Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday, June 27, 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
	6:35	**TAC Vice-Chair Nominations and Election***
2	**6:45**	**Approve April and May TAC Minutes (enclosed)***
7	**6:55**	**CVRPC FFY 17 TPI Budget Adjustment***
11	**7:10**	**Review of Projects Submitted for FFY 17 Transportation Planning Funds***
21	**7:45**	**Draft FFY 18 Work Program and Budget Review***
34	**8:15**	**Transportation Updates** (enclosed) An opportunity for TAC members to ask questions about the updates.
	8:20	**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.

July 25

- VTrans Long Range Transportation Plan Presentation

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 where 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 where 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 where 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 display 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.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)
DRAFT Minutes
May 23, 2017
Central Vermont Regional Planning Commission Office

Attendees:

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

Guests: Johnathan Croft (VTrans)

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

Adjustments to the Agenda:
None.

Public Comments:
None.

Approval of March TAC Minutes :
Do to the lack of quorum the minutes where not reviewed or approved.

Presentation from VTrans on Highway Functional Classification updates:
Johnathan Croft Mapping Section Chief at VTrans presented on the changes to the FHWA Highway Functional Classification system. There are currently seven classifications that roadways can receive. TAC members wondered if vehicle class and road volume play into the functional class selection. Yes it does. VTrans has started the process to review all the roads that are functionally classified within our urban boundaries. In Central Vermont we have one urban boundary around Barre and Montpelier that was updated in 2104. The TAC wondered what are the steps and timeline for this process. The review will start at VTrans and a list will be provide to each RPC. The RPC will then pass back any changes it fells are necessary to VTrans. VTrans will then forward those changes onto FHWA for approval. The VTrans

review has already started and the RPC's should expect a copy of the data to start their review in January of 2018.

Transportation Planning and Studies Request for Special Projects:

D. Currier updated the TAC on the request for proposals for transportation planning projects to be completed in CY 2017. CVRPC has up to $20,000 in transportation special projects and study funding from the Vermont Agency of Transportation's Transportation Planning Initiative. We are looking for ideas for projects that would benefit Central Vermont. Project ideas are dues by June 16, 2017. The TAC members talked about the types of projects and if match was being required. The letter says that "Please describe the type and location of the project, anticipated cost, and municipal contributions that may be available (cash and/or staff participation)". The TAC requested checking in with the Executive Direct about the match requirement and update the letter accordingly. The project that are submitted with be reviewed by the TAC at their June meeting.

Update on Draft Work Program Guidance:

D. Currier reviewed the TPI Work Program Guidance for FFY 2018. This is the document that each RPC uses to create their work program from each year. Each section was briefly reviewed for new and optionally tasks. The TAC will be presented with a draft work plan and budget at their June meeting. It will be very important for all TAC member to attend this meeting to understand the upcoming years' work and be able to vote this item onto the Executive Committee for approval in July. CVRPC TPI Work Program is due to VTrans in August.

Transportation Updates:

D. Currier reviewed the updates with the TAC.

TAC Member Concerns:

This was Larry Hebert, the TAC representative from Williamstown last meeting. The TAC thanked him for his many years of service.

Set Agenda for the Future TAC Meeting:

Upcoming TAC agenda items include the TAC Work Program Review and Approval, CVRPC TPI Budget Adjustments Review and Approval, and the Nomination of Officers.

Adjourn:

The meeting was adjourned at 8:00 pm.

Central Vermont Regional Planning Commission

MEMO

Date: June 27, 2017

To: Transportation Advisory Committee (TAC)

From: Daniel Currier, Program Manager

Re: CVRPC TPI FFY17 Adjusted Work Program and Budget

Request

Staff requests TAC approval of an amendment to CVRPC's FFY 17 Transportation Planning Initiative work program and budget.

This is our second amendment to the FFY 17 Transportation Planning Initiative (TPI) agreement. This amendment adjusts the amount of funding in each Task to account for CVRPC staff billing rates and tasks responsibility. Exhibits 2-3-4 include the adjusted budget.

In brief: We added two new staff positions to the budget including our new Senior GIS Planner and a second Planning Technician. Additionally we added the purchase of two new tube bike counters to our equipment line.

Task 1 – Program Administration: Added the purchase of two new Eco Tube Bike Counters

Task 2 – Public Participation and Coordination: No changes to tasks.

Task 3 – Long Range Planning: No changes to tasks.

Task 4 – Short Range Planning: Added the $25,000 to consultant studies.

Task 5 – Project Development Planning: No change to tasks.

The overall effect of the amendment to individual tasks is demonstrated below.

Task	Task Description	Approved	Amended	Difference	% Change
Task 1	Administration	$18,900	$25,493	$13,593	71.92%
	Bike Counters		$7,000		
Task 2	Public Participation and Coordination	$50,835	$40,751	($10,084)	-19.84%
Task 3	Long Range Transportation Planning	$47,361	$18,755	($28,606)	-60.40%
Task 4	Short Range Transportation Planning	$94,585	$69,558	$19,973	21.12%
	Consultant Studies		$45,000		
Task 5	Project Development Planning	$15,572	$19,825	$4,253	27.31%
Task 6	Other Planning	$9,129	$10,000	$871	9.54%
TOTAL		**$236,382**	**$236,382**		

The overall total remains unchanged at $236,382.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2017 Transportation Planning Initiative
June 2017

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	$32,493
Task 2	Public Particpation and Coordination	$40,751
Task 3	Long Range Transportation Planning	$18,755
Task 4	Short Range Transportation Planning	$114,558
Task 5	Project Development Planning	$19,825
Task 6	VOBCIT Technical Support	$10,000
Total		$236,382

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY17	Total Hours	Total Cost
Executive Director	$37.76	305	$11,517
Senior Planner I	$25.00	305	$7,625
Program Manager	$27.88	1,128	$31,459
Planner I	$20.19	790	$15,950
Asst. Planner I	$18.63	68	$1,258
Finance & Office Mngr	$27.64	136	$3,759
Asst. Planner II	$16.10	149	$2,391
Planner II	$21.63	86	$1,860
Senior Planner II	$30.11	110	$3,312
Planning Technician I	$13.00	140	$1,820
Planning Technician II	$13.00	250	$3,250
Total		3,466	$84,200

Indirect Costs RPC Staff Position	106.90% of Hourly Rate	Total Hours	Total Cost
Executive Director	$40.37	305	$12,311
Senior Planner I	$26.73	305	$8,151
Program Manager	$29.80	1,128	$33,629
Planner I	$21.58	790	$17,051
Asst. Planner I	$19.92	68	$1,344
Finance & Office Mngr	$29.55	136	$4,018
Asst. Planner II	$17.21	149	$2,556
Planner II	$23.12	86	$1,989
Senior Planner II	$32.19	110	$3,541
Planning Technician I	$13.90	140	$1,946
Planning Technician II	$13.90	250	$3,474
Total		**3,466**	**$90,010**

Direct Costs	Total Cost
Contractual	$45,000
Travel	$5,309
Supplies	$8,383
Equipment	$0
Meetings	$1,780
Data & References	$200
Postage	$500
Copy/Print	$500
Advertising	$500
Total	**$62,172**

Fund Allocation Task	Task Description	CVRPC Share[1]	VTrans Share[2]
Task 1	Program Administration	$3,249	$29,243
Task 2	Public Particpation and Coordination	$4,075	$36,675
Task 3	Long Range Transportation Planning	$1,876	$16,880
Task 4	Short Range Transportation Planning	$11,456	$103,102
Task 5	Project Development Planning	$1,983	$17,843
Task 6[3]	VOBCIT Technical Support	0	$10,000
Subtotal by Share		**$22,638**	**$213,744**
Agreement Total			**$236,382**

Notes:

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

[2] VTrans share comes from federal transportation funds provided by the U.S. Department of

[3] VTrans agreed to cover the 20% match requirement for this task (Amy Bell, 06/21/16 email).

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY2017 Transportation Planning Initiative
June 2017

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Exec. Dir.	GIS Sr. Planner I	Transpo Program Mngr	GIS Planner I	Asst. Planner I	Fin/Off Mngr	Asst. Planner II	EM Planner II	LU Sr. Planner II	Planning Tech I	Planning Tech II	**Total Hours**
1	Administration	40	5	55	25		135						**260**
2	Public Participation & Coordination	125	10	350	80	0	1	73	80	5	20		**745**
3	Long Range Transportation Planning	85	0	120	10	1	0	3	0	75			**293**
4	Short Range Transportation Planning	40	180	250	650	50		64	5	30	100	250	**1,619**
5	Project Development Planning	15	110	180	25	17		9	1		20		**377**
6	VOBCIT Technical Support			173									**173**
	Total	**305**	**305**	**1,128**	**790**	**68**	**136**	**149**	**86**	**110**	**140**	**250**	**3,466**

B. Direct Costs ($)[1]

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	**Total**
1	Administration		$5,309	$8,383		$1,780	$200	$500	$500	$500	**$17,172**
2	Public Participation & Coordination										**$0**
3	Long Range Transportation Planning										**$0**
4	Short Range Transportation Planning	$45,000									**$45,000**
5	Project Development Planning										**$0**
6	VOBCIT Technical Support										**$0**
	Total	**$45,000**	**$5,309**	**$8,383**	**$0**	**$1,780**	**$200**	**$500**	**$500**	**$500**	**$62,172**

1400

C. Cost Proposal Summary ($)

Task #	Task Description Hourly Rate	Exec. Dir. $37.76	GIS Sr. Planner I $25.00	Transpo Program Mngr $27.88	GIS Planner I $20.19	Asst. Planner I $18.63	Fin/Off Mngr $27.64	Asst. Planner II $16.10	EM Planner II $21.63	LU Sr. Planner II $30.11	Planning Tech I $13.00	Planning Tech II $13.00	**Total Personnel**	**Indirect**	**Direct**	**Total Costs**
1	Administration	$1,510	$125	$1,533	$505	$0	$3,731	$0	$0	$0	$0	$0	**$7,405**	**$7,916**	**$17,172**	$32,493
2	Public Participation & Coordination	$4,720	$250	$9,758	$1,615	$5	$28	$1,179	$1,730	$151	$260	$0	**$19,696**	**$21,055**	**$0**	$40,751
3	Long Range Transportation Planning	$3,210	$0	$3,346	$202	$9	$0	$40	$0	$2,258	$0	$0	**$9,065**	**$9,690**	**$0**	$18,755
4	Short Range Transportation Planning	$1,510	$4,500	$6,970	$13,124	$932	$0	$1,022	$108	$903	$1,300	$3,250	**$33,619**	**$35,939**	**$45,000**	$114,558
5	Project Development Planning	$566	$2,750	$5,018	$505	$312	$0	$149	$22	$0	$260	$0	**$9,582**	**$10,243**	**$0**	$19,825
6	VOBCIT Technical Support	$0	$0	$4,833	$0	$0	$0	$0	$0	$0	$0	$0	**$4,833**	**$5,167**	**$0**	$10,000
	Total	$11,517	$7,625	$31,459	$15,950	$1,258	$3,759	$2,391	$1,860	$3,312	$1,820	$3,250	**$84,200**	**$90,010**	**$62,172**	$236,382

													Agreement Total	**$236,382**
														$236,382
106.9%	**Indirect Rate**											**Total Employee Indirect**		$0.00
	Indirect per employee	$12,311	$8,151	$33,629	$17,051	$1,344	$4,018	$2,556	$1,989	$3,541	$3,474	**$88,064**		

Notes

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

Central Vermont Regional Planning Commission

MEMO

Date: June 27, 2017

To: Transportation Advisory Committee (TAC)

From: Daniel Currier, Program Manager

Re: Review and Selection of a Transportation Planning Study

Request

Staff requests TAC review, prioritize, and select a proposal/s for funding under our Transportation Planning Initiative funding. To be completed by the end of CY 17.

CVRPC has up to $20,000 in transportation special projects and studies funding available. Four proposals were received for evaluation by the TAC. They include:

- East Montpelier's traffic study of the Towne Hill Road/Gallison Hill Road/Brazier Road intersection,
- Orange's study of the Reservoir Road and Lords Road curve and intersection,
- Waterbury's study of the bridge # 36 over Thatcher Brook at the north end of Stowe Street, and
- Green Mountain Transit's survey of GMT Rural Boardings and de-Boardings, Customer Service Survey, and Evaluation and Planning of Central Vermont Routes and Service

A short summary and scoring box is provided on the next page for each of the proposals. CVRPC has also invited each of the applicants to present for 5 minutes on their proposal and be available to answer questions.

29 Main Street Suite 4 Montpelier Vermont 05602
802-229-0389 E Mail: CVRPC@CVRegion.com

East Montpelier's traffic study of the Towne Hill Road/Gallison Hill Road/Brazier Road Intersection

The Town of East Montpelier would like to request consideration for a traffic safety study of the Towne Hill Road/Gallison Hill Road/Brazier Road intersection in East Montpelier. Gallison Hill Road, a connector road between US Rte. 2 and Towne Hill Road, is the location ofU-32 Middle & High School, a sizeable, regional school community with more than its fair share of young, inexperienced drivers. Towne Hill Road is a major point-topoint commuter and local traffic highway. Brazier Road is an unpaved, local road subject to surges of traffic tied to U-32. A number of accidents, including ones involving serious injury, as well as many near misses have led residents and school officials to ask for safety improvements at and around the intersection. Exactly what might be possible/practical at the location has not yet been the subject of serious study.

Cost: $20,000.00

Concept (5 points) – The proposals concept was well demonstrated to the TAC.	**Notes:** **Score:**
Need (5 points) – The proposals need was well understood by the TAC and fit well into the Regional priorities.	**Notes:** **Score:**
Cost (5 points) – The proposals cost was reasonable and within the available funding level.	**Notes:** **Score:**
Local Match (5 points) – The proposal demonstration the applicant's willingness to provide local match to the study.	**Notes:** **Score:**
Total Score (maximum 20 points)	

Orange's study of the Reservoir Road and Lords Road curve and intersection

The Town of Orange would like to realign Reservoir Road to improve sight distance along the curve and intersection at Lords Road. To best determine what the proposed sight distance would be, they would need to perform a topographic survey, develop sketch plans for the roadway/intersection reconfiguration, and conduct a review of potential permits.

Cost: $20,000.00

Concept (5 points) – The proposals concept was well demonstrated to the TAC.	**Notes:** **Score:**
Need (5 points) – The proposals need was well understood by the TAC and fit well into the Regional priorities.	**Notes:** **Score:**
Cost (5 points) – The proposals cost was reasonable and within the available funding level.	**Notes:** **Score:**
Local Match (5 points) – The proposal demonstration the applicant's willingness to provide local match to the study.	**Notes:** **Score:**
Total Score (maximum 20 points)	

Waterbury's study of the bridge # 36 over Thatcher Brook at the north end of Stowe Street

Waterbury wishes to utilize an experienced bridge engineering consulting firm to review options and develop related project costs for each option for rehab or replacement of the existing Bridge #36 over Thatcher Brook at the north end of Stowe Street. The Town is aware that there are two general approaches to rehab or replacement of an existing bridge. One approach is to construct a bypass bridge allowing for continued traffic flow while the existing bridge is rehabbed or replaced. The other approach is to close the road, divert traffic to alternate routes and rehab or replace the bridge. This second approach usually results in less construction time.

Cost: $20,000.00

Concept (5 points) – The proposals concept was well demonstrated to the TAC.	**Notes:** **Score:**
Need (5 points) – The proposals need was well understood by the TAC and fit well into the Regional priorities.	**Notes:** **Score:**
Cost (5 points) – The proposals cost was reasonable and within the available funding level.	**Notes:** **Score:**
Local Match (5 points) – The proposal demonstration the applicant's willingness to provide local match to the study.	**Notes:** **Score:**
Total Score (maximum 20 points)	

Green Mountain Transit's survey of GMT Rural Boardings and de-Boardings, Customer Service Survey, and Evaluation and Planning of Central Vermont Routes and Service

GMT would utilize the funding to accomplish the following three tasks. First a survey of GMT Rural Boarding's and de-Boarding's. This survey, known in transit as a ridecheck, is the hallmark of service planning once a system is up and running. Second a customer Service Survey. This survey provides insight into passenger demographics, travel patterns, needs and wants and opinions on system, route and driver performance. Third is the Evaluation and Planning of Central Vermont Routes and Service. They would evaluate current service in Central Vermont, obtain and review data and reports, elicit community input, consider community requests, determine mileage, time and cost for new service, propose new transit service, develop service implementation plans, and write bus and driver schedules for new service.

Cost: $12,000.00

Concept (5 points) – The proposals concept was well demonstrated to the TAC.	**Notes:** **Score:**
Need (5 points) – The proposals need was well understood by the TAC and fit well into the Regional priorities.	**Notes:** **Score:**
Cost (5 points) – The proposals cost was reasonable and within the available funding level.	**Notes:** **Score:**
Local Match (5 points) – The proposal demonstration the applicant's willingness to provide local match to the study.	**Notes:** **Score:**
Total Score (maximum 20 points)	

TOWN OF
EAST MONTPELIER, VERMONT
SELECTBOARD

June 10, 2017

Daniel Currier, Program Manager
Central VT Regional Planning Commission
By email: currier@cvregion.com

Re: CY2017 Transportation Planning Projects Offering

Dear Mr. Currier:

In response to your request for proposals for CY2017 transportation planning projects, the Town of East Montpelier would like to request consideration for a traffic safety study of the Towne Hill Road/Gallison Hill Road/Brazier Road intersection in East Montpelier. The East Montpelier Selectboard, by motion at its June 5, 2017 meeting, authorized submission of this request.

As you are aware, Gallison Hill Road, a connector road between US Rte. 2 and Towne Hill Road, is the location of U-32 Middle & High School, a sizeable, regional school community with more than its fair share of young, inexperienced drivers. Towne Hill Road is a major point-to-point commuter and local traffic highway. Brazier Road is an unpaved, local road subject to surges of traffic tied to U-32. A number of accidents, including ones involving serious injury, as well as many near misses have led residents and school officials to ask for safety improvements at and around the intersection. Exactly what might be possible/practical at the location has not yet been the subject of serious study. There has already been a significant study of the US Rte. 2/Gallison Hill Road intersection, for which both the town and CVRPC played a part. In accord with that study, the town was an early and strident proponent for the successful change in speed limit for the stretch of US Rte. 2 leading toward that intersection from East Montpelier. The north end of Gallison Hill Road suffers from many of the same issues occurring at the US Rte. 2 intersection, albeit without the commercial sector complications, and the inter-town aspects involved with the northern intersection warrant a regionally-sponsored review of the area.

The town has no estimate of cost, but is willing to participate in the study, both in terms of a funding cost share and employee time/assistance. Please contact me if you require any further information on the subject of this request.

Sincerely,

C. Bruce Johnson
East Montpelier Town Administrator

40 KELTON ROAD
P.O. BOX 157
EAST MONTPELIER, VT 05651

EMAIL: eastmontadmin@comcast.net
PHONE: (802) 223-3313 X 204
FAX: (802) 223-4467

Print | Close Window

Subject: Re: FW: RFP- Reservoir Road
From: Evan Detrick <edetrick@dubois-king.com>
Date: Wed, Apr 22, 2015 8:07 am
To: Steve Gladczuk <gladczuk@cvregion.com>, kfelch@orangevt.org

Hi Steve,

Looks like Orange wants to realign Reservoir Road to improve sight distance along the curve at Lords Road. I assume that may involve flattening the curve by moving it to the east and/or lowering the grade near the intersection. This would require taking a series of geotechnical borings to determine what type of subsurface conditions are present, which could likely be accomplished in one day. Then there would be some laboratory analysis to look at the composition of the materials that were encountered with the borings.

In order to determine what the proposed sight distance would be, it would really be necessary to perform a topographic survey.

The Town would want to have a sketch or two developed for the roadway/intersection reconfiguration. They would also have to review environmental resources such as wetlands if the recommendation is to move the road.

For grant purposes, I recommend that the Town request $20,000 to perform all of the required tasks necessary for an engineering study.

Let me know if you need anything further.

Regards,
Evan

Evan P. Detrick, P.E.
Transportation Division Director
DuBois & King, Inc.
28 North Main Street
Randolph, VT 05060
Ph. 802.728.3376
edetrick@dubois-king.com

On Tue, Apr 21, 2015 at 3:31 PM, Steve Gladczuk <gladczuk@cvregion.com> wrote:

> Evan they mailed the attached document. All they need is the information to apply for a Class 2 Highway Application (attached) for a Planning and Engineering Study. Once that is finished, they would use that program to construct the work.

From: kfelch@orangevt.org [mailto:kfelch@orangevt.org]
Sent: Tuesday, April 21, 2015 2:02 PM
To: Steve Gladczuk
Subject: RFP- Reservoir Road

Request for Proposals-Bridge #36 Rehab/Replace Alternatives Study
June 8, 2017

The Town of Waterbury, with funding from the Central Vermont Regional Planning Commission (CVRPC), wishes to utilize an experienced bridge engineering consulting firm to review options and develop related project costs for each option for rehab or replacement of the existing Bridge #36 over Thatcher Brook at the north end of Stowe Street.

Resources:

- *Waterbury Stowe Street over Thatcher Brook Sidewalk Feasibility Study*, Stantec Consulting Services, August 5, 2008
- Colbyville Pedestrian/Bicycle Scoping Study Final Report, 2017
- Topographic Survey
    - Stowe Street/Lincoln Street and ½ way onto Bridge #36
    - VT 100 Side of Bridge #36
- CVRPC can generate 2 ft contour interval topo from the LIDAR survey

The Town is aware that there are two general approaches to rehab or replacement of an existing bridge. One approach is to construct a bypass bridge allowing for continued traffic flow while the existing bridge is rehabbed or replaced. The other approach is to close the road, divert traffic to alternate routes and rehab or replace the bridge. This second approach usually results in less construction time. In reviewing options for rehab/replacement of Bridge #36 the consultant shall consider, but not necessarily be limited to, the following:

1. Alignment of existing Bridge #36 or new bridge with VT 100, Stowe Street and Lincoln Street. Current alignment of existing bridge requires vehicles turning to/from Lincoln Street from/ toward VT 100 to execute a turn greater than 90°. In particular, Green Mountain Transit Authority (GMTA) large buses, whether heading toward or leaving the commuter parking lot at the end of Lincoln Street, when making the turn need to occupy both lanes of the existing bridge (sometimes including the adjacent sidewalk), to complete the turn.
2. Width of bridge. Existing bridge width appears too narrow to allow two way traffic and pedestrian traffic on the sidewalk on the downstream side of the bridge when large vehicles such as GMTA buses are crossing the bridge. The recommended bridge width shall take into account the maximum size vehicle slated to traverse the bridge and provide sufficient safe width for pedestrian traffic.
3. Existing and future vehicle sizes that will be crossing the bridge. The Consultant shall contact GMTA to review future sizes of GMTA buses, contact the Town Fire Chief to confirm the size of the existing/future Town Fire Department ladder truck and confirm tractor trailer sizes.
4. Compatibility with Town of Waterbury Colbyville Pedestrian/Bicycle Scoping Study.
5. Need to provide for protection and sound structural support of the existing sewer line currently supported off the wing walls on the upstream side of the existing bridge. This sewer carries a significant quantity of wastewater from Best Western, Fairfield Inn, Shaws, Alchemist Brewery, Ben & Jerry's and ongoing residential development. In addition, during rehab/replacement

construction work and after completion of the project, access to the sewer from either end of the bridge must be provided to allow for annual/emergency maintenance.

6. Under the bypass bridge approach, the bypass bridge would probably be located upstream of the existing bridge. There is an existing 12" ductile iron water main that crosses under Thatcher Brook upstream of the existing bridge. Temporary relocation and/or protection of the water main is critical. This 12" water main is one of two pipelines that connect the Village of Waterbury to the existing 1.5 million gallon reservoir up behind the Best Western.
7. The 2008 Stantec Study discussed possibly using the existing abutments as part of the rehab option or as abutments for a new bridge. In assuming continued use of the existing abutments the following should be considered:
    A. Does the structural integrity of the existing abutments and wing walls need to be further investigated before confirmation of their continued reuse? If additional investigation is warranted please include in the project costs, under Preliminary Engineering/Final Design Phase, the cost of this investigation.
    B. In 2012 the Town contracted with Austin Construction to install sheeting on the downstream left side of the bridge to repair the scour hole and minimize further scour reoccurring. Should additional underwater investigation be conducted to ascertain the effectiveness of the sheeting and current condition of the bridge footings 5 years after the sheeting installation? If additional investigation is warranted please include in the project costs, under Preliminary Engineering/Final Design Phase, the cost of this investigation.
    C. If continued use of the existing abutments/wing walls is viable can the Town assume the continued support of the sewer line on the upstream wing walls is also viable?
8. The consultant shall review the need for additional or relocated street lighting to adequately illuminate the Bridge #36 area.
9. In developing project costs for all options involving either the bypass bridge approach or shut down of the road approach the consultant shall include costs for all traffic control and related components as well as a description of the proposed temporary traffic control components. Under the bypass bridge approach the intersection of Stowe Street with VT 100 will no longer likely align with the intersection with Blush Hill Road. Additional temporary traffic lights, signage and striping may be required. Under the shutdown of the road approach additional signage and striping will be required. The Town wants VTRANS to review ththe traffic control plans.
10. During the construction phase for either approach considerable effort will be needed to maintain communication with all entities who currently utilize this bridge for normal traveling. Project costs should include the cost of a transportation liaison position to provide this information to the public.
11. Each option presented shall include discussion on service life and anticipated maintenance requirements during the expected service life.
12. The consultant shall discuss all permits and their expected cost that may be needed to allow each option to go to construction. Differences in permitting for each option shall be identified (if a difference exists).
13. In development of rehab/replacement options the Consultant shall assume that the existing concrete parapet bridge rails do not have historic significance.
14. Assume 3 meetings (Start, Progress and Final)

CY17 Green Mountain Transit Planning Funds Application

Scope of Work Proposal – 6/14/17

Total Cost: $12,000

Project 1: Survey of GMT Rural Boardings and de-Boardings - $4,000

Purpose: Provides background data useful in adjusting current service to best meet rider needs. This data has also been used in other communities to aid with planning of crosswalks and other pedestrian improvements to support transit use.

Outline: This survey, known in transit as a ridecheck, is the hallmark of service planning once a system is up and running. As in the past, we would survey every stop on every trip on every route for weekdays and Saturdays for the year-round GMT routes in Central Vermont. Data would be compiled and analyzed. GMT owns a data collection/analysis tool that assists in this process.

Deliverables: Data in a variety of spreadsheet and printed reports showing ridership at each stop for each trip time and for all trip times combined that can be used by GMT, CVRPC or municipalities. Unlike previous years, this project will be completed in August 2017.

Project 2: Customer Service Survey - $4,000

Purpose: Face to face interviews of ~100 Washington County bus passengers.

Outline: Provides insight into passenger demographics, travel patterns, needs and wants and opinions on system, route and driver performance. Data is used to evaluate areas for improvement and/or areas in which GMT is currently excelling.

Deliverables: Data in a variety of spreadsheet and printed reports showing respondent information for each question and category of surveys that can be used by GMT, CVRPC or municipalities.

Project 3: Evaluation and Planning of Central Vermont Routes and Service - $4,000

Purpose: To respond to community requests and internal analyses on potential service changes.

Outline: Evaluate current service in Central Vermont, obtain and review data and reports, elicit community input, consider community requests, determine mileage, time and cost for new service, propose new transit service, develop service implementation plans, and write bus and driver schedules for new service. It is often difficult to say in advance which route or routes must be evaluated in a particular year. All significant route changes must be formally shared with the public, often further revised, and then brought to implementation.

Deliverables: Reviews of existing service, plans and grant applications for new service, and implementation of such services as indicated by the above-mentioned inputs.

Central Vermont Regional Planning Commission

Date: June 27, 2017

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: CVRPC FFY 2018 TPI Work Program and Budget

Request

Staff requests TAC approval of the draft CVRPC FFY 18 Transportation Planning Initiative work program and budget.

This work program and budget reflects the updated VTrans guidance on eligible tasks and budget CVRPC was provided in May and reviewed with the TAC. Exhibit 1 includes the full work program (new tasks have been **bolded**). Exhibits 2-3-4 includes the budget.

In brief: The following changes from the FY17 work program and budget are as follows:

Task 1 – Program Administration: Staff training added to task

Task 2 – Public Participation and Coordination: No changes to tasks.

Task 3 – Long Range Planning: one new task has been added.

- Participating in task teams for VTrans' Transportation System Resiliency Planning

Task 4 – Short Range Planning: three new tasks have been added.

- Model inventory of roadway elements (MIRE) data programs,
- Municipal road stormwater management plans, and
- Review of functional classification system.

Task 5 – Project Development Planning: No change to tasks.

Task 6 – Other Planning Activities: Provide Vermont Online Bridge and Culvert Inventory Tool technical support to RPCs and municipalities

Funding Level - $231,370

Summary of budget amounts by task

Task	Task Description	Agreement Amount
Task 1	Program Administration	$32,174
Task 2	Public Participation and Coordination	$41,758
Task 3	Long Range Transportation Planning	$25,847
Task 4	Short Range Transportation Planning	$106,154
Task 5	Project Development Planning	$20,437
Task 6	VOBCIT Technical Support	$5,000
Total		$231,370

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2018 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2017 to September 30, 2018

Approved by: CVRPC TAC 06/27/17 (Anticipated), CVRPC Executive Committee 07/03/17 (Anticipated)

EXHIBIT 1: WORK PROGRAM

Note: Changes have been highlighted in **bold** text.

Purpose and Summary

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2018 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

1. To improve linkages between transportation planning and planning for land use, economic development, and natural resources at the regional and local levels;

2. To provide for increased participation by municipalities and members of the public, in making transportation decisions;

3. To facilitate implementation of transportation projects through greater understanding of transportation issues and opportunities; and

4. To improve and streamline the linkage between the transportation planning process and GIS resources.

The CVRPC TPI Work Program has enabled creation of the Transportation Element of the Regional Plan, organizes regional priorities for VTrans projects, enables municipalities to learn about VTrans planning processes, provides transportation planning services to municipalities, provides local input into state planning processes, and studies transportation problems.

The current Work Program continues the above activities. In addition activities have been added to strengthen the transportation / land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented in six task areas, each corresponding to VTrans FFY 2018 Transportation Planning Initiative (TPI) guidance materials and direction from VTrans. The narrative for each includes a description of the goals, objectives, and activities/products proposed to address the tasks.

TASK 1. PROGRAM ADMINISTRATION

CVRPC will be responsible for the management of financial, reporting, and auditing requirements related to agreement fulfillment. Staff is experienced in the administration of federal, state, and local agreements and is familiar with federal and state financial and audit procedures. Local officials, Commission representatives, and members of the general public will have access to information regarding the administration of this planning initiative. This task involves the activities necessary for the proper management of the TPI work program and the development of future work programs.

Included are the following activities:

1. hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.

2. prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.

3. participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.

4. develop an indirect cost proposal.

5. work cooperatively with VTrans in an evaluation of the overall program to define strengths and deficiencies in meeting the objectives as defined in the VTrans/CVRPC agreement for services.

6. develop work plans and budgets and staff time devoted to mid-year reviews.

7. conduct financial reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.

8. purchase supplies, equipment (no purchase is expected), and software directly related to TPI activates and necessary to complete the work program; repair and maintain equipment as necessary.

9. complete annual TPI and VAPDA Performance Reporting.

10. attend month TPI meeting

11. **staff time and expense to improve knowledge and skills specific to transportation planning best practices via training**

Personnel: Executive Director, Finance & Office Manager, Senior Planners, Program Manager, Planner I

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include equipment purchase and procurement documentation, monthly

invoices, progress reports, an annual audit report, indirect cost proposal, related proposals, subcontracts, work programs and budgets, and the CVRPC FY18 Annual Report and VAPDA SFY2018 Annual Report that includes transportation performance measures.

TASK 2. PUBLIC PARTICIPATION AND COORDINATION

The purpose of this task is to ensure that 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. This includes work efforts related to municipal, regional and interagency coordination, citizen participation, public informational meetings associated with the Regional Commission's transportation planning program and special transportation planning projects. Staff will continue to act as a liaison between the municipalities and VTrans.

Included are the following activities:

1. coordinate transportation planning activities with adjacent regional commissions, public transit providers, economic development agencies, human service providers & advocates, housing organizations, VTrans, and other organizations, such as development and implementation of CVRPC's Housing + Transportation Affordability outreach program.

2. publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.

3. meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.

4. monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.

5. coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate their activities with local officials, groups, and other regional TACs and their involvement in statewide modal and policy plans.

6. solicit public participation in the planning process, including sponsor and convene informational meetings and public hearings (such as annual STIP/Capital Program hearings) and coordinate and participate in VTrans-sponsored events (such as TPI meetings and workshops).

7. engage the public in the identification of transportation problems and solutions.

8. participate in the update and implementation of current VTrans plans by facilitating public input through forums, public meetings, and other engagement tools as appropriate.

9. coordinate, facilitate, and provide technical support for quarterly road foreman roundtables.

10. serve on various transportation-related task forces and study committees.

11. attend meetings of local boards and commissions on transportation related topics.

12. provide outreach and assistance to municipalities in integrating good access management practices into local plans, regulations, and ordinances, such as Marshfield's rural and village districts zoning update.

13. conduct outreach to municipalities on adoption and use of codes and standards.

14. engage the public in the Regional Plan update as it pertains to transportation planning.

15. participate in emergency management training and activities to support a resilient transportation system.

16. monitor current transportation projects by reviewing the five year VTrans Capital Program and Project Development Plan, and the STIP.

17. participate and coordinate VTrans Way to Go! Initiatives to meet the needs of Central Vermont.

18. coordinate the region's participation in the VTrans Aviation Program, including participation in State Aviation Council meetings.

19. obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.

Personnel: Executive Director, Finance and Office Manager, Senior Planners, Program Manager, Planners, Assistant Planners, Planning Technician

Products: Public participation and outreach activities will be ongoing throughout the agreement period. Specific products will include meeting announcements and minutes, written recommendations and correspondence as appropriate, the newsletter, a written report regarding the Way to Go! Challenge planning efforts.

TASK 3. LONG RANGE TRANSPORTATION PLANNING

Long range transportation planning includes development and incorporation of transportation planning into the Regional Plan, corridor management plans and modal specific plans. All modes of transportation should be considered and integrated into the overall transportation system. 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. This task includes activities specifically related to long-range transportation system planning and analysis, i.e., database and GIS system development and maintenance, systems analyses, the adoption of the regional transportation plan to the Regional Plan,

corridor management, and all long-range transportation system management activities.

Included are the following activities:

1. maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.

2. continue to incorporate transportation planning into the Regional Plan.

3. conduct outreach to local officials and the public on, and participate in, the Statewide Long Range Transportation Plan update .

4. participate in working groups, steering committees, and/or advisory committees of VTrans-managed planning projects, such as acting as a technical advisor.

5. **Participating in task teams for VTrans' Transportation System Resiliency Planning.**

6. inventory and evaluate on-road bicycle facilities along state highways.

7. participate in Corridor Management Planning efforts to integrate local and regional perspectives.

8. coordinate intermodal, multimodal, and freight transportation planning activities, including bike/pedestrian systems planning.

9. coordinate inter-regional efforts, such as clean water planning for inter-regional roads.

10. provide technical support to assist municipalities with transportation resilience planning, such as updates to the transportation sections of Local Hazard Mitigation Plans for Moretown, East Montpelier, Warren, Duxbury, Waterbury, Berlin, Plainfield, Williamstown, Woodbury, Washington, Calais, and Montpelier; and assistance to the 5-town Mad River Ridge to River stormwater planning effort.

11. provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances, such as Berlin's plan update incorporating New Town Center designation and annual transportation capital budget updates for Fayston and Warren.

12. provide planning, technical assistance, and grant management support as needed for communities participating in the Strong Communities, Better Connections Program, such as the Mad River Valley Active Transportation Plan and Montpelier's Compete Streets Guide.

13. develop and implement analytical methods to identify gaps in the connectively of the transportation system.

14. continue to provide technical support to regional public transit providers and advisory groups (Green Mountain Transit, Rural Community Transportation, Mad River TAC) and participate in

activities as necessary; continue to serve on Boards and committees to act as a liaison between providers and local needs.

15. identify transportation opportunities and challenges in meeting State land use planning goals.

16. develop and maintain statistics and GIS data and analyses used to support transportation planning and project development, such as using Dunn & Bradstreet employment data to further Housing + Transportation Affordability outreach.

17. identify wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.

Personnel: Executive Director, Senior Planners, Program Manager, Planners, Assistant Planners, Contract staff as needed

Products: Updates to the Regional Plan; Inventory and map of on-road state highway bike facilities; GIS coverages/maps (updated base, land use, transportation network, associated transportation data, GIS updates of long-range plan maps); Project related products as applicable.

TASK 4. 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. Short range planning includes collection of data to support all phases of transportation planning and project development. This task includes activities specifically emphasizing short-range transportation system analysis and problem solving, including the evaluation of specific local or regional transportation problems or issues of a one-time or short-term duration.

1. review and provide recommendations on transportation elements of municipal plans.

2. assist communities participating in the planning aspects of Transportation Alternatives, Byway, Bicycle/Pedestrian, Strong Communities/Better Connections, discretionary, and other grant Programs and in Cross Vermont Trail Association and Mad River Path Association initiatives.

3. review transportation issues and impacts of proposed development projects with impacts to the regional transportation system, and provide technical assistance to municipalities for transportation impact review of local development projects as necessary to strengthen local transportation planning.

4. conduct traffic monitoring by maintaining current data for major roads and problem areas, and by responding to local requests.

5. conduct traffic, parking space, bicycle and pedestrian, and turning movement counts.

6. assist municipalities to form local stormwater utilities and complete an annual inventory of utilities formed.

7. collect municipal highway major collector HPMS data and **model inventory of roadway elements (MIRE) data programs.**

8. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.

9. assist municipalities with inventory, assessment, planning, and management of local transportation systems by conducting municipal road, culvert, bridge, ditch, roadway sign, and bicycle and pedestrian infrastructure inventories and assessments, road erosion assessments, and by supporting development and maintenance of road surface management systems, **municipal road stormwater management plans**, and capital improvement plans. This work will, in part, assist towns in applying for Municipal Road General Permits and complying with the Vermont Clean Water Act.

10. participate in public transit planning, such as GMT's system redesign process, update of the GMT Transit Development Plan, coordination of human service needs with transportation options, monitoring changes of transit systems in the region, updating transit mapping, and supporting enhancement of the Elderly and Disabled Transportation Program.

11. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures (including Go Vermont, Montpelier Multi-modal Center).

12. support Safe Routes to School outreach, planning, implementation, and evaluation.

13. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.

14. **Review of functional classification system.**

Personnel: Executive Director, Senior Planners, Program Manager, Planner I, Assistant Planners, Planning Technician, Consultant/Contract staff as needed

Products: Municipal Plan updates; Traffic, parking space, bicycle and pedestrian, and turning movement counts; Local Stormwater Utilities Report; Sufficiency rating data on VTrans identified miles of municipal highway major collectors; Complete Streets implementation inventory; Municipal transportation system inventories, assessments, and capital plans; Nominations and mapping of high hazard locations and programmatic corridors to the HRRR Program; Updated school area infrastructure maps developed for SRTS Program as needed; Other projects as applicable.

TASK 5. PROJECT DEVELOPMENT PLANNING

The task includes activities emphasizing project-specific planning and development. 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. The work will involve developing transportation projects and preparing them for state or local implementation. The project development assistance will be extended to municipalities and VTrans first with a secondary priority of serving nonprofit and interest groups. These are projects and planning activities that can realistically be implemented within a few years.

Included are the following activities:

1. identify local issues that relate to scoping analysis, and conduct feasibility and location studies. CVRPC anticipates completing multiple analysis and/or studies, such as the Plainfield Bridge Scoping Study Archeological Resources Analysis.

2. facilitate public participation during scoping analysis and the project development process, and participate in public meetings.

3. provide assistance to communities for projects that can be funded and developed outside the statewide prioritization system.

4. prioritize VTrans projects and evaluate conformance with the Regional Plan.

5. prioritize District paving projects.

6. provide outreach, assistance, and coordination for accelerated and high impact projects, participate in meetings, and provide assistance to municipalities as needed.

7. provide outreach to identify road diet projects and coordinate municipal education and participation.

Personnel: Executive Director, Senior Planners, Program Manager, Planners, Assistant Planners, Consultant/Contract staff as needed

Products: Regional project prioritization list and map; District paving prioritization list; scoping and feasibility studies as applicable; Project assistance as applicable.

TASK 6. OTHER PLANNING ACTIVITIES

The Vermont Online Bridge and Culvert Inventory Tool (VOBCIT/VTculverts.org) is an integrated software product to handle data entry, access, and status reporting of municipal bridge and culvert inventories currently collected by Regional Planning Commissions (RPCs), municipalities, and their contractors. VTrans initiated, updates, and provides financial support for the software. CVRPC and the Chittenden County RPC support other RPCs and municipalities in using the software.

1. Provide VOBCIT technical support to RPCs and municipalities.

Personnel: Program Manager, Senior Planner I, Planner 1

Products: Technical support to RPC's and municipalities throughout the agreement period.

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	$32,174
Task 2	Public Participation and Coordination	$41,758
Task 3	Long Range Transportation Planning	$25,847
Task 4	Short Range Transportation Planning	$106,154
Task 5	Project Development Planning	$20,437
Task 6	VOBCIT Technical Support	$5,000
Total		$231,370

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY17	Total Hours	Total Cost
Executive Director	$37.76	305	$11,517
GIS Senior Planner I	$25.00	425	$10,625
Program Manager	$27.88	1,345	$37,492
GIS Planner I	$20.19	750	$15,143
Land Use Planner III	$18.63	260	$4,844
Finance & Office Mngr	$27.64	120	$3,317
Asst. Planner I	$16.10	0	$0
Emerg Mngmt Planner III	$21.63	110	$2,379
Land Use Senior Planner II	$30.11	130	$3,914
Planning Technician I	$13.00	420	$5,460
Planning Technician II	$13.00	420	$5,460
Total		3,865	$100,150

Indirect Costs	99.84%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	$37.70	305	$11,498
GIS Senior Planner I	$24.96	425	$10,608
Program Manager	$27.84	1,345	$37,432
GIS Planner I	$20.16	750	$15,118
Land Use Planner III	$18.60	260	$4,836
Finance & Office Mngr	$27.60	120	$3,311
Asst. Planner I	$16.07	0	$0
Emerg Mngmt Planner III	$21.60	110	$2,375
Land Use Senior Planner II	$30.06	130	$3,908
Planning Technician I	$12.98	420	$5,451
Planning Technician II	$12.98	420	$5,451
Total		**3,865**	**$99,990**

Direct Costs	Total Cost
Contractual	$20,000
Travel	$6,004
Supplies	$1,146
Equipment	$0
Meetings	$1,780
Data & References	$200
Postage	$500
Copy/Print	$500
Advertising	$1,100
Total	**$31,230**

Fund Allocation			
Task	Task Description	CVRPC Share[1]	VTrans Share[2]
Task 1	Program Administration	$3,217	$28,956
Task 2	Public Participation and Coordination	$4,176	$37,582
Task 3	Long Range Transportation Planning	$2,585	$23,263
Task 4	Short Range Transportation Planning	$10,615	$95,538
Task 5	Project Development Planning	$2,044	$18,393
Task 6[3]	VOBCIT Technical Support	0	$5,000
Subtotal by Share		**$22,637**	**$208,733**
Agreement Total			**$231,370**

Notes:

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

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

[3] VTrans agreed to cover the 20% match requirement for this task in 2016 and we wonder if this will carry over into 2017

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Exec. Dir.	GIS Sr. Planner I	Transpo Program Mngr	GIS Planner I	Land Use Planner III	Fin/Off Mngr	Land Use Asst. Planner I	Emerg Mngmt Planner II	Land Use Sr. Planner II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	40	5	200	25		100						**370**
2	Public Participation & Coordination	125	30	355	80	70	10	0	80	20			**770**
3	Long Range Transportation Planning	85	30	200	20	5	10	0	10	80			**440**
4	Short Range Transportation Planning	40	250	300	600	180		0	10	30	400	400	**2,210**
5	Project Development Planning	15	110	200	25	5		0	10		20	20	**405**
6	VOBCIT Technical Support			90									**90**
	Total	**305**	**425**	**1,345**	**750**	**260**	**120**	**0**	**110**	**130**	**420**	**420**	**4,285**

B. Direct Costs ($)[1]

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	**Total**
1	Administration		$6,004	$1,146		$1,780	$200	$500	$500	$1,100	**$11,230**
2	Public Participation & Coordination										**$0**
3	Long Range Transportation Planning										**$0**
4	Short Range Transportation Planning	$20,000									**$20,000**
5	Project Development Planning										**$0**
6	VOBCIT Technical Support										**$0**
	Total	**$20,000**	**$6,004**	**$1,146**	**$0**	**$1,780**	**$200**	**$500**	**$500**	**$1,100**	**$31,230**

1400

Contractual:

1.
2.
3.
4.

$0

C. Cost Proposal Summary ($)

Task #	Task Description	Exec. Dir.	GIS Sr. Planner I	Transpo Program Mngr	GIS Planner I	Land Use Planner III	Fin/Off Mngr	Land Use Asst. Planner I	Emerg Mngmt Planner II	Land Use Sr. Planner II	Planning Tech I	Planning Tech II	**Total Personnel**	**Indirect**	**Direct**	**Total Costs**
	Hourly Rate	$37.76	$25.00	$27.88	$20.19	$18.63	$27.64	$16.10	$21.63	$30.11	$13.00	$13.00				
1	Administration	$1,510	$125	$5,576	$505	$0	$2,764	$0	$0	$0	$0	$0	**$10,480**	**$10,463**	**$11,230**	$32,174
2	Public Participation & Coordination	$4,720	$750	$9,897	$1,615	$1,304	$276	$0	$1,730	$602	$0	$0	**$20,896**	**$20,862**	**$0**	$41,758
3	Long Range Transportation Planning	$3,210	$750	$5,576	$404	$93	$276	$0	$216	$2,409	$0	$0	**$12,934**	**$12,913**	**$0**	$25,847
4	Short Range Transportation Planning	$1,510	$6,250	$8,364	$12,114	$3,353	$0	$0	$216	$903	$5,200	$5,200	**$43,111**	**$43,042**	**$20,000**	$106,154
5	Project Development Planning	$566	$2,750	$5,576	$505	$93	$0	$0	$216	$0	$260	$260	**$10,227**	**$10,210**	**$0**	$20,437
6	VOBCIT Technical Support	$0	$0	$2,502	$0	$0	$0	$0	$0	$0	$0	$0	**$2,502**	**$2,498**	**$0**	$5,000
	Total	$11,517	$10,625	$37,492	$15,143	$4,844	$3,317	$0	$2,379	$3,914	$5,460	$5,460	**$100,150**	**$99,990**	**$31,230**	$231,370

													Agreement Total	**$231,370**
														$231,370
99.84%	**Indirect Rate**												**Total Employee Indirect**	($0.00)
	Indirect per employee	$11,498	$10,608	$37,432	$15,118	$4,836	$3,311	$0	$2,375	$3,908	$5,451	$5,451	**$99,990**	

Notes

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

Note that CVRPC intends to submit an indirect rate proposal revision

TRANSPORTATION UPDATES

June 22, 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.

Berlin Park and Ride TAC Question Follow up

Response from Stantec:

Based on questions regarding traffic volumes used for the left turn lane warrant analysis, we took another look at how they were calculated. We found that the volumes were calculated correctly. The confusion was generated at the meeting because ITE breaks down the total trips generated to a % entering and a % exiting the park and ride based on AM or PM peaks. In addition, the generated trips are split between eastbound and westbound traffic on Route 63 based on an assumed directional distribution. Applying the AM and PM entering and exiting percentages and the directional distribution splits result in numbers consistent with the trips used for the left turn lane analysis.

VTrans Bicycle and Pedestrian Grant Program Reminder

Applications are due July 14th http://vtrans.vermont.gov/highway/local-projects/bike-ped.

Grant Opportunities to Address Road Erosion and Stormwater Issues

DEC Grants & Loans Program Table summarizing the grant and loan opportunities available at the Department of Environmental Conservation

http://dec.vermont.gov/grant-loan-programs

Draft Municipal Road Stormwater Management Standards to Address the Municipal Roads General Permit

The following draft standards are required for all "hydrologically-connected" municipal road segments within the road ROW and municipal stormwater infrastructure**.** If the implementation of one of the following standards will trigger the need for an additional state permit for a specific location, the Secretary may waive the requirement at that location. Additionally, extremely challenging sites and conditions may preclude the implementation of the MRGP Standards in certain situations. The standards can be review here:

http://dec.vermont.gov/sites/dec/files/wsm/stormwater/docs/Permitinformation/MunicipalRoads/DRAFT_MRGPv20_standalone%20standards.pdf