



TRANSPORTATION ADVISORY COMMITTEE

Tuesday, May 23, 2017, 6:30 p.m.

Central Vermont Regional Planning Commission Office
29 Main Street, Suite 4, Montpelier

6:15 pm - Social & Pizza

*Action Item

Page **AGENDA**

6:30 Introductions

Adjustments to the Agenda

Public Comments

2 **6:35 Approve April 25 TAC Minutes** (enclosed)*

5 **6:40 Highway Functional Classification Updates Presentation**

9 **7:10 Transportation Planning and Studies Request for Special Projects**

10 **7:30 Update on Draft Work Program Guidance** (enclosed)

43 **7:50 Transportation Updates** (enclosed)

An opportunity for TAC members to ask questions about the updates.

8:00 TAC Member Concerns

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

8:25 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 27

- TAC Work Program Review and Approval
- CVRPC TPI Budget Adjustments Review and Approval
- Nomination of Officers

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

DRAFT Minutes

April 28, 2017

Central Vermont Regional Planning Commission Office

Attendees:

X	Barre City: Scott Bascom		Northfield: Jeff Schultz
	Barre Town: Harry Hinrichsen		Orange: Lee Cattaneo
X	Berlin: Robert Wernecke	X	Plainfield: Bob Atchinson
	Cabot: Karen Deasy	X	Roxbury: Gerry D'Amico
X	Calais: David Ellenbogen	X	Waitsfield: Don La Haye
	Duxbury: Vacant	X	Warren: Camilla Behn
	East Montpelier: Frank Pratt		Washington: Ray McCormack
X	Fayston: Kevin Russell	X	Waterbury: Steve Lotspeich, Chair
	Marshfield: Vacant	X	Williamstown: Larry Hebert
X	Middlesex: Ronald Krauth		Woodbury: Vacant
X	Montpelier: Dona Bate		Worcester: Bill Arrand
X	Moretown: Joyce Manchester	X	Staff: Dan Currier

Guests: Zoe Neaderland (VTrans), Wayne David (VTrans), Gary Santy (Stantec), and Thad Luther (Stantec)

Chair S. Lotspeich called the meeting to order at 6:32pm. Introductions were completed.

Adjustments to the Agenda:

None.

Public Comments:

None.

Approval of March TAC Minutes :

The following corrections were made to the minutes by TAC members: changing "apposed" to "opposed" throughout the minutes, changing "where" to "were" on page 6 line 34, and replacing "These new members will then be forwarded to the Board of Commissioners for approval." on page 6 line 21 and 22 with "Additional membership in the organization shall be subject to the ratification of the Board of Commissioners." No other corrections were made.

R. Wernecke motioned to approve the minutes with corrections; D. Bates seconded. Vote was 12 in favor, 1 abstained. Motion carried.

Presentation from VTrans and Stantec on the Exit 6 VT 63 Park and Ride:

Wayne David of VTrans, and Gary Santy and Thad Luther of Stantec gave the presentation. The presentation addressed the TAC's concerns highlighted in the CVRPC July 2016 letter to VTrans on the park and ride design, location, and safety issues. The most critical issues were the exit ramp merge with yield and the stopping distance to the East Road and Route 63 intersection. Stantec determined that all sight distances were adequate for the speed limits, and that no left hard turn lane was warranted for the East Road and Route 63 intersection east bound direction. Projected traffic volumes, expected park and ride usage, storm water treatment, the park and ride entrance and exit onto East Road, and the adjacent land owner support for the project were also presented. Stantec will follow up with the TAC on the estimated peak usage for the park and ride. Questions regarding the veracity of the numbers were raised and Stantec agreed to review them.

Demonstration of the Strava Bicycle and Pedestrian Data Web Map:

D. Currier demonstrated the VT Strava Bicycle and Pedestrian web map. The map displays 2016 data - the number of total rides (volume by trips), commute rides and cyclists (volume by unique users), intersection volumes, and a heat map of total rides for the users of the Strava Application. TAC members voiced concerns that this data was only capturing the users of this one application. In addition to the web map, three years of Strava GIS data has been made available to the RPC for analysis and mapping.

Demonstration of new Online Bicycle and Pedestrian Data Portal:

D. Currier demonstrated a new VTrans Online Bicycle and Pedestrian Data Portal and map. The map allows users access to the Bicycle and Pedestrian counts performed in VT by VTrans, the RPC, and UVM. This map is still under construction by UVM and VTrans, but will be finished in June and will be made public.

Discussion of Northfield Bridges on the Capital Program List for Possible Removal:

TAC members discussed the possible removal of two Northfield Bridges on our Capital Program list. The bridges in question are bridge number 68 on Fairgrounds Road and bridge number 59 on Thompson Hill. Both bridges have been repaired or replaced and are in good shape. To remove them from the list, CVRPC and the Town of Northfield will need to send a letter to VTrans making this request.

R. Wernecke motioned for a letter be written to VTrans requesting the removal of these two bridges from the Capital Program list. B Atchinson seconded the motion. The TAC asked if CVRPC staff had talked to Northfield yet - the answer was no. A TAC member suggested changing the motion to include that the letter be written only if Northfield concurs. R. Wernecke agreed to change his motion to a letter be written to VTrans, if Northfield concurs, requesting the removal of these two bridges from the Capital Program list. B Atchinson seconded the motion. The motion carried.

Transportation Updates:

D. Currier reviewed the updates with the TAC, adding that the VTrans Bike and Pedestrian grants were just announced.

TAC Member Concerns:

The TAC members raised the following concerns: the Living with Rail Plan missed the stop at Montpelier junction and signs for the I-89 south bound rest area and weight station where still up although the buildings have been torn down.

Larry Hebert, the TAC representative from Williamstown, announced that he is stepping off the TAC after 21 years and he thanks ~~us~~ all for the great times.

Northfield asked that the TAC consider moving the meeting day to a Monday or Wednesday, but the other TAC members where not willing given their other commitments.

D. Bates provided an update on the Montpelier Northfield St construction.

S. Lotspeich announced that Waterbury received a Downtown Transportation fund grant for \$100,000 to help with their way finding signs. He also noted that Montpelier's Taylor St project was partially funded.

Set Agenda for the Future TAC Meeting:

Upcoming TAC agenda items include a presentation on Functional Classification

Adjourn:

The meeting was adjourned at 8:22 pm.



U.S. Department of Transportation
Federal Highway Administration

Highway Functional Classification Concepts, Criteria and Procedures



2013 Edition

SECTION 1. INTRODUCTION

The *Highway Functional Classification: Concepts, Criteria and Procedures, 2013 Edition*, describes the procedures and processes for assigning functional classifications to roadways and adjusting urban area boundaries. This document builds upon and modifies prior guidance documents.

Our nation's roadway system is a vast network that connects places and people within and across national borders. Planners and engineers have developed elements of this network with particular travel objectives in mind. These objectives range from serving long-distance passenger and freight needs to serving neighborhood travel from residential developments to nearby shopping centers. The functional classification of roadways defines the role each element of the roadway network plays in serving these travel needs.

Over the years, functional classification has come to assume additional significance beyond its purpose as a framework for identifying the particular role of a roadway in moving vehicles through a network of highways. Functional classification carries with it expectations about roadway design, including its speed, capacity and relationship to existing and future land use development. Federal legislation continues to use functional classification in determining eligibility for funding under the Federal-aid program. Transportation agencies describe roadway system performance, benchmarks and targets by functional classification. As agencies continue to move towards a more performance-based management approach, functional classification will be an increasingly important consideration in setting expectations and measuring outcomes for preservation, mobility and safety.

As a result of the decennial census, the US Census Bureau issues urban area boundary maps. Transportation agencies should review these census boundaries and either accept them as is or adjust them for transportation planning purposes.

This guidance document provides recommended practices for assigning functional classifications and adjusting urban area boundaries concerning roadways that Federal, State and local transportation entities own and operate. Assigning functional classifications and adjusting urban area boundaries requires work elements common to many large-scale business enterprises: there are technical methods and tools to create an efficient and cost-effective end product; there are also procedural elements that require coordination and negotiation across agencies and individuals. This guidance document encompasses both of these elements.

This guidance document also recognizes and describes the implications of how our roadway systems are configured, used and planned for today:

- The Federal-aid system has matured significantly. A significant proportion of new functional classification designations are likely to occur from improvements and modifications to existing roads and corridors, rather than from designations on new roadways and corridors.



- In conducting functional classification updates, State departments of transportation (DOTs) strive for consensus with potentially dozens of agencies, including metropolitan and rural planning agencies, local officials and FHWA Division Offices.
- Geospatial technologies and travel demand forecasting capabilities have advanced significantly, greatly lowering the cost of data storage and increasing analysis capabilities.
- Planners and engineers have expanded roadway design options significantly, especially in areas where providing for non-motorized travel is a priority. Transportation agencies have developed their own classification terms to describe these options.

1.1 Overview

This guidance document builds upon and updates the two most recent guidance documents circulated by FHWA, namely:

- Highway Functional Classification: Concepts, Criteria and Procedures, March 1989
- Updated Guidance for the Functional Classification of Highways Memorandum, October 14, 2008¹
 1. All functional classification categories will now exist in both urban and rural areas. Specifically, all Principal Arterial sub-categories and all Collector sub-categories will be recognized in both urban and rural forms. The following revised functional classification categories should be used:
 - a. Principal Arterial
 - i. Interstate
 - ii. Other Freeways & Expressways (OF&E) (**Figure 1-1**)
 - iii. Other (OPA)
 - b. Minor Arterial
 - c. Collector
 - i. Major Collector
 - ii. Minor Collector
 - d. Local
 2. States should assign functional classifications according to how the roadway is functioning in the current year only.
With regard to future routes, roads should be functionally classified with



Figure 1-1: Principal Arterial - Other Freeways & Expressways

Source: Ohio Statewide Imagery Program

¹ <http://www.fhwa.dot.gov/policy/ohpi/hpms/fchguidance.cfm>

Roadways that fall into the Principal Arterials- Other Freeways & Expressways category are limited-access roadways that serve travel in a similar way to the Interstates.

Transportation agencies apply a variety of treatments to preserve mobility and increase the person throughput of Urban Arterials, including ramp metering, high-occupancy-vehicle (HOV) lanes and high-occupancy toll lanes.

the existing system if they are included in an approved Statewide Transportation Improvement Program (STIP) and are expected to be under construction within the STIP timeframe of 4 years or less. Use the current classification for roadways, even replacement roadways that will upgrade the roadway, until construction is complete. Reclassify the new roadway once it has been constructed.

Figure 1-2: HOV Lane on Interstate 95 in Woodbridge, VA



Source: www.roadstothe future.com

3. Ramps and other non-mainline roadways are to be assigned the same functional classification as the highest functional classification among the connecting mainline roadways served by the ramp. (Figure 1-2)
4. Principal Arterial roadways (Figure 1-3) serve a large percentage of travel between cities and other activity centers, especially when minimizing travel time and distance is important. For this reason, Arterials typically are roadways with high traffic volumes and are frequently the route of choice for intercity buses and trucks. The spacing of Arterials in urban areas is closely related to the trip-end density characteristics of activity centers in urban areas. The spacing of these facilities (in larger urban areas) may vary from less than 1 mile in highly developed central business areas to 5 miles or more in the sparsely developed urban fringes.

Figure 1-3: Other Principal Arterial in California



Source: Akos Szoboszlai

Principal Arterials play a unique role in providing a high degree of mobility and carrying a high proportion of travel for long distance trips. These facilities carry the major portion of trips entering and leaving an activity center, as well as the majority of through movements that either go directly through or bypass the area.



Date: May 15, 2017

To: Municipal Officials and Interested Parties

From: Daniel Currier, Program Manager

Re: Funding available for transportation planning and studies

The Central Vermont Regional Planning Commission (CVRPC) is seeking proposals for transportation planning projects to be completed in CY 2017. Help us make getting around easier, safer, and more convenient for everyone by contributing your transportation planning and study ideas.

CVRPC will complete up to \$20,000 in transportation special projects and studies using funding from the Vermont Agency of Transportation's Transportation Planning Initiative. We would appreciate your ideas for projects that would benefit Central Vermont. Our funds cannot be used for construction; planning helps shape projects for future construction. Projects might include, but are not be limited to:

- rail, transit, park & ride, or airport studies,
- intersection improvements,
- roadway corridor or freight studies,
- traffic circulation analysis,
- transportation capital budgets,
- multi-town road improvement plans,
- streetlight or traffic signal analysis,
- parking analysis,
- increasing infrastructure resilience,
- road surface, sign, culvert/bridge, road erosion, & sidewalk inventories,
- traffic calming planning,
- bicycle or pedestrian improvements,
- applying green infrastructure to streets,
- active transportation plans,
- Complete Streets typing,

Project ideas should be submitted in writing to Daniel Currier, Program Manager, Currier@cvregion.com by June 16, 2017. Please describe the type and location of the project, anticipated cost, and municipal contributions that may be available (cash and/or staff participation). Projects will be reviewed and prioritized by CVRPC's Transportation Advisory Committee.

The CVRPC provides planning and technical assistance in the areas of community development, transportation, natural resources, housing, economic development, and emergency management to 23 municipalities in Central Vermont, including all of Washington County and Orange, Washington, and Williamstown in Orange County. The collaboration between CVRPC, Central Vermont municipalities, and other related resource agencies results in the development and implementation of plans that support sustainable development and improve the region's environment and quality of life. For more information about the CVRPC, please visit www.centralvtplanning.org.



Date: May 18, 2017

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: Draft FFY 2018 TPI Guidance

Each year the Transportation Advisory Committee reviews and approves CVRPC's transportation work program and budget. The draft FY18 work program guidance has been provided to CVRPC to start this work. The TAC will be presented with the work program and budget in June for review and approval. In general I would characterize the changes from FY17 work program and budget as follows:

- a. Continuation of majority of tasks
- b. Minor tweaking to ½ dozen tasks. Note we have added a requirement for at least quarterly (in person) TPI meeting attendance to Task 1.
- c. Deleted Tasks: Capital Improvement Planning & Training. Note removal of the task does not mean an RPC cannot undertake these tasks just simply that we aren't placing a specific emphasis on them for the coming year.
- d. New Tasks: Only one - Functional Classification System Review. Please note we are proposing to do it very differently than CCRPC -so the amount of effort will be considerable less.
- e. Funding Level - Remains the same
- f. Road Erosion Inventory - this task remains as optional and has been modified to include a time tracking component re: we would like to get a better handle on what portion of the inventory work undertaken with TPI funds is backfilling Better Roads Cat A grants. This is in part so that we have a good basis for adjusting the Cat A. grant cap.

Transportation Planning Initiative Annual Work Program Guidance

Federal Fiscal Year 2018
October 1, 2017-September 30, 2018



Vermont Agency of Transportation
Policy, Planning, and Intermodal Development Division

One National Life Drive
Montpelier, VT 05633-5001
802.828.2678

<http://vtrans.vermont.gov/>

May 18, 2017

Work Plan Submission Deadline: Friday, August 4, 2017

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INTRODUCTION

This document provides guidance to Vermont's Regional Planning Commissions (RPC) to assist them with developing their annual Transportation Planning Initiative (TPI) work program and budget for Federal Fiscal Year 2018 (October 1, 2017 to September 30, 2018). Using state and federal transportation funds provided through the TPI program, RPCs provide outreach and transportation planning services in their regions.

The TPI program was created in the 1990s by VTrans to provide a mechanism and process to consult with Vermont citizens and local officials on transportation policy, planning and project development. The TPI program funds regional transportation planning that is consistent with and supports implementation of the 2009 VTrans Long Range Transportation Business Plan (LRTBP). Planning to optimize the movement of people and goods is one of four primary goals in the LRTBP. RPCs also provide the connection between transportation and land use planning, a critical LRTBP policy goal, and RPC activities funded through the TPI are identified as specific strategies in the LRTBP and other VTrans policy and planning documents.

The TPI also provides an important platform for incorporating key federal transportation emphasis areas into statewide and regional planning activities. In this work plan three initiatives continue to be highlighted: performance-based planning, regional models of cooperation and access to essential services "Ladders of Opportunity".

For additional information on the purpose, goals and structure of the TPI program, refer to ["Transportation Planning Initiative Manual and Guidebook"](#) (current version VTrans, 2007, but also anticipated to be revised in late 2017).

This document provides guidance for the following task areas:

- Program Administration
- Public Participation and Coordination
- Long Range Transportation Planning
- Short Range Transportation Planning
- Project Development Planning
- Other Planning Activities

A brief description of the purpose of each task area is provided below along with examples of the types of eligible activities. For each task, the document also identifies and describes "required" and "optional" activities, which are defined as follows:

- **Required Activities:** All RPCs must participate in required activities, although the level of effort may vary based on specific circumstances of each region. These activities support VTrans transportation planning and project development work and in some cases are required to satisfy state and/or federal regulations.
- **Optional Activities:** RPCs may choose to be involved in these activities.

Many of the VTrans required and optional activities are recurring and RPCs are already familiar with the level of effort involved and the desired outcomes. Some activities are new or revised and have additional narrative on the purpose, defining RPC and VTrans' roles, and the level of effort needed.

RPCs should use this guidance to develop a work program that combines the VTrans required and optional tasks with other planning activities specific to their region. Questions regarding whether or not an activity is eligible should be directed to the designated VTrans Planning Coordinator.

1.0 PROGRAM ADMINISTRATION

This section of the work plan should include all activities related to the management of financial, reporting and auditing requirements of the TPI program. This section includes preparing the Work Plan, monthly invoices and status reports, mid-year review, documentation, preparing and updating procurement procedures, attending monthly TPI meetings, etc. Activities also include the hiring and supervision of consultant services and purchasing any equipment (including computers) needed to carry out the activities. Any training necessary to address Work Plan activities is also eligible.

Examples include but are not limited to:

- Direct program support
- At a minimum, quarterly attendance in person at monthly TPI Meetings
- Purchase of computers, software and other equipment (e.g. traffic counters) directly related to TPI activities (please specify anticipated purchases in work plan)
- Administration of the TPI grant agreement with the State
- Administrative tasks associated with consultant agreements and procurement of consultant services.
- Development of work plans, budgets and employee time devoted to mid-year reviews
- Staff time and expense to improve knowledge and skills specific to transportation planning best practices via training.

1.1.1 Annual TPI/VAPDA Performance Reporting

Since 2016, VTrans has requested that transportation indicators be incorporated into the VT Association of Planning & Development Agencies (VAPDA) Annual Report. In 2017, it is anticipated that new and/or revised TPI objectives will be developed so it will be necessary for VAPDA and VTrans to identify new performance measures corresponding with the new objectives. Prior to the compilation of data for the Annual Report, the VAPDA Transportation Committee and/or its chair will meet with VTrans to identify changes in the performance measures. Each RPC will incorporate enhanced transportation performance measures into their SFY 2018 VAPDA Annual Report by the beginning of the Legislative Session.

Deliverables

- RPC/VAPDA participation in identifying new/updated transportation performance measures.
- VAPDA SFY 2018 Annual Report for each RPC that includes transportation performance measures.

2.0 PUBLIC PARTICIPATION AND COORDINATION

Public participation and coordination are core functions that form the backbone of the TPI and ensure the general public, business owners and other stakeholders have the opportunity to participate in the regional transportation planning process, both individually and through their locally elected officials. Activities should help inform, educate and gather input from participants about transportation issues, opportunities and solutions. Consistent with FHWA's planning emphasis areas, RPCs should promote Regional Models of Cooperation to ensure a Regional approach to transportation planning, promoting cooperation and coordination across modes, providers and jurisdictional boundaries. This work activity also supports coordination and information sharing between local, regional and state planning partners.

Examples include but are not limited to:

- Organizing, attending and facilitating meetings
- Publicizing meetings and the TPI process
- Advising VTrans of and, as appropriate, assisting municipalities with local questions, concerns and solutions regarding transportation projects and policies
- Planning and facilitating Transportation Advisory Committee (TAC) meetings, public transportation provider meetings to ensure a coordinated approach to transportation planning and road foreman meetings
- Outreach to towns with trainings and materials related to topics such as how to develop a basic ADA transition or program access plan.
- Training staff, TAC and RPC members
- Newsletters and publications
- Interagency coordination
- Citizen participation
- Serving on various transportation related task forces and study committees
- Outreach on municipal roads codes and standards
- Access management outreach

This task also supports RPC activities to develop a process of "coordinated planning" in geographical areas with development pressures, including the exploration of methods of communication and coordination about local and state permit decisions.

2.1 Required Activities

2.1.1 Annual State Transportation Improvement Program (STIP)

VTrans expects to hold one annual statewide hearing for the STIP in the fall. RPC help in facilitating this hearing as in previous years has been critical and very much appreciated. Please budget sufficient time and resources to help VTrans once again. Contact: Matthew Langham Matthew.Langham@vermont.gov

2.1.2 Way to Go! Commuter Challenge

The Way to Go! Challenge (WTG) is a one to two week-long marketing and outreach event highlighting, advocating and incentivizing the use of sustainable transportation options. The main thrust of the event is to promote other modes to single occupancy driving such as walking, bicycling, taking the bus, or carpooling. This event is now a “school challenge” and will be focusing entirely on school participation, and will be held between Sept. 25th – Oct. 6th, 2017. RPC participation in WTG will help promote the program in all regions throughout the State.

A number of resources continue to be available to assist the RPCs with the promotion of WTG. The following resources are expected to be available to assist regions:

- On-line Event Registration at www.waytogovt.org
- Participation in stakeholder meetings via phone or in person
- Website Resources at www.WAYTOGOVT.org
- Outreach Materials such as posters/brochures, email templates, social media posts, etc.
- Awards and Raffle Winner Determinations
- Financial assistance with local marketing/advertising

RPC Role could include (but not limited to):

- Coordination with the consultant leading the statewide WTG event
- Local Outreach to your region’s schools
- Direct Outreach to 3-5 schools in your region
- Finding and supporting Local Champions
- Promoting an Inter-school and/or intra-regional challenge(s)
- Local/regional marketing and advertising

Each RPC is encouraged to tailor its efforts to meet the needs in its region. Each RPC should anticipate this task consuming no more than 40 hours with the majority of time focused on the two months leading up to the event.

Deliverables

No later than two months after the event, RPCs will provide a brief written report to Ross MacDonald, Ross.Macdonald@vermont.gov and your VTrans Planning Coordinator summarizing the WTG-related activities undertaken. The report should describe the outreach efforts, number

of schools/people participating, description of advertising efforts, and a summary of any challenges.

2.2 Optional Activities

2.2.1 Vermont Strategic Highway Safety Program (SHSP) Education

Goal: To provide RPCs and their localized communities with data and highway safety messaging consistent with the critical and significant emphasis areas as outlined in the Vermont Strategic Highway Safety Plan (SHSP) in an effort to reduce crashes. To engage RPC's and their stakeholders in order to address specific local concerns and regional highway safety issues.

Description: Vermont's SHSP implementation began in 2007. The current edition, Vermont SHSP 2017-2021, available at: <http://vermonthighwaysafety.org/about-us/strategic-highway-safety-plan/> was completed in the fall of 2016. The goal of the SHSP is to reduce highway crashes, associated injuries, and fatalities, on all Vermont public highways. To help achieve this goal the Vermont Highway Safety Alliance (VHSA) has collaborated with RPCs to present educational material to the public. The intent of this task is to continue to establish relationships with regional safety stakeholders, identify specific locations where there are safety challenges based on data, and develop cooperative plans to address the problems.

Strategy: Plan and hold regional workshops to bring local stakeholders together with RPCs, VTrans and the partners of the VHSA to focus on education, enforcement, engineering and emergency response, (4 E's) to plan workable solutions for implementation.

RPC Role

- Work with VTrans and the regional/local stakeholders to identify specific regional concerns based on data.
- Work with VTrans and the VHSA to plan half/full day workshops, to include outreach, marketing, planning the agenda, and facilitating the event.
- Work with VHSA to distribute information and data to the public on important transportation issues as identified by the data.
- For the purposes of budgeting time and expense, assume a minimum of 20 hours (not including attendance and travel time if needed for meetings)

VTrans Role

- Provide and analyze crash data, both statewide and regionally.
- To verify funding sources and amounts identified for the workshops.

VHSA's Role

- Work with Regional Planning Commissions and the regional/local stakeholders to identify specific regional concerns.
- Provide current data and educational material consistent with the SHSP initiatives and projects to Regional Planning Commissions.

- Work with VTrans and the RPC's to plan half/full day workshops, to include outreach, marketing, the agenda, and facilitating the event.

Deliverables

Planning and participation of one or more regional meetings during FFY 2018 to address local areas of concern. The safety meeting date(s) and time(s) to be set at the discretion of the RPC.

Questions: Contact Evelyn McFarlane at evelyn.mcfarlane@vermont.gov (802) 595-4661

2.2.2 Aviation Program Coordination

VTrans will work with RPCs to regularly coordinate on aviation related outreach and coordination activities. This may include, but is not limited to:

- RPC participation in, and the establishment of, State Airport Committees.
- RPC assistance with coordination of public involvement activities during State-Airport Master Planning Activities to ensure connectivity between modes.
- RPC participation in State Aviation Council meetings.
- Include airports/aviation in the region's long range and other planning activities.
- Work to include airport representatives on Regional Transportation Advisory Committees (TACs).
- VTrans will develop education and guidance materials for RPC planners on FAA and State planning requirements to assist municipalities and RPCs with addressing appropriate land uses in proximity to Vermont's public use airports to ensure long-term safety, viability and access for freight, passenger and airport support services. RPCs will conduct outreach to towns- as applicable- regarding how to incorporate airspace protections and easements into local town plans and bylaws.

3.0 LONG RANGE TRANSPORTATION PLANNING

A basic component of a region's planning work should be a systematic review of multi-modal transportation needs based on existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors. Transportation needs should be evaluated in the context of regional and local plans and solutions identified to meet those needs. Long range transportation planning includes development of a regional transportation plan, corridor management plans and modal specific plans. All modes of transportation should be considered and integrated into the overall transportation system. While the highway system is the dominate mode of travel in the state, public transit, rail, aviation, waterway, bicycle and pedestrian travel are all part of the system and must be considered.

24 V.S.A. § 4302, states that all state agencies are responsible for supporting and reinforcing Vermont's historic settlement pattern of compact village and urban centers separated by rural countryside. This requirement is particularly relevant to long range planning at the regional level. All long-range transportation planning activities should be considered through this lens.

Typical eligible activities include but are not limited to:

- Creating and updating the Regional Transportation Plan
- Preparing corridor or subarea plans
- Coordinating intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning
- Coordinating inter-regional efforts such as the Scenic Byways Program, Public Transit and others
- Scenario planning activities
- Assessing and forecasting future travel demand based on land use, demographic projections and other driving factors; and assessing and recommending strategies to manage demand.
- Developing and maintaining statistics and GIS data and analyses used to support transportation planning and project development (journey to work data, Longitudinal Employer-Household Dynamics, existing land use, land use regulations, floodplains, river corridors, farmland, critical wildlife habitat and hazardous materials, etc.)
- Working with local planning partners to identify and implement performance-based planning practices.
- Evaluating access to jobs and essential services
- Acting as liaison with public transit provider(s); participating and providing technical support for transit planning activities
- Identifying wildlife corridors, roadway barriers and crossings, and other environmental transportation connections

3.1 Required Activities

3.1.1 Regional Transportation Plans

As a reminder, those regions having a transportation plan that has not been updated within the past eight years must do so. Contact your VTrans Planning Coordinator for additional direction if necessary. Each RPC is encouraged to consult the Regional Transportation Plan on all Act 250 Development proposal reviews.

3.1.2 State Modal and other Transportation Planning

VTrans may request direct participation of RPC staff in working groups, steering committees, and/or advisory committees and assistance in outreach to local officials and the public on VTrans managed planning projects. Participation may include meeting attendance; providing data; review and comment on document drafts and dissemination of information to TACs and

the general public. Participating in and assisting VTrans transition to performance-based planning and programming practices per MAP-21 and FAST Act implementation requirements and associated Federal rulemaking.

Modal policy plans frequently include recommendations for activities or actions by RPCs. VTrans anticipates completing the update to the state long range transportation plan in FFY 2018. Activities likely to extend into FFY 2018 include updates to the Vermont Statewide Airport System Plan and the Public Transit Policy Plan, and development of the Transportation Asset Management Plan. Consult your VTrans Planning Coordinator or Costa Pappis, Costa.Pappis@vermont.gov

3.1.3 Inventory & Evaluation of On-Road Bicycle Facilities along State Highways (Phase III)

The purpose of the State Highway On-Road Bicycle Plan is to help VTrans incorporate improvements into highway projects in a strategic, cost effective manner on corridors where there is the most demand for on-road bicycling. The plan is focused on state highways and also includes Class I town highways because they are a continuation of state highways through city and village centers. The plan has three phases:

Phase I was completed in FFY 2016 and grouped state highways into high, moderate and low use bicycle corridors. Phase II began in FFY 2016 with anticipated completion in FFY 2017. **Phase II** identified bicycle safety hotspots by analyzing reported bicycle crashes and difficult bicycling locations identified in Phase I. Phase II will identify gaps along the high use bicycle corridors that may need improvements for bicycle use based on criteria such as shoulder width, pavement condition, speed, and truck and general traffic volumes. The gaps analysis will be informed by an on-line survey and a forthcoming Phase II wikimap used for the public to comment on the gap analysis findings.

Phase III is anticipated to begin in FFY2018. Phase III will identify improvement strategies along high-use bicycle corridors and develop an implementation plan based on the results of Phase II.

The project may also serve as a public outreach resource for VTrans, RPCs, and municipalities to help explain to the general public emphasis areas for widening shoulders or making other on-road bicycle facility improvements.

Public participation continues to be an essential aspect; project outreach and public participation will be conducted in partnership with the RPCs and with assistance from a consultant.

RPC Role and Deliverables

- Review and comment on work products generated by the consultant and VTrans.
- Continuation of outreach support including assistance/attendance at public meetings.

VTrans Role

- Provide guidance to RPCs on the type of information being sought.
- Engage RPCs in the technical evaluation.
- Collect and overlay the results. Identify inconsistencies at RPC boundaries and work with RPCs to address.

Questions: Contact Sommer Roefaro Bucossi at Sommer.Bucossi@vermont.gov or 802.828.3884

3.2 Optional Activities

3.2.1 Transportation System Resiliency Planning

The purpose of this activity is to develop and apply a planning process to improve the resiliency of the transportation system so that it continues to provide basic mobility and access during disasters, especially flooding.

This study will develop a methodology that can be applied throughout the state by VTrans, RPCs, and municipalities. The ultimate goal is to identify specific actions that could be funded and implemented before the next disaster occurs through existing transportation programs, other state agency programs, or by municipalities as appropriate.

The tools and methods are being applied in three pilot watersheds resulting in the development of three separate transportation resilience plans. The study watersheds include the Upper White River, which covers portions of the Addison County, Rutland and Two River Ottauquechee RPCs. The other two watersheds include the North Branch of the Deerfield River, which covers portions of the Bennington and Windham RPCs, and Whetstone Brook which is entirely within the Windham RPC. The TPI agreement will continue to support participation of RPC staff. Consultants were selected in November 2015 and the project is underway. VTrans anticipates this project will extend through FFY 2018.

RPC Role

Pilot watershed RPCs (TRORC and WRC) and technical advisory RPCs (CVRPC and CCRPC) will continue to serve on the Working Group (WG) and relevant Task Teams as needed.

- We anticipate 1 additional WG meeting to be held at VTrans in Montpelier.
- We anticipate 2 public meetings- 1 at each pilot watershed RPC to present a draft transportation flood resilience plan for review and comment. RPCs will assist VTrans and the consultant team in publicizing the meetings to interested stakeholders and the general public as applicable, will attend the meetings and may be asked to assist with facilitating small breakout groups.
- Additional RPC participation on subject specific Task Teams as warranted is encouraged. Task Teams will continue to meet as needed.

- Continue to provide any related plans and studies to the consultant and any RPC specific data not already available in VTCulverts, VCGI's data warehouse, or other typical sources.
- Continue to review and comment on draft deliverables which will include four technical memoranda, draft and final transportation resilience plans for the three watersheds.
- Continue to review and comment on the tools and methods that consultants will develop to assess vulnerability, quantify risk and evaluate mitigation alternatives. The software tools will include spreadsheets, relational databases, and GIS applications.
- All RPCs will participate in a one-day training workshop focusing on the methods and tools created as a part of this project.

VTrans Role

- Coordination with ANR, ACCD, RPCs and DEMHS.
- Manage the consultant; lead and facilitate project meetings.

Questions: Contact Joe Segale at Joe.Segale@vermont.gov or 802.828.3968

3.2.2 Transportation Corridor Management Planning

The objective of this task is to provide support to transportation corridor management planning efforts and to implement a comprehensive corridor management program within VTrans. VTrans is modifying the corridor planning approach to better integrate asset management, flood resilience, operations and maintenance. In addition, the modified approach may consider additional factors such as enhance travel and tourism, economic development opportunities, stormwater management and water quality issues, and land use goals. The goal is to improve coordination between projects in the VTrans Capital Program, projects and other activities undertaken by the VTrans Maintenance and Operations Bureau (MOB) and local and regional initiatives and plans. The corridor plans will look for opportunities to leverage programmed projects and activities that address other needs identified through this planning process. The overall purpose is to develop a list of recommendations that are achievable and will feed into the VTrans Capital Program, MOB activities, and possibly local capital plans. During the next year, VTrans will be preparing corridor plans for up to three state highway corridors as pilots to help define the updated process. Note, corridors have not been selected yet and may involve more than one RPC. VTrans will be responsible for all technical work, report drafting and management of the process. RPC staff will be invited to participate on advisory committees, and will provide information, reports, data, etc. already available and related to a selected pilot corridor. RPCs that are starting their own corridor planning studies during FFY 2018 should contact their appropriate VTrans Planning Coordinator to see if there is an existing VTrans corridor management plan for their area.

VTrans Role

- Lead all technical work, report drafting, outreach efforts and project management

RPC Role

- Participate on advisory committees
- Provide information, reports, data, etc. already available and related to a selected pilot corridor
- Provide logistical assistance for public meetings

Questions: Contact Chris Clow at Chris.Clow@vermont.gov or at 802.828.0513

4.0 SHORT RANGE TRANSPORTATION PLANNING

Short range transportation planning projects may be identified in long range plans, conducted in response to an emerging issue, or prepared at the request of a municipality to address a specific need. The planning work may focus on a smaller area such as a downtown, commercial area or school and recommendations would be developed at a greater level of detail than typically provided in long range planning work. For the purpose of the TPI program, short range planning also includes collection of data to support all phases of transportation planning and project development.

Typical eligible activities include but are not limited to:

- Municipal Transportation Capital Improvement Plans
- Assessment of transportation problems on regional corridors and alternatives analysis
- Feasibility studies, cost-effectiveness studies, origin/destination and capacity studies
- Evaluations of specific transportation problems including safety inventories and audits
- Park and Ride utilization (including usage counts and origin/destination studies)
- Evaluation of designated centers transportation issues (e.g. pedestrian access; parking and circulation, and traffic calming in state designated downtowns and villages)
- Planning, coordination and outreach associated with designated scenic byways
- Assisting municipalities with town highway road, culvert, bridge and roadway sign inventories and assessments
- Participation in transit development plans (assisting VTrans or individual public transit provider consultant with preparation of plan)
- Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
- Providing planning, technical assistance, grant management support, as needed for communities participating in the Better Connections Program.
- Developing and implementing analytical methods to identify gaps in the connectivity of the transportation system.

4.1 Required Activities

4.1.1 Traffic Counts

The Federal Highway Administration continues to place emphasis on state DOTs compiling and maintaining records for all traffic count data paid for with federal funding. Therefore, traffic counts conducted by RPCs should be provided to VTrans by November 1st of each year. If you have questions or require additional information please feel free to contact your VTrans Planning Coordinator, or alternatively, VTrans Traffic Analysis Engineer, Maureen Carr at 802.828.3091 or Maureen.Carr@vermont.gov

4.1.2 Bicycle & Pedestrian Count Data

The VTrans Bicycle & Pedestrian Program requests continued participation with the ongoing bicyclist and pedestrian counting program. VTrans will use these counts to take a “snapshot” of biking and walking activity, and to establish adjustment factors for temporal and seasonal variation in bike/pedestrian activity in Vermont. This data, will also provide VTrans with the means and opportunity to develop, in collaboration with UVM Transportation Research Center, factors to adjust short-term counts to annualized non-motorized estimates. Sites selected and counted by the RPCs in previous years should continue to be counted. RPCs may collect data for additional sites if possible. At a minimum, each region shall provide count data at each of the following types of sites:

- A downtown or village sidewalk,
- A shared use path, and
- An area where the pedestrian/bike usage level is expected to be lower than average (e.g. less densely populated or where the bike/pedestrian transportation network is relatively sparse).

The preferred frequency of collection is to count at each site at least three, and preferably four, times a year (once during each season) for at least one full week. At a minimum each site shall be collected once for a full week to capture differences in weekday vs. weekend traffic. In the event that automatic counting is not an option, manual counts with durations of three or more hours can be substituted. If seasonal counts cannot be done during a particular season, preference should be given to skipping the fall or spring counts as both seasons have similar weather/usage profiles.

Deliverables

- Description of count site, including: Town, RPC, Latitude, Longitude, Facility Name, Location (cross street or landmark), Description, Direction of Travel (A and B), Facility Type, Segment Speed Limit, Segment Road Classification;
- Description of count data collection, including: Start Date/Time, End Date/Time, Count Type (automatic or manual), Duration, Interval of Count, Counter Name/Affiliation, Device Type/SN/Name (if automatic), and Photograph;

- Spreadsheet summary of the tally for each location by 15-minute or hour intervals, including: Date/Time, Total Bikes/Peds, Bikes/Peds Direction A, Bike/Peds Direction B;
- Provide this data to VTrans for inclusion in the online database.
- Provide bicycle and pedestrian count data to Jon Kaplan, VTrans Bicycle and Pedestrian Program Manager by **January 30, 2018**. It is acceptable to submit data as soon as it is available, but all counts for the previous calendar year shall be submitted by the January date.

Questions: VTrans Bicycle & Pedestrian Program Manager, Jon Kaplan 802.828.0059
Jon.Kaplan@vermont.gov

4.1.3 State Park and Ride Counts

Each RPC shall conduct parking space occupancy counts at all existing state owned Park-and-Ride facilities, and municipal Park-and-Ride lots constructed or improved with State funds, in their respective region.

Counts at state lots shall be conducted 3-times per year in July, October and February. Counts at municipal Lots shall be conducted 2-times per year in October and February

Counts for all lots shall be conducted between the hours of 10:00 am and 3:00 pm on a Tuesday, Wednesday or Thursday.

Counting should **not** occur during a holiday week or when special events are scheduled. The RPC shall use a standard inventory form provided by VTrans.

Deliverables

Submit data to Wayne Davis, VTrans Park and Ride Coordinator, with a copy to Planning Coordinator Jackie Cassino, by the last business day of each month counts are completed.

For a current list of state and municipal Park-and-Ride facilities in your region visit <http://parkandrides.vermont.gov/> or contact Wayne Davis at 802.828.5609, or by email at Wayne.Davis@vermont.gov

4.1.4 Town Highway Major Collector HPMS & Model Inventory of Roadway Elements (MIRE) Data Programs

Highway Performance Monitoring System (HPMS): VTrans' Asset Management & Performance Bureau is asking the RPCs to continue with their assistance in collecting highway improvement data on the Town Highway Major Collector (TH MC) system in order to reinforce the Highway Performance Monitoring System (HPMS) program.

HPMS is a national program for providing data that reflects the extent, condition, performance, use, and operating characteristics of the Nation's highways. It is the key source of data for Conditions & Performance (C&P) Report to Congress. Each State is responsible for collecting and submitting required data yearly. This TH MC HPMS Data Program provides an opportunity to

transfer data between RPC's and VTrans HPMS personnel. See <https://www.fhwa.dot.gov/policyinformation/hpms.cfm> for more background information on HPMS.

Highway improvement data necessary for support of the HPMS program continues to include information on any improvements related to major projects such as realignment or reconstruction, other projects such as paving as well as lane and/or shoulder widening. This data include surface type, lane width, shoulder width, and any notes relating to changes in posted speed zones, new signals, revised signal timings, or removed signals on TH MCs. VTrans expects the effort to update this information will require minimal time because the work establishing the basic inventory has been completed by RPCs in previous data collection years. RPC and MPO staff should submit the data to David Narkewicz at David.Narkewicz@vermont.gov no later than the end of each calendar year in order to include in VT's annual HPMS submittal to FHWA.

Model Inventory of Roadway Elements (MIRE): MAP -21 identified the need for State DOT's to develop improved and robust safety data for safety analysis to support the development of State's Strategic Highway Safety Plan and Highway Safety Improvement Programs. The MAP-21 rulemaking process resulted in the Model Inventory of Roadway Elements (MIRE), which is a recommended listing of roadway inventory and traffic elements critical to safety management. MIRE provides guidance to transportation agencies on collecting safety-related roadway and traffic data. VTrans is currently undertaking an assessment of highway safety data to meet MIRE requirements and we anticipate that we may need some limited data collection assistance from RPCs specific to local roadways. VTrans expects the effort to compile this data will be minimal in 2017/18.

4.1.5 Municipal Complete Streets Implementation Inventory

The Complete Streets Law (Act 34) went into effect July 1, 2011 and requires both the state and municipalities in Vermont to consider the needs of all users (e.g. bicyclists, pedestrians, transit users) in all transportation plans and projects. The law requires that documentation be made "available for public inspection at the office of the municipal clerk and at the agency of transportation." VTrans compiles data on the Agency's compliance with the Complete Street Law and publishes the results on its website (see <http://vtransengineering.vermont.gov/>), VTrans also compiles a summary of Complete Streets activities at the municipal level based on information provided via the RPCs. Each RPC will compile information about implementation of the Complete Streets statute by each of the municipalities in their region for the previous calendar year (2017). RPCs are encouraged to work with VTrans Districts and municipal staff on town highway grant program activities related to Complete Streets. VTrans will provide guidance, the Municipal Complete Streets Compliance Form to be completed by the towns, and the Municipal Complete Streets Implementation Inventory sheet to be completed by the RPCs. The approach and form will be presented at a monthly TPI meeting during the first quarter of FFY 2018 (between October and December 2017) and refined based on comments from regional transportation planners. RPCs will complete the inventory and return completed forms and inventory to VTrans by February 15th.

Deliverables

Municipal Complete Streets Implementation Inventory and Municipal Compliance Form for 2017.

Questions: Nydia Lugo Nydia.Lugo@vermont.gov, Municipal Assistance Bureau 802.828.5567.

4.1.6 Town Highway Bridge and Culvert Inventories

RPCs will continue to provide assistance to municipalities to inventory town highway culverts and bridges with spans less than 20 feet. When using TPI funds, town highway bridge and culvert inventory data will be collected and compiled using VTCulverts.org online tool which will ensure consistency with the Vermont Center for Geographic Information bridge and culvert standards. As VTCulverts.org (formerly called VOBCIT) has been updated to a new platform, a technical/administrative support committee with staff from the Chittenden County RPC and Central Vermont RPC have continued to manage the database and provide technical assistance to users. RPCs participating in the technical support committee should account for their time and budget needs under this task.

RPCs should continue focusing on updating the town highway bridge and culvert inventories in municipalities that experienced damage from Tropical Storm Irene and other 2011 flooding that were not completed during previous years. A second priority is to assist municipalities in keeping track of culverts and bridges that experience repeat damage from flooding or erosion.

RPCs will assure that all town short structures (6ft-20ft, bridges and large culverts), are represented correctly in VTCulverts.org. Historically these structures have not always been included in inventories so most spatial and attribute information is inaccurate, non-existent or very out-of-date. This task includes verifying location and checking that there are not duplicate instances at stream crossings of both a bridge and a culvert. Most of this work can be done in-house, with some field verification necessary. An additional optional task for bridges would be to populate some of the attribute fields, particularly length and add applicable information from the VTrans bridge inspection reports. Emphasis will be placed on incorporation of short structures into VTCulverts.org over the next 3-years. Annually each RPC should anticipate updating 33% of the data. The time needed to spend on this task largely depends on the geography of the RPC its existing data, inventory etc.

When conducting inventories, RPCs should incorporate the ANR bridge and culvert geomorphic compatibility assessments when available. The connection between the ANR's geomorphic assessment data and the standard bridge and culvert inventory data is being clarified and improved through additional enhancements to VTCulverts.org. RPCs should encourage municipalities that are conducting the inventories on their own to also make the connection and apply the results to help prioritize replacement needs. By February 1st a status report of the data collection that has occurred in each region during the previous calendar year should be sent directly to Jackie Cassino at Jackie.Cassino@vermont.gov. VTrans staff will provide guidance on the type of data to be collected.

Deliverables

- Update approximately 33% of the bridge and culvert inventories in VTCulverts.org
- Annual summary of bridge and culvert inventory status
- Optional: populate attribute fields such as bridge length and applicable information from the VTrans bridge inspections

4.1.7 Public Transit Planning

TPI work programs should incorporate the following transit planning activities where appropriate:

Human Services Transportation Coordination: RPCs shall organize and facilitate Regional E&D (Elderly and Disabled) Regional Public Transit Advisory Committees (RPTAC). RPTACs may be subcommittees of Transportation Advisory Committees that also deal with other transportation issues, or they may be separate committees. These committees should meet at least quarterly. An important consideration at these meetings should be to identify gaps in the availability and connectivity of the transportation systems and provide support to and facilitate discussions amongst public transit providers and their partners to develop infrastructure and operational solutions that seek to provide the public and underserved populations (including elderly and disabled) with adequate access to essential services. All RPCs should be the lead agency for these meetings. RPCs are responsible for ensuring that these meetings take place and engage the full spectrum of providers of services and representatives of those needing rides. Please rely on your previous experience in participating in these meetings. Guidance regarding the intent and responsibilities of these regional committees is available through the VTrans Public Transit section. For the purposes of budgeting time and expense, assume a minimum of 20 hours.

Go Vermont Program General Support: VTrans continues to expand and improve the Go Vermont program. This web-based program is designed to be the information clearinghouse for all modes of transportation available in Vermont. Automated matching for carpool, vanpool and public transit routes are available as well as links to 511 travel information and other services. VTrans requests RPC assistance in making the printed materials available in their regions, link the program (www.connectingcommuters.org) to respective web-sites wherever possible, and provide feedback and planning to support expansions of vanpools, carpools and commuter routes and new technologies in transportation demand management systems. Questions should be directed to Ross MacDonald, Go Vermont Program Manager at 802.828.5577 or Ross.Macdonald@vermont.gov

Intercity Bus System Development: VTrans will continue efforts to implement the intercity bus program. The Public Transit Advisory Council will serve as the primary advisory group to the process, but some RPC assistance may be required in tasks such as community outreach and research into and consideration of potential bus stop locations. It is not likely this will require an extensive time commitment, and will likely only be in a few specific areas of the state where the State is pursuing institution and/or modification of intercity routes.

Public Transit Route Performance Analyses: Please be prepared to assist the public transit provider with developing strategies to increase ridership and decrease the cost of providing

service on struggling routes. This may include, but is not limited to, tasks such as land use analyses, boarding analyses, route timing, surveys, and demographic analysis.

Transit Development Plans: VTrans funds the development and updating of Transit Development Plans (TDP) for the regional public transit providers in an ongoing manner as regional needs and issues present themselves. Generally, the TDPs should be updated every five (5) years or sooner if the need arises. Staff should be prepared to participate in the process and provide a regional perspective for the plans at a minimum, potentially staffing the project, with additional transit planning funds provided by VTrans through the regional public transit provider. Please contact your regional transit provider to determine if they plan to update their TDP in the coming year.

Questions: VTrans Public Transit Program Manager, Barbara Donovan, 802.828.2828
Barbara.Donovan@vermont.gov

4.1.8 Safe Routes to School

VTrans is no longer providing technical assistance directly to schools in planning, implementing, evaluating and sustaining Safe Routes to School (SRTS) programs. However, there will be an ongoing website with tools to encourage schools and communities to increase participation, conduct events, connect with regional experts, and develop SRTS Travel Plans.

RPCs should continue to participate and provide support for the SRTS program as follows:

General Outreach: The purpose of this task is to increase awareness and participation of schools and municipalities with the SRTS program. RPCs should direct interested schools or municipalities to the SRTS web site and provide general information about the program.

Support of School Travel Plans: Many schools have adopted School Travel Plans (STP). As time passes, the RPC may need to assist with updating the STP. These plans encompass all Five E's (Education, Encouragement, Enforcement, Evaluation and Engineering.) RPC involvement with SRTS working groups is eligible for funding under the TPI program. The RPC role would be to provide relevant local and regional transportation planning perspective, to help identify funding sources beyond the SRTS program and identify other transportation planning initiatives that could be informed by STP.

Traffic Data Collection and Monitoring: RPCs may collect traffic data to support school travel plans and for monitoring the before and after effects of SRTS infrastructure projects implemented in the region. Each RPC is aware of the SRTS infrastructure projects in their region and should consider where before and after traffic counts could be relevant in evaluating the success of the project.

Assist with Regional Expert Panels: With the current "do it yourself" model of the SRTS program, the RPCs may serve as members of regional expert panels available to help schools with their local programs. If they are not regional experts, they will direct schools to appropriate resources.

For more information or to find answers to your Safe Routes to School questions visit the VT Safe Routes to School website at www.saferoutes.vermont.gov or contact your Regional Expert: www.saferoutes.vermont.gov/regional-experts.

Deliverables

List of schools contacted with a brief description about the level of support (i.e., Discussion, event, etc.). Provide the list to Jon Kaplan, VTTrans Bicycle and Pedestrian Program Manager at Jon.Kaplan@vermont.gov by July 15, 2018.

4.1.9 Systemic Local Road Safety (SLRS)

VTTrans operates a Systemic Local Road Safety Program (SLRS) to complement its High Risk Rural Roads Program (HRRR) in order to enhance highway safety on local roads by implementing low cost safety improvements. The SLRS program addresses rural and urban roads that are locally maintained by a municipality and have less than 5,000 vehicles per day, and focuses on risk factors rather than primarily crash history to identify sites for improvements. Risk factors will be identified by VTTrans based on analyses of crashes and contributing factors such as road alignment, intersection control, and others.

VTTrans is asking the RPCs to 1) review the systemic and crash data analysis provided for their region and possibly supplement it with local knowledge to identify and select sites, and 2) to communicate and coordinate with municipalities as needed during all phases of the process.

VTTrans and each RPC have the following roles:

Identification and Prioritization of Locations

Utilizing the latest 5-year crash data, VTTrans will conduct the systemic network screening of roads maintained by municipalities that have less than 5,000 vehicles per day and may develop priority groupings for certain types of projects. Based on this initial screening, VTTrans will suggest the type and number of projects¹ to be selected by the RPCs. VTTrans may also recommend projects for the RPCs to consider and select. VTTrans will provide the screening results to the RPCs by the end of January.

RPCs may then be asked to supplement the analysis results provided by VTTrans with input from local stakeholders (i.e. TAC members, police, sheriff, emergency response providers, field reviews of the sites, and anecdotal data). Based on the network screening data and possible local input, RPCs will then select the required number of projects as indicated by VTTrans. RPCs will work with the selected towns, explain the purpose of the program, and secure their participation. The RPCs will report their selections to VTTrans – inclusive of a signed municipal Program Participation Form (signed by a representative of the municipality) by the last business day of April.

¹ A project could be, for example, a group of 5 or 6 curves on the same road or different roads within the same municipality, a short corridor segment, or an intersection

Project Development and Implementation

For each project, VTrans will perform fieldwork, prepare a package that includes the project scope with schematic and quantities to design, administer the project, and hire a contractor to implement the municipality-approved improvements. VTrans will determine the systemic improvements for deployment in close consultation with each RPC and participating municipality to address the major crash types. VTrans will provide a summary schematic of the improvements to the municipality. The municipality will review and approve the schematic, sign a finance and maintenance agreement and certify that the improvements will be done within the right-of-way of the municipality. The RPCs will ensure that all documents are properly executed and returned to VTrans on or before the last day of November. If a project is determined to be constructed in the same year, a town may need to provide the signed documents before the November due date.

Evaluation

For information purposes, VTrans will provide to the RPCs, by the last business day of December, an evaluation table identifying before and after crash data for locations where HRRR and SLRS projects have been completed and for which three-year of after data is available.

Deliverables

- RPCs will submit a list of the selected projects along with a signed municipal Program Participation Form (signed by a representative of the municipality) for each project by the last business day of April.
- Following the site review by VTrans, the RPC and the municipality, VTrans will provide a summary of recommended improvements for review by the municipality. Final approval will be provided to VTrans on or before the last business day of November along with a signed a finance and maintenance agreement and a signed right-of-way certification. RPCs will work with the municipality to make sure that these documents are returned by the set date.

VTrans will provide to the RPCs, by the last business day of December, an evaluation table with before and after crash data for HRRR and SLRS locations for which improvements have been completed for at least three years.

Questions and deliverable(s) submittal: Mario Dupigny-Giroux at Mario.Dupigny-Giroux@vermont.gov

4.1.10 Review of Functional Classification System (New Task)

In 2014 the RPCs assisted VTrans with reviewing and adjusting Urban Area Boundaries. During that exercise, and as a result of changes in the urban area boundaries it became evident that there were some inconsistencies in the Functional Classification for some Vermont roadways. Changes in the functional class coding during this period also contributed to the inconsistencies. Following up on the 2014 effort, VTrans would like to enlist the RPCs assistance

in reviewing and seeking regional input on proposed changes in the Functional Classification system.

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

In the winter of 2017 VTrans will perform a review of the current functional classification system and provide each RPC with a listing of proposed changes. Each RPC will be asked to review the list and discuss any significant changes with regional and local officials and provide feedback to VTrans. It is anticipated that there may be a need for some RPCs to reach out and receive input from a small subset of affected municipalities. However, a comprehensive outreach effort (similar to that undertaken by Chittenden County RPC in 2017) is not anticipated. Any proposed changes will need to conform with the FHWA guidance document “The Highway Functional Classification: Concepts, Criteria and Procedures, 2013 Edition”.

https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/fcauab.pdf

Timeline & Deliverables

10/2/2017 - VTrans begins review of the functional class and starts to prepare listing of any inconsistencies

1/5/2018 – VTrans provides listing to each RPC on suggested functional class changes

6/1/2018 - RPCs provide feedback to VTrans on the changes and any concurrence or comments regarding the changes

8/3/2018 - RPCs and VTrans finalize listing of functional class changes

8/10/2018 - VTrans prepares and submits functional class changes for FHWA review and approval

Questions: Johnathan Croft, VTrans GIS Administrator at [Johnathan.Croft @vermont.gov](mailto:Johnathan.Croft@vermont.gov)

4.2 Optional Activities

4.2.1 Road Safety Audit Reviews (RSARs)

VTrans will continue to provide RSARs at the request of the RPCs. A municipality that wishes a RSAR shall contact its RPC for coordination with VTrans.

If a RSAR is conducted at the request of a RPC or if one is performed as part of the highway safety improvement program, the RPC will be responsible for coordinating the commencement and post completion meetings; reviewing and commenting on the report, and following up with local responsible entities as needed.

If another division of VTrans requests a RSAR, RPCs will be invited to participate in the site meeting and in commenting on the report.

A RPC that anticipates requesting a RSAR in FFY18 should budget for a total of up to 10 hours per RSAR.

Questions: Contact Mario Dupigny-Giroux, Mario.Dupigny-Giroux@vermont.gov 802.828.0169.

4.2.2 Support for Municipal Road Stormwater Management Plans

As stipulated in Act 64, the Vermont Clean Water Act, DEC developed the draft Municipal Roads General Permit (MRGP) in December 2016. DEC will be refining the MRGP over the 2017 calendar year, with the final MRGP to be completed by December 2017. Towns will begin applying for coverage under the permit in fall of 2018 (proposed). As part of the development of the MRGP, new municipal road practice standards will be developed. In addition, towns will be asked to inventory, prioritize and budget actions to address road runoff. As a part of these new mandates, updated road inventory templates were developed and piloted in 2016 and will continue to be refined and used during the 2017 field season. In the interim (2017-2018), towns are encouraged by DEC to conduct roadway inventories and develop a Road Stormwater Management Plan by the fall of 2020, including capital budgets based on identified project priorities.

RPCs are encouraged to continue to engage in outreach and education efforts in coordination with DEC and VTrans staff. RPCs will continue to collaborate and coordinate closely with DEC and offer assistance to municipalities undertaking roadway inventories, prioritization of needs and developing capital plans. ANR will provide the Interim Guidance for completing municipal road inventories and capital budgets as well as any subsequent updates to said Guidance as they are developed and the RPCs will assist in making this information available to the municipalities.

The inventory and capital budget plans shall be completed in a manner that allows a municipality to apply for Better Roads Category B, C, and D infrastructure improvement grants.

Deliverables

- Trainings, workshops, and other communication and coordination mechanisms and deliberations that result in municipal Roadway Inventory and Capital Budget Plans consistent with identified ANR Guidance program requirements.
- Road inventories
- For those RPCs managing Category A grant, tracking of all funds spent beyond the stipulated grant amount. RPCs will note at minimum: staff hours spent and hourly rate(s); description of factors that contributed to overage (i.e. high number of hydrologically connected road segments).

5.0 PROJECT DEVELOPMENT PLANNING

Once goals and potential projects have been identified through the long and short range planning processes, recommendations are evaluated more closely through the project development process. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. Establishing regional priorities for transportation projects is also a critical step because it ensures that regional goals are incorporated into project funding decisions and the implementation schedule.

Examples of tasks include but are not limited to:

- Identification of regional priorities
- Feasibility and location studies
- Identification of local issues that relate to scoping analysis
- Facilitation and participation in the public decision making process for project development
- Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike/Ped and other locally managed projects)

5.1 Required Activities

5.1.1 Project Prioritization

No later than March 31, 2018, each region must provide input concerning regional priorities, nominations for the addition or deletions of projects or project substitutions. VTrans will make every effort to provide information regarding the projects to be prioritized by the first week of January 2018. Please anticipate that nominations for the addition of projects or requests for project substitution will require supporting documentation. (See the guidance issued by VTrans in December 1, 2008.)

The method for prioritization should include criteria specified by the legislature in the SFY 2006 Transportation Program and as cited in the "Project Prioritization and Addition of New Projects for the State Transportation Program" dated December 1, 2009 as follows:

- The impact of the project on congestion and mobility conditions in the region;
- The availability, accessibility and usability of alternative routes;
- The functional importance of the highway or bridge as a link in the local, regional or state economy;
- The functional importance of the highway or bridge in the social and cultural life of the surrounding communities;
- Conformance to the local and regional plans; and
- Local support for the project.

Questions: Contact Matthew Langham, Matthew.Langham@vermont.gov

5.1.2 District Paving Prioritization

Over the last several years, the VTrans Operations and Maintenance Bureau has been implementing a leveling program that applies a surface treatment to state highways with poor pavement to improve condition until a longer term solution can be provided. RPCs participated in the prioritization process for the past several years using a method that grouped candidate road segments into low, medium or high priorities. The prioritization occurred on a tight time frame. The next prioritization process is expected to occur in late 2017 and into early 2018 (calendar year). During the first quarter of FFY 2018, VTrans will review the prioritization process with the TPI planners to refine it as appropriate. Each RPC will apply the revised process for candidate District Paving Projects in their region and submit the results to VTrans. VTrans expects there will continue to be a tight time frame between the date the list of candidate projects is available to RPCs and the leveling prioritization due date. The RPCs will appoint one representative to participate on the VTrans selection committee which works to develop a final list of projects.

VTrans Role

- Develop a refined prioritization process in conjunction with the RPCs
- Provide a list of candidate District Paving Projects for each Region

RPC Role

- Prioritize candidate District Paving Projects in their region and submit the results to VTrans.
- Appoint one person to represent all RPCs on the selection committee.

5.1.3 High Impact Project Outreach and Coordination

Initially identified as a new task beginning in FFY 2013, this task is expected to continue into FFY 2018 and will continue to incorporate conventional “High-impact” Projects. These projects require a higher level of outreach and coordination because of the sheer impact of the proposed project or cluster of projects, to ensure heightened public understanding of project scope, reduce regional mobility impacts, minimize disruption to residents and businesses and better coordinate traffic management.

The purpose of this task is to partner with RPCs to develop and implement stakeholder and public outreach plans tailored to the local context prior to, during, and following scoping for state highway, interstate highway, bridge and select district maintenance projects. As the Agency of Transportation works to meet the increased demand to accelerate project delivery, and better coordinate regional traffic management, a more comprehensive approach to public outreach has been developed. To that end VTrans would like to maintain and enhance the more active communications and outreach strategy involving close coordination between the Agency, RPCs, the Agency of Commerce and Community Development, regional chambers, local

government and emergency service providers to assist in identifying and addressing concerns and to minimize the disruption to the traveling public, and the economic and social impacts to affected communities.

VTrans Role

- Initiate contact with RPCs to request support in developing and implementing the outreach process for a specific project (s) in or adjacent to their region.
- Conduct meetings, with RPC support. Ensure that the appropriate VTrans project managers, technical experts and consultants are available to participate and support the meetings.
- Provide all necessary documents, graphics, plan, maps, project timeline etc.
- Work with stakeholders and RPCs to develop strategies for managing project-related disruptions.
- Help communities connect with outside resources and offer strategic support and best practices.
- Utilize enhanced lines of communication to help regional stakeholders deal more effectively with project impacts.
- Hiring project specific consultant Public Information Officers (PIO)

RPC Role

The outreach process has been refined to incorporate lessons learned from recent accelerated projects and efforts undertaken in partnership with the RPCs. All RPC FFY 2018 work programs should account for a base level (20 hrs.) of involvement in the outreach process. Some regions will have more accelerated or high-impact projects than other RPCs and a greater level of effort is anticipated. Based on the best available information we encourage each RPC to budget a minimum of 40 hrs. for this task. Depending upon the number of ongoing projects and any other upcoming projects identified in the VTrans Capital Program, each RPC is encouraged to budget additional time proportional to the anticipated effort. The outreach activities that will be undertaken include:

- Helping VTrans or VTrans consultant PIO's identify local and regional issues and concerns
- Providing assistance to municipalities in completing Regional/Local Concerns Questionnaire, provided by VTrans
- Identifying the key local and regional stakeholders to contact
- Coordinating with adjacent regional planning commission (s) when a project will have cross regional impacts
- Participating in information gathering discussions with identified stakeholders when appropriate.
- Attending Regional Concerns meeting held with municipality (ies)
- Assisting VTrans with follow up communications with municipal staff and municipal elected officials to ensure completion of required submittals, as necessary e.g. completed questionnaire, preferred alternatives acceptance letters etc.

- As needed assisting the municipality to identify and notify affected property owners, businesses etc. who may be impacted by a road closure.
- Monitor local traditional and social media and alert VTrans if any potential issues are developing.

As the outreach process evolves for each project, it is possible that RPCs may have a larger role in the process including: assist VTrans with designing and implementing the outreach process. Providing information to establish existing conditions, issues and opportunities, and assisting VTrans and the affected communities with identifying and evaluating strategies to address impacts to the travelling public, residents, businesses and the community at large.

Questions: Contact VTrans Public Outreach Manager, Erik Filkorn at Erik.Filkorn@vermont.gov or 802.498.5988

5.1.4 Road Diet Outreach & Coordination

VTrans is developing a process to identify highway corridors that are potential candidates for lane conversion (i.e. Road Diet) projects. RPCs will assist VTrans in providing education and outreach about the benefits of Road Diets and under what criteria they are likely to work. Opportunities may arise during planning and outreach activities (such as during a corridor study, when providing technical assistance on town plan or regulations, or addressing a specific issue that the town or business community is dealing with). With adequate notice, staff from the VTrans Project Delivery and/or Municipal Assistance Bureaus may be available to provide training to TACs, road foreman meetings, and other events that the RPC may wish to hold. If an RPC would like to schedule a training session on Road Diets, please contact your planning coordinator.

The road diet process has two phases: 1) selection of good road diet candidates and 2) implementation. Stakeholder engagement is important for both phases but the stakeholders may differ. However, both phases will require collaboration among RPCs, TACs and VTrans staff.

Phase 1

When candidate road diet projects have been identified, in addition to the public input process as part of the project definition phase, the alternative shall first be vetted through the RPC and TAC to understand land use context and to understand potential obstacles or opposition to implementation. The RPC is also encouraged to engage the town's road foreman and town planner/engineer (if applicable) in the conversation.

Phase 2

In this phase a segment of roadway will have a road diet implemented. This phase should include a town meeting coordinated by the RPC and facilitated by VTrans staff. Business owners along the road segment should be encouraged to attend and outreach should target this audience.

Deliverables

- Education and outreach events on Road Diets
- Public involvement in support of planned and ongoing Road Diet projects

Questions: Jon Kaplan, VTrans Bicycle and Pedestrian Program Manager, 802.828.0059,
Jon.Kaplan@vermont.gov

6.0 OTHER PLANNING ACTIVITIES

Include planning activities whose primary emphasis is unrelated to the specific types of activities described above.

FFY18 TPI Task Calendar

2017																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Oct	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T 4.1.3
Nov	W 4.1.1	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th 4.1.9	
Dec	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F 4.1.4	Sa	Su
2018																															
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Jan	M	T	W	Th	F 1.1.1	Sa	Su	M	T	W	Th	F	Sa	Su	M 4.1.5	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T 4.1.2	W 5.1.2
Feb	Th 4.1.6	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W 4.1.3			
Mar	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F 5.1.1	Sa
Apr	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M Mid year	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M 4.1.9	
May	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th
Jun	F 4.1.10	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	
Jul	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M 4.1.8	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T 4.1.3
Aug	W	Th	F Work Plan	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F
Sep	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th TPI	F	Sa	Su	M	T	W	Th	F	Sa	Su	
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Data provided 'as is' without warranty

Legend:

Task # and Due Date

Task # and Approximate Due Date

TPI Meeting

Admin. Task Due

Appendix B

Fiscal Year 2018 Budgets

Regional Planning Commission Agreements

Regional Planning Commission	Total Funding	Federal 80%	State 10%	Local 10%
Addison	\$190,302	\$152,241	\$19,030	\$19,030
Bennington	\$175,693	\$140,554	\$17,569	\$17,569
Central Vermont	\$226,370	\$181,096	\$22,637	\$22,637
Lamoille	\$156,953	\$125,562	\$15,695	\$15,695
Northeastern Vermont	\$304,982	\$243,986	\$30,498	\$30,498
Northwest	\$211,863	\$169,491	\$21,186	\$21,186
Rutland	\$227,783	\$182,226	\$22,778	\$22,778
Southern Windsor	\$160,007	\$128,006	\$16,001	\$16,001
Two Rivers - Ottauquechee	\$253,805	\$203,044	\$25,381	\$25,381
Windham	\$222,198	\$177,759	\$22,220	\$22,220
TOTAL	\$2,129,956	\$1,703,965	\$212,996	\$212,996

TRANSPORTATION UPDATES

May 18, 2017

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.

Operation Safety Corridor will focus on four high-traffic, corridors which are I-91 exits 1 to 3, the Hartford interchange area 89/91, I-89 exits 7 to 10 and I-89 exits 12 to 17.

VTrans is establishing interstate *Safety Corridors* throughout Vermont where a combination of high traffic volume, high speeds and a high rate of crashes demands an increased level of enforcement. These areas are where Vermont drivers are most at risk. The focus is to reduce speeding, distracted, aggressive and impaired driving, and to increase seat belt use. The hope is to reduce the number of crashes and tickets issued through increased police presence. Operation Safety Corridor will include the efforts of the Vermont State Police, Department of Motor Vehicles, and local law enforcement agencies. For more information and maps of the focus areas please link to: <http://vtrans.vermont.gov/safetycorridors>



Update on Legislative Session

FY 18 Transportation Bill H.494 including the Transportation Conference Budget has been delivered to Governor. Some of the highlights include adding \$600,000 to the Town Class 2 highway program and \$1,000,000 to the Municipal Mitigation Grants (which will focus on addressing water quality issues on the transportation network). The unofficial bill and agency budget can be viewed by clicking on the links below.

<http://legislature.vermont.gov/assets/Documents/2018/Docs/BILLS/H-0494/H-0494%20As%20Passed%20by%20Both%20House%20and%20Senate%20Unofficial.pdf>

<http://vtrans.vermont.gov/sites/aot/files/portal/documents/aboutus/capprog/18/2AGENCYOFTRANSPORTATIONSUMMARY.pdf>