of Book | BARRE CITY | HES 037-1(8)     |
| 4                            | 10C388 | Front Of Book | BARRE TOWN | STP HES 0169(8)  |

1  
2 J. Manchester motioned to make a recommendation to pass the reviewed and prioritized list as  
3 presented for approval at the next meeting of the CVRPC TAC where a quorum is present. D. Bates  
4 seconded that motion. The motion passed unanimously.

5  
6 **Transportation Updates**

7 D. Currier briefly reviewed the updates with the TAC.

8  
9 **TAC Member Concerns**

10 A. Quackenbush shared his concerns about the Governor cutting funding for Towns while at the same  
11 time looking to them to cover more and more. These added requirements and costs need to be looked  
12 at as burdens that are unfair and cost the Towns too much.

13  
14 **Set Agenda for Future TAC Meeting**

- 15 Capital Program Project Prioritization Approval
- 16 Trail Counts and Economic Impact Report Presentation
- 17 GMT NextGen Public Meeting Presentation

18  
19 **Adjourn:**

20 The meeting was adjourned at 8:25 pm.



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

**DRAFT Minutes**

**March 26, 2019**

Central Vermont Regional Planning Commission Office

**Attendees:**

|   |                                      |   |                                   |
|---|--------------------------------------|---|-----------------------------------|
|   | Barre City: Scott Bascom             |   | Northfield: Patrick DeMasi        |
| X | Barre Town: Shaun Corbett            |   | Orange: Lee Cattaneo              |
| X | Berlin: Robert Wernecke, Vice- Chair | x | Plainfield: Bob Atchinson         |
|   | Cabot: Karen Deasy                   | X | 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                |
| X | Fayston: Kevin Russell               | x | Waterbury: Steve Lotspeich, Chair |
|   | Marshfield: Vacant                   |   | Williamstown: Rich Turner         |
|   | Middlesex: Ronald Krauth             |   | Woodbury: Vacant                  |
|   | Montpelier: Dona Bate                |   | Worcester: Bill Arrand            |
| X | Moretown: Joyce Manchester           | X | Staff: Daniel Currier             |

Guests: Zoe Nederland (VTrans), Rachel Kennedy (GMT), Drew Pollak-Bruce (SE Group), Steven Farnham (Plainfield)

Steve Lotspeich called the meeting to order at 6:33pm. Quorum of members where not present. Introductions were completed.

**Adjustments to the Agenda:**

There were no adjustments to the agenda.

**Public Comments:**

There were no public comment

**Green Mountain Transit NextGen Public Meeting Presentation**

Rachel Kennedy from Green Mountain Transit presented on the Nextgen service changes that are being proposed for Washington and Lamoille counties. She started by letting everyone know that these service changes are planned to go into effect in September 2019 and that a new round of public meetings will be held in Washington county starting in May and June.

The routes proposed for service improvements include:

Barre and Montpelier Hospital Hill, Montpelier City Route, Waterbury Commuter, US 2 Commuter, Montpelier LINK Express, Northfield Commuter, Montpelier Circulator, Capital Shuttle, and the Route 100 Commuter.

Q - How old is the Montpelier circulator? I hear it takes 2 years for anyone to get use to a service.

1 A – The service is more than 8 years old.  
2 Q - What are the percent cost shares of our bus routes?  
3 A - 20 % local match 30% State 50% Federal  
4 Q - Where are the fares included in those percentages?  
5 A – In the state percentage. Which for our region it is around 5%.  
6 Q - What % are free passes like the ones UVM medical or students use?  
7 A - Those passes are not free they are paid for by UVM. But they use the unlimited pass so you can ride  
8 as many time as you like.  
9 Q - What percentages of riders are commuters and one time users?  
10 A - I don't have that number at the moment but I (Rachel) will look it up and let you know.  
11 Q - Is there anything going on in the Mad River Valley?  
12 A - We still have the seasonal service running for Fy20. That service will have some improvements made  
13 including going back to door to door pickups for FY20.  
14 Q - Do you have any plans to connect from the ski areas to the train stations?  
15 A - There was a Montpelier to Mad River service that fall short on ridership and was discontinued it a  
16 few year back. No the train service is unreliable at this time and can't be reliably connected to.  
17 Q – Is there any bus service planning to connect Hardwick on Route 14 and/or Morrisville on Route 12 to  
18 Montpelier?  
19 A - That was looked at during the study but is not planning at this time because it would increase costs.  
20 Q - Are the buses allowed to idle in the parking lot?  
21 A - I will have to check in on that and get back to you  
22 S – There are rumors that the US 2 Commuter mid-day run will be discontinued.  
23 I would not what this service changed as there is no way to get a ride back in the middle of the day  
24 making people wait all day in Montpelier for the afternoon bus.  
25 A - That route is still being reviewed and more feedback is being taken.  
26 S - Meeting during the TAC meeting for public transit input disadvantages many people who need to  
27 take transit.

28  
29 Additional feedback can be emailed to GMT feedback at [feedback@RideGMT.com](mailto:feedback@RideGMT.com)  
30

### 31 **Presentation on Trial Counts and Economic Impact Report**

32 Drew Pollak-Bruce of the SE Group presented on the Catamount Trail Association Trail Counting and  
33 Economic Impact Analysis work they have being doing. The goal of this work is to gather data Year-over-  
34 year to understand use, establish season-long trail counting in multiple locations along the Catamount  
35 Trail and some local chapter trails, build an understanding of overall trail use by exploring different  
36 sections/character, and understand the Catamount Economic impact on the local economy.  
37

38 Q – Does your economic impact model use the information found in the 2016 Vermont Trails and  
39 Greenways Economic Impact Study?

40 A – Yes it does

41 Q – The spending numbers for the Catamount Trail seem really high, is there a reason?

42 A - While one item that contributes to the cost is the difference between and local and non-local  
43 spenders. Where the non-local spending is higher than local spending.

44 Q – Is there any modeling of the health benefits?

1 A – We have not but I have heard that for every \$1 spent on trails saves \$3 in health costs.

2  
3 **Approve January 22th and February 26th TAC Minutes:**

4 S. Lotspeich and A. Quackenbush requested some edits to the minutes. No motion was made as there  
5 was no quorum present to vote. The minutes will be added to the April meeting agenda for approval.

6  
7 **Review and Approve Prioritization of Capital Program Projects**

8 An annual list of CVRPC’s VTrans Capital Program Projects are prioritized by the TAC and submitted to  
9 VTrans each year. Projects ranked by the region will have a greater probability of being selected by  
10 VTrans to move forward to construction. VTrans is looking for the TAC to prioritize 20 Capital Program  
11 Projects for FY21.

12  
13 D. Currier presented the list that was ranked at the February TAC meeting. S. Lotspeich suggested not  
14 ranking the Waterbury Roadway project as the number 1 project because that project is under  
15 construction right now and advance the Barre City-Barre Town, Roxbury, and Cabot-Danville by one  
16 ranking position. D. Currier reported out on two projects that the TAC requested more information on:  
17 US 2 roadway project in Plainfield and Marshfield is completed but due to the condition of the  
18 pavement VTrans is programing a new project for this summer that will repair the surface. Duxbury’s  
19 town highway bridge project is a new project to the list. The bridge is undersize and in need of  
20 replacement. The TAC ranked the projects as follows:

| <b>FY19 CVRPC Draft<br/>Priority Ranking</b> | <b>PIN</b> | <b>REPORTING<br/>FORMAT</b> | <b>PROJECT NAME</b>      | <b>PROJECT NUMBER</b> |
|--|------------|-----------------------------|--------------------------|-----------------------|
| <b>Roadway</b>                               |            |                             |                          |                       |
| <b>Not Ranked</b>                            | 85B006     | Front Of Book               | WATERBURY                | FEGC F 013-4(13)      |
| <b>1</b>                                     | 83D106     | Front Of Book               | BARRE CITY-BARRE<br>TOWN | MEGC M 6000(11)       |
| <b>2</b>                                     | 17D045     | Front Of Book               | ROXBURY                  | STP SCR(26)           |
| <b>3</b>                                     | 78D348     | Front Of Book               | CABOT-DANVILLE           | FEGC F 028-3(26)C/3   |
| <b>State Highway Bridges</b>                 |            |                             |                          |                       |
| <b>1</b>                                     | 16B010     | Front Of Book               | MORETOWN                 | BF 0167(16)           |
| <b>2</b>                                     | 12B148     | Front Of Book               | CALAIS                   | BHF 037-2(12)         |
| <b>3</b>                                     | 12B144     | Front Of Book               | CALAIS                   | BHF 037-2(10)         |
| <b>4</b>                                     | 12B146     | Front Of Book               | CALAIS                   | BHF 037-2(11)         |
| <b>5</b>                                     | 13B254     | D & E                       | BERLIN                   | BF 026-1(43)          |
| <b>6</b>                                     | 12C602     | D & E                       | WATERBURY                | BF 0284(33)           |
| <b>7</b>                                     | 12C576     | D & E                       | BARRE TOWN               | BF 0169(12)           |
| <b>8</b>                                     | 86E053     | Candidate                   | WORCESTER                | BHF 0241( )           |
| <b>Town Highway Bridges</b>                  |            |                             |                          |                       |
| <b>1</b>                                     | 93J040     | Candidate                   | WATERBURY                | BO 1446( )            |
| <b>2</b>                                     | 18J008     | D & E                       | MONTPELIER               | NH DECK(48)           |
| <b>3</b>                                     | 12J612     | Candidate                   | CABOT                    | BF 0249( )            |

|                             |        |               |            |                  |
|-----------------------------|--------|---------------|------------|------------------|
| 4                           | 96J272 | Candidate     | DUXBURY    | TH3 9634         |
| <b>Traffic &amp; Safety</b> |        |               |            |                  |
| 1                           | 99D128 | Front Of Book | BARRE TOWN | HES STPG 6100(6) |
| 2                           | 14T184 | Front Of Book | PLAINFIELD | NH 028-3(41)     |
| 3                           | 04D196 | Front Of Book | BARRE CITY | HES 037-1(8)     |
| 4                           | 10C388 | Front Of Book | BARRE TOWN | STP HES 0169(8)  |

1  
2 “G. D’Amico agreed to remove the number one ranking from the Waterbury roadway project because  
3 that project is under construction and advance the Barre City-Barre Town, Roxbury, and Cabot-Danville  
4 by one ranking position. He agreed to pass the reviewed and prioritized list as adjusted onto the  
5 executive committee for approval. F. Pratt seconded those statements and the TAC members present  
6 agreed unanimously.”

7  
8 **TAC Member Concerns**

9 G. D’Amico commented that he did not like having the business plug from the SE Group and that the  
10 numbers where hard to believe.

11  
12 F. Pratt commented that the East Barre and Williamstown Park and Rides are not being well maintained.  
13 There are broken down cars making it hard to remove snow and trash everywhere. Z. Nederland  
14 volunteered to follow up with VTrans to find out who maintains those and let them know.

- 15  
16 **Set Agenda for Future TAC Meeting**  
17 Review of Functional Class Road Changes  
18 Presentation on the use of Unmanned Aerial Systems (UAS)

19  
20 **Adjourn:**  
21 The meeting was adjourned at 8:25 pm.

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

**DRAFT Minutes**

**April 23, 2019**

Central Vermont Regional Planning Commission Office

**Attendees:**

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

Guests: Zoe Nederland and Evan Robinson (VTrans), Greg Western (Cross VT Trail) Tom McArdle (City of Montpelier)

Steve Lotspeich called the meeting to order at 6:35pm. Quorum of members where not present. Introductions were completed.

**Adjustments to the Agenda:**

There were no adjustments to the agenda.

**Public Comments:**

There were no public comment

**Presentation from VTrans on the use of Unmanned Aircraft Systems (UAS)**

Evan Robinson VTrans UAS Program Director presented on the use of the system by the Agency. Currently there is a group of VTrans staff involved in the UAS program and make up the team. VTrans follows the FAA requirement for UAS operations including being certified to fly them. The UAS systems falls under part 107 compliance of the FAA regulations which dictates the weight (less than 55 pounds) flight elevation (under 400 feet) and other regulations on there use.

VTrans currently has one UAS that it operates a DJI Phantom 4. This has proven to be a workhours but they have four more UAS's on order. Their daily flight operations include structure inspection, project and construction management, transportation promotion, GIS mapping and environmental surveys.

1 Q - How do you determine elevation? The photo are stitched together using photogrammetry  
2 and the elevation I'm not sure about.  
3 Q - How about the computer. Do you have a processing computer to do that? We do but it is  
4 not nearly powerful enough and we are in the processing of purchasing a new one.  
5 Q - You have pilots for the UAS but can't you run the UAS with the computer. Yes we can but  
6 we still need spotters and a pilot to help manage the flight. All of these people help to improve  
7 our safety while flying. The UAS can also be used during an emergency and live stream photos  
8 into the Emergency Operation Center.  
9 Q - Even during search and rescue do you still need line of sight? Yes you do.  
10 Q - Do you produce a lot of film? No all photos are digital and get stored on servers at VTrans.  
11 Q - Is weather a problem to flying? Yes we have limits especially wind speed.  
12 Q - UVM has a program correct? Yes and we use them when we have questions and are a great  
13 resource.  
14 Q - How much do all of these cost? \$1,000-\$2,000 for a basic UAS but up to \$20,000 for the  
15 high end one.  
16 The UAS photos can be used to help support the use of the snooper truck but will not replace  
17 the snooper truck inspection.  
18 Evan will share the info on what are the requirements for flying a UAS in VT.  
19

20 **Central VT Construction Project Updates:**

21 **Cross VT Trail (Winooski River Bridge/US 2)** – Greg Western, Cross VT Trail Director presented  
22 an update on the Trail between Montpelier and East Montpelier on US 2. This section of trail is  
23 a continuation of the Montpelier Bike Path. Greg reports they have received their letter of  
24 intent from VTrans for their Section 1111 State highway access permit for the section of path  
25 along US 2 and are working on other permits for the Winooski River bridge crossing. This  
26 section, including the bridge and path, is scheduled to be completed by 2021. At the same time  
27 that this work is going on Cross VT is also working on securing trail easements in East  
28 Montpelier and Plainfield.  
29

30 Comment: This section of the Cross VT Trail is also part of the Central VT Path and should be  
31 added as a foot note in your material.  
32

33 **Montpelier Bike Path** – Tom McArde, City of Montpelier Public Works Director presented an  
34 update on the construction of the Montpelier Bike Path from Taylor St to Main St and Granite  
35 St to the Ice Center on Gallison Hill Rd. These section totals 1.9 miles of path with 1.1 miles  
36 being off road. The planning for this section of the path started 20 years ago and originally was  
37 going to connect Montpelier to Berlin. But due to restrictions on the use of the Rail Road bed  
38 between Montpelier and Berlin the City had to abandon the section of the path to Berlin and  
39 move it to an on road facility. The total project cost is 4.9 million and will be completed this  
40 year.  
41

42 **Waterbury Main St** – Steve Lotspeich, Waterbury Community Planner presented an update on  
43 the construction of the Waterbury Main St Reconstruction. The planning for this project  
44 started 30 year ago and includes 0.9 miles of reconstruction including water and sewer mains,

1 sidewalks, roadway, power utilities, lighting, and trees. The project cost is 15 million dollars  
2 and will be completed by 2021. The project will be worked on in four segments with segment  
3 2, 3 and 4 being work on in 2019, section 1 and 2 being work on in 2020 with all work  
4 completed in 2021.

5  
6 **I 89 Exit 6 Ledge Removal** – Daniel Currier, CVRPC staff presented an update on the I-89 Exit 6  
7 Ledge removal. The project consists of the removal of ledge for 1400 foot along I-89. The ledge  
8 will be cut back to a 1 to 1 slope in most locations and the removal of vegetation along the top.  
9 The project will result in the closure of Exit 6 for about 6 weeks and rolling road blocks on I-89  
10 north and south bound during blasting. The exit closure and reduced lands on I-89 is schedule  
11 to being in June.

12  
13 **Approve January 22<sup>nd</sup>, February 26<sup>th</sup> and March 26<sup>th</sup> TAC Minutes:**

14 No motion was made as there was no quorum present to vote. The minutes will be added to  
15 the May meeting agenda for approval.

16  
17 **Review of Functional Class Road Changes in Barre Town:**

18 D. Currier presented on the request from Barre Town to change three segments of road from a  
19 local roads to major collectors in the Functional Classification system including:

- 20 • Waterman St from VT 110 to Websterville Rd
- 21 • Websterville Rd from Waterman St to Miller Rd
- 22 • Websterville Rd from Church Hill Rd to Quarry Hill Rd.

23 The purpose of the functional classification system is to identify the particular role a roadway  
24 plays in moving vehicles through a network of highways. It groups roads into three main  
25 functional classes as defined by the United States Federal Highway Administration: arterial,  
26 collector, and local.

27  
28 Each roadway was reviewed by the TAC and they agreed with the request by Barre Town to  
29 pass on these roadways to VTrans for incorporation as major collectors into the Functional  
30 Classification system.

31  
32 **TAC Member Concerns**

33 No concerns where shared

34  
35 **Set Agenda for Future TAC Meeting**

36 TPI Budget Adjustment

37 TPI Work Program Review

38 Presentation on Paratransit Planning Grant Results

39  
40 **Adjourn:**

41 The meeting was adjourned at 8:18 pm.



Date: May 28, 2019

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: CVRPC FFY 2019 TPI Budget Adjustment 1

Request

Staff requests TAC approval of the CVRPC FFY 19 Transportation Planning Initiative work plan and budget adjustment 1.

This adjustment reflects budget changes to Task 1-6 and the addition of a new work plan Task 6B (Watershed Planning). Exhibit 2, 3, 4 includes the full budget details.

Summary of budget amounts by task:

| Task         | Task Description                    | Approved         | Amended          | Difference      | % Change |
|--------------|-------------------------------------|------------------|------------------|-----------------|----------|
| Task 1       | Administration                      | \$17,354         | \$15,854         | (\$1,500)       | -8.64%   |
| Task 2       | Public Participation & Coordination | \$49,148         | \$37,011         | (\$12,137)      | -24.69%  |
| Task 3       | Long Range Planning                 | \$56,250         | \$63,633         | \$7,383         | 13.13%   |
| Task 4       | Short Range Planning                | \$89,718         | \$93,303         | \$3,585         | 4.00%    |
| Task 5       | Project Development                 | \$13,890         | \$16,560         | \$2,670         | 19.22%   |
| Task 6A      | Other Planning - VT Culverts        | \$2,999          | \$2,999          | \$0             | 0.00%    |
| Task 6B      | Other Planning - Watershed Planning | \$0              | \$20,000         | \$20,000        | 100.00%  |
| <b>TOTAL</b> |                                     | <b>\$229,360</b> | <b>\$249,360</b> | <b>\$20,000</b> |          |

These budget adjustments helps to bring tasks allocations in line with current spending trends and the addition of the new task 6B.

**Funding Level - \$249,360**



The following work plan changes from the FFY19 include:

Task 1 – Program Administration: No change to task.

Task 2 – Public Participation and Coordination: No change to task.

Task 3 – Long Range Planning: No change to task

Task 4 – Short Range Planning: No change to task

Task 5 – Project Development Planning: No change to task

Task 6A – Other Planning Activities (VT Culverts): No change to task

Task 6B – Other Planning Activities (Watershed Planning): Addition

### **Transportation System Resiliency Planning**

VTrans has recently completed the development of a Transportation Flood Resilience Planning Tool (TRPT), a web-based application that identifies bridges, culverts and road embankments that are vulnerable to damage from floods; estimates risk based on the vulnerability and criticality of roadway segments; and identifies potential mitigation measures based on the factors driving the vulnerability. See the TRPT website for links to the on-line web application and user guide, and for an overview (<https://vtrans.vermont.gov/planning/transportation-resilience>)

The purpose of this task is to (1) to expand the TRPT to additional watersheds beyond the original three pilots; and (2) to develop staff capacity to build, maintain and apply the TRPT in prioritizing needs and evaluating alternatives. A Request for Proposals was issued in March 2019 inviting RPCs to submit proposals for a \$30,000 grant for the staff training and technical work necessary to add a watershed to the TRPT. CVRPC's proposal to add the Stevens Branch Watershed to the TRPT was selected by VTrans.

Training and technical assistance will be provided by the consultants that developed the TRPT under a contract with VTrans. The effort will kick-off in May 2019 and be complete in December 2019. As a result, the work will start in FFY 2019 with \$20,000 and extend into FFY 2020 with \$10,000. The existing FFY 2019 TPI grant agreements will be amended to include this task for CVRPC. The FFY 2020 grant agreements will include the funding for the balance of the work.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
FFY 2019 Transportation Planning Initiative**

May 2019

**Exhibit 2: Budget Detail by Task Category**

| Task         | Task Description                      | Agreement Amount |
|--------------|---------------------------------------|------------------|
| Task 1       | Program Administration                | \$15,854         |
| Task 2       | Public Participation and Coordination | \$37,011         |
| Task 3       | Long Range Transportation Planning    | \$63,633         |
| Task 4       | Short Range Transportation Planning   | \$93,303         |
| Task 5       | Project Development Planning          | \$16,560         |
| Task 6A      | VOBCIT Technical Support              | \$2,999          |
| Task 6B      | Watershed Planning activities         | \$20,000         |
| <b>Total</b> |                                       | <b>\$249,360</b> |

**Exhibit 3: Budget Detail by Expense Category**

| RPC Staff Position          | Rate SFY19 | Total Hours  | Total Cost       |
|-----------------------------|------------|--------------|------------------|
| Executive Director          | \$55.38    | 389          | \$21,543         |
| Program Manager             | \$38.43    | 1,113        | \$42,765         |
| GIS Senior Planner I        | \$40.04    | 294          | \$11,782         |
| GIS Planner I               | \$33.49    | 662          | \$22,170         |
| Land Use Senior Planner III | \$35.14    | 30           | \$1,054          |
| Office Manager              | \$36.00    | 53           | \$1,908          |
| Emerg Mngmt Asst Plan I     | \$23.77    | 143          | \$3,399          |
| Land Use Asst Planner II    | \$22.38    | 55           | \$1,231          |
| Planning Technician I       | \$14.00    | 440          | \$6,160          |
| Planning Technician II      | \$13.99    | 0            | \$0              |
| <b>Total</b>                |            | <b>3,179</b> | <b>\$112,012</b> |

| Indirect Costs              | 115.00%        |              |                  |
|-----------------------------|----------------|--------------|------------------|
| RPC Staff Position          | of Hourly Rate | Total Hours  | Total Cost       |
| Executive Director          | \$63.69        | 389          | \$24,774         |
| Program Manager             | \$44.19        | 1,113        | \$49,180         |
| GIS Senior Planner I        | \$46.05        | 294          | \$13,549         |
| GIS Planner I               | \$38.51        | 662          | \$25,496         |
| Land Use Senior Planner III | \$40.41        | 30           | \$1,212          |
| Office Manager              | \$41.40        | 53           | \$2,194          |
| Emerg Mngmt Asst Plan I     | \$27.34        | 143          | \$3,909          |
| Land Use Asst Planner II    | \$25.74        | 55           | \$1,416          |
| Planning Technician I       | \$16.10        | 440          | \$7,084          |
| Planning Technician II      | \$16.09        | 0            | \$0              |
| <b>Total</b>                |                | <b>3,179</b> | <b>\$128,814</b> |

| Direct Costs      | Total Cost     |
|-------------------|----------------|
| Contractual       | \$0            |
| Travel            | \$3,964        |
| Supplies          | \$1,235        |
| Equipment         | \$0            |
| Meetings          | \$2,600        |
| Data & References | \$100          |
| Postage           | \$100          |
| Copy/Print        | \$0            |
| Advertising       | \$535          |
| <b>Total</b>      | <b>\$8,534</b> |

| Fund Allocation          |                                       |                          |                           |
|--------------------------|---------------------------------------|--------------------------|---------------------------|
| Task                     | Task Description                      | CVRPC Share <sup>1</sup> | VTrans Share <sup>2</sup> |
| Task 1                   | Program Administration                | \$1,585                  | \$14,268                  |
| Task 2                   | Public Participation and Coordination | \$3,701                  | \$33,310                  |
| Task 3                   | Long Range Transportation Planning    | \$6,363                  | \$57,270                  |
| Task 4                   | Short Range Transportation Planning   | \$9,330                  | \$83,973                  |
| Task 5                   | Project Development Planning          | \$1,656                  | \$14,904                  |
| Task 6A                  | VOBCIT Technical Support              | 0                        | \$2,999                   |
| Task 6B                  | Watershed Planning activities         | 0                        | \$20,000                  |
| <b>Subtotal by Share</b> |                                       | <b>\$22,636</b>          | <b>\$226,724</b>          |
| <b>Agreement Total</b>   |                                       |                          | <b>\$249,360</b>          |

**Notes:**

<sup>1</sup> CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and

<sup>2</sup> VTrans share comes from federal transportation funds provided by the U.S. Department of

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**FFY 2019 Transportation Planning Initiative**  
 May 2019

**Exhibit 4: Time-Task-Cost Summary**

**A. Personnel (Hours)**

|        |                                     | Bonnie        | Dan                  | Pam              | Ashley        | Clare                   | Nancy          | Jonathan                | Zach                  | Ashlynn         |                  |              |
|--------|-------------------------------------|---------------|----------------------|------------------|---------------|-------------------------|----------------|-------------------------|-----------------------|-----------------|------------------|--------------|
| Task # | Task Description                    | Exec Director | Transpo Program Mngr | GIS Sr Planner I | GIS Planner I | Land Use Sr Planner III | Office Manager | Emerg Mngmt Asst Plan I | Land Use Asst Plan II | Planning Tech I | Planning Tech II | Total Hours  |
| 1      | Administration                      | 10            | 60                   | 0                | 5             | 0                       | 10             | 1                       | 0                     | 0               | 0                | 86           |
| 2      | Public Participation & Coordination | 25            | 365                  | 0                | 10            | 0                       | 25             | 20                      | 5                     | 0               | 0                | 450          |
| 3      | Long Range Transportation Planning  | 330           | 230                  | 30               | 4             | 25                      | 1              | 0                       | 10                    | 0               | 0                | 630          |
| 4      | Short Range Transportation Planning | 12            | 250                  | 120              | 560           | 5                       | 7              | 88                      | 40                    | 440             | 0                | 1,522        |
| 5      | Project Development Planning        | 12            | 130                  | 42               | 0             | 0                       | 10             | 0                       | 0                     | 0               | 0                | 194          |
| 6A     | VOBCIT Technical Support            |               | 36                   |                  |               |                         |                |                         |                       |                 |                  | 36           |
| 6B     | Watershed Planning activities       |               | 42                   | 102              | 83            |                         |                | 34                      |                       |                 |                  | 261          |
|        | <b>Total</b>                        | <b>389</b>    | <b>1,113</b>         | <b>294</b>       | <b>662</b>    | <b>30</b>               | <b>53</b>      | <b>143</b>              | <b>55</b>             | <b>440</b>      | <b>0</b>         | <b>3,179</b> |

**B. Direct Costs (\$)<sup>1</sup>**

| Task # | Task Description                    | Contractual | Travel         | Supplies       | Equipment  | Meetings       | Data/Ref     | Postage      | Copy/Print | Advertising  | Total          |
|--------|-------------------------------------|-------------|----------------|----------------|------------|----------------|--------------|--------------|------------|--------------|----------------|
| 1      | Administration                      |             | \$3,964        | \$1,200        |            | \$2,600        | \$100        | \$100        |            | \$535        | \$8,499        |
| 2      | Public Participation & Coordination |             |                |                |            |                |              |              |            |              | \$0            |
| 3      | Long Range Transportation Planning  |             |                |                |            |                |              |              |            |              | \$0            |
| 4      | Short Range Transportation Planning |             |                |                |            |                |              |              |            |              | \$0            |
| 5      | Project Development Planning        |             |                |                |            |                |              |              |            |              | \$0            |
| 6      | VOBCIT Technical Support            |             |                |                |            |                |              |              |            |              | \$0            |
| 6      | Watershed Planning activities       |             |                | \$35           |            |                |              |              |            |              | \$35           |
|        | <b>Total</b>                        | <b>\$0</b>  | <b>\$3,964</b> | <b>\$1,235</b> | <b>\$0</b> | <b>\$2,600</b> | <b>\$100</b> | <b>\$100</b> | <b>\$0</b> | <b>\$535</b> | <b>\$8,534</b> |

1400

**C. Cost Proposal Summary (\$)**

| Task # | Task Description                    | Exec Director   | Transpo Program Mngr | GIS Sr Planner I | GIS Planner I   | Land Use Sr Planner III | Office Manager | Emerg Mngmt Asst Plan I | Land Use Asst Plan II | Planning Tech I | Planning Tech II | Total Personnel  | Indirect         | Direct         | Total Costs      |
|--------|-------------------------------------|-----------------|----------------------|------------------|-----------------|-------------------------|----------------|-------------------------|-----------------------|-----------------|------------------|------------------|------------------|----------------|------------------|
|        | Hourly Rate                         | \$55.38         | \$38.43              | \$40.04          | \$33.49         | \$35.14                 | \$36.00        | \$23.77                 | \$22.38               | \$14.00         | \$13.99          |                  |                  |                |                  |
| 1      | Administration                      | \$554           | \$2,306              | \$10             | \$167           | \$0                     | \$360          | \$24                    | \$0                   | \$0             | \$0              | \$3,421          | \$3,934          | \$8,499        | \$15,854         |
| 2      | Public Participation & Coordination | \$1,385         | \$14,008             | \$0              | \$335           | \$0                     | \$900          | \$475                   | \$112                 | \$0             | \$0              | \$17,214         | \$19,797         | \$0            | \$37,011         |
| 3      | Long Range Transportation Planning  | \$18,275        | \$8,839              | \$1,201          | \$134           | \$879                   | \$45           | \$0                     | \$224                 | \$0             | \$0              | \$29,597         | \$34,036         | \$0            | \$63,633         |
| 4      | Short Range Transportation Planning | \$665           | \$9,608              | \$4,805          | \$18,754        | \$176                   | \$243          | \$2,092                 | \$895                 | \$6,160         | \$0              | \$43,397         | \$49,906         | \$0            | \$93,303         |
| 5      | Project Development Planning        | \$665           | \$4,996              | \$1,682          | \$0             | \$0                     | \$360          | \$0                     | \$0                   | \$0             | \$0              | \$7,702          | \$8,857          | \$0            | \$16,560         |
| 6A     | VOBCIT Technical Support            | \$0             | \$1,395              | \$0              | \$0             | \$0                     | \$0            | \$0                     | \$0                   | \$0             | \$0              | \$1,395          | \$1,604          | \$0            | \$2,999          |
| 6B     | Watershed Planning activities       | \$0             | \$1,614              | \$4,084          | \$2,780         | \$0                     | \$0            | \$808                   | \$0                   | \$0             | \$0              | \$9,286          | \$10,679         | \$35           | \$20,000         |
|        | <b>Total</b>                        | <b>\$21,543</b> | <b>\$42,765</b>      | <b>\$11,782</b>  | <b>\$22,170</b> | <b>\$1,054</b>          | <b>\$1,908</b> | <b>\$3,399</b>          | <b>\$1,231</b>        | <b>\$6,160</b>  | <b>\$0</b>       | <b>\$112,012</b> | <b>\$128,814</b> | <b>\$8,534</b> | <b>\$249,360</b> |

| 115.00% Indirect Rate |          |          |          |          |         |         |         |         |         |     |     | Total Employee Indirect |
|-----------------------|----------|----------|----------|----------|---------|---------|---------|---------|---------|-----|-----|-------------------------|
| Indirect per employee | \$24,774 | \$49,180 | \$13,549 | \$25,496 | \$1,212 | \$2,194 | \$3,909 | \$1,416 | \$7,084 | \$0 | \$0 | \$128,814               |

**Notes**

- <sup>1</sup> 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



Date: May 28, 2019

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: Nomination and Appointment of Chair and Vice-Chair

---

Request

Staff requests TAC member's nomination and appointment a Chair and Vice-Chair of the Transportation Advisory Committee.

Excerpt from Transportation Advisory Committee Rules of Procure Date April 11, 2017

**OFFICERS/ELECTIONS:** The TAC will elect a Chairperson and Vice-Chairperson annually at the TAC's May meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings or when regular elections are held in May, whichever is earlier.

# Transportation is Changing make it work for you

## Paratransit Planning Overview

Changes to the existing transit system have been proposed, including the addition of complementary ADA paratransit. This proposed paratransit service is both exciting and worrisome. While it has the potential to provide better service for transit users, it also will bring change and it is change that can be challenging for any of us. To address this change we have developed an initial process to help the public understand what is needed to operate a rural paratransit service based on the potential users of this service.

### Goal:

To build a more knowledgeable and informed transit ridership in the Central Vermont Region by engaging directly with existing public transit users and potential users of our rural transit system.

Website: <http://centralvtplanning.org/programs/transportation/paratransit-planning/>

## Findings

As we gathered input and preference on the proposed Paratransit service we also discovered that additional education on the existing transit system was needed. Of the people we surveyed that use transit, more than 25% responded that they didn't know which bus route they lived near. Additionally, 41% of riders reported that better information about what services are available would make it easier for them to utilize GMT transportation services. 58% and 74% of responders indicated that they do or would use the transit service to go to medical appointments and shopping, respectively. Furthermore, just over 38% of responders indicated that they would want to use the service to reach social or leisure activities. Additionally, we found that many older adults and people with disabilities are willing and able to be more mobile (i.e. walk to a bus stop) during the fair weather month but have limited mobility during the winter months (snow and ice on doorways and sidewalks).

### Needs for Paratransit Service:

- Outreach on qualification process
- Gaps in service assistance need to be considered
- Scheduling service
- Ability to ride to social activities
- Guarantee that the rider will get picked up and dropped off on time
- Door to door service
- Seasonal variability in service

### Needs for Public Transit Service:

- Updated Bus Maps and Guide



For more information, please contact: Daniel Currier: [currier@cvregion.com](mailto:currier@cvregion.com) 802.229.0389



# Transportation is Changing make it work for you

- Education on transit code of conduct and rider bill of rights
- Standardized rider experience

## Engagement

We engaged directly with existing public transit users and potential users of our rural transit system. This engagement included presenting at community and small group meetings; surveying older adults, persons with disabilities and care givers; creating user-story videos; and sharing information on Facebook, in newsprint, and via email.



14

Project meetings

269

Survey responses

197

Media clicks and views

600+

People engaged

## Barriers and Solutions

Users of the existing system identified many barriers and potential solutions during our engagement. In total nine barriers were identified with the primary theme being around the need to improve our public transit infrastructure and build knowledge on how to appropriately help older adults and persons with disabilities.

Solutions were also identified to help address many of these barriers. The primary themes found in the solutions is to identify locations for public transit infrastructure improvements and a need for more education for the transit operator and the transit rider so that there can be a more predictable experience.

9

Barriers

9

Solutions

## Conclusions and Next Steps

The Paratransit Planning Committee feels that we met our project's goal to build a more knowledgeable and informed transit ridership in the Central Vermont Region by



For more information, please contact: Daniel Currier: [currier@cvregion.com](mailto:currier@cvregion.com) 802.229.0389



# Transportation is Changing make it work for you

engaging directly with existing public transit users and potential users of our rural transit system. The engagement of over 600 people in our process is particularly indicative of our meeting our goal. The input we gathered for the paratransit service will help the operator and rider better understand and use the service. The gaps in understanding with our existing service by the user tells us that there is still more that can be done to help older adults, people with disabilities and caregivers to improve their knowledge of service availability.

To accomplish bridging these gaps the Paratransit Planning Committee will be doing the following:

- Working with GMT to identify bus stop locations that need improvements
- Adding rural members to GMT ADA Committee
- Working with GMT on outreach during the two weeks before and two weeks after the start of the paratransit service
- Apply for a Phase 2 Round 2 Inclusive Coordinated Transportation Partnership Project Grant to help develop education and outreach materials to build a more knowledgeable and informed transit ridership in the Central Vermont Region

Thank You,

Paratransit Planning Committee

Participants

- Rebecca Mackin (caregiver)
- Dale Hackett (person with disabilities and transit user)
- Lawrence Seiler (person with disabilities and transit user)
- Lee Cattaneo (older adult)

Central Vermont Regional Planning Commission

Central Vermont Council on Aging

Barre Project Independence

Vermont Center For Independent Living

Green Mountain Transit

Vermont Agency of Transportation



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**MEMO**

Date: May 28, 2019

To: Transportation Advisory Committee

From: Daniel Currier Program Manager

Re: CVRPC Transportation Field Services

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CVRPC provides numerous transportation planning field services to our municipalities including traffic studies, traffic counts, bike and pedestrian counts, culvert and bridge inventories, ash tree inventories, and road erosion inventories.

Staff will spend a few minutes presenting on each of these services and how towns can take advantage of them.