



TRANSPORTATION ADVISORY COMMITTEE

Tuesday, June 26, 2018, 6:30 p.m.

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

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

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

Note
Change of
Location

6:15 pm - Social & Pizza

*Action Item

Page **AGENDA**

6:30 Introductions

Adjustments to the Agenda

Public Comments

2 6:35 Approve May 22nd TAC Minutes (enclosed)*

5 6:40 Presentation on Winooski Basin Plan

11 7:30 Review of TPI Work Program and Budget*

8:00 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 24th

- **Presentation on VTrans Long Range Transportation Plan**
- **Update from GMT on Ridership in Central Vermont**

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

DRAFT Minutes

May 22, 2018

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, Vice- Chair	X	Plainfield: Bob Atchinson
	Cabot: Karen Deasy	X	Roxbury: Gerry D'Amico
	Calais: David Ellenbogen	X	Waitsfield: Don La Haye
	Duxbury: Alan Quackenbush		Warren: Jim Sanford
X	East Montpelier: Frank Pratt		Washington: Ray McCormack
X	Fayston: Kevin Russell	X	Waterbury: Steve Lotspeich, Chair
	Marshfield: Vacant		Williamstown: Vacant
X	Middlesex: Ronald Krauth		Woodbury: Vacant
	Montpelier: Dona Bate		Worcester: Bill Arrand
X	Moretown: Joyce Manchester	X	Staff: Daniel Currier

Guests: Zoe Nederland (VTrans), Meredith Whitney (VT Urban and Community Forestry Program)

Steve Lotspeich called the meeting to order at 6:35pm. Introductions were completed.

A quorum of member where not present at the meeting so no action could be taken on agenda items.

Adjustments to the Agenda:

There were no adjustments to the agenda.

Public Comments:

There were no public comment

Approval of April TAC Minutes:

TAC had no comments on the minutes.

Presentation on Emerald Ash Borer

Meredith Whitney Forest Pest Education Coordinator from the VT Urban & Community Forestry Program presented on the Emerald Ash Borer situation in Vermont, what the state is doing to slow the spread, and shared some resources they've developed for community preparedness.

More information on EAB can be found at <https://vtinvasives.org/> or <https://vtcommunityforestry.org/>

She shared that the entire State of Vermont has been included in the quarantine boundary and that they have also established an EAB infection area boundary inside the quarantine boundary to help slow the spread. The EAB infection area boundary is much smaller and is focused on just the infected communities.

TAC members asked how the quarantine boundary works. Meredith shared that Ash trees cannot be moved to a State not already under EAB quarantine. Which includes parts of New Hampshire and all of Maine.

Complete Review of Functional Class Road Changes

Staff continued to review with the TAC the proposed changes to the current functional classification system. Any proposed changes will need to conform with the FHWA guidance document "The Highway Functional Classification: Concepts, Criteria and Procedures, 2013 Edition". The TAC reviewed 15 segments and agreed with 8 of the proposed changes to the Functional Classification system at their April meeting. The remaining 7 segments and 5 new segments were reviewed for possible changes to the Functional Classification system. The table showing the agreed upon changes are included below.

Road Name/s	Town/s	Segment and Street Names	Existing Classification	Recommended Classification Change
n/a and Brooklyn St	Barre City	Brooklyn St from Prospect St to end	Major Collector	Local
Airport Rd/Miller Rd/Prospect Street/Berlin Street	Berlin/Barre Town/Barre City	1) Airport Road from VT 62 to Miller Road 2) Miller Road to Prospect St to Berlin St	1) Minor Arterial/ Major Collector 2) Minor Arterial	1) Minor Arterial 2) Major Collector
US Route 2	Montpelier	US Route 2 from Graves Rd to Montpelier City Line	Minor Arterial	Major Collector
Washington Street/E. Barre Road	Barre City/Barre Town	US Route 302 from Hill St to McLaughlin Rd	Principal Arterial	Minor Arterial
Elm Street	Montpelier	VT 12 from Spring St to Bolduc Rd	Minor Arterial	Minor Arterial
County Rd	East Montpelier	County Rd from Center Rd to Templeton Rd	Minor Arterial	Major Collector
Route 62	Berlin	VT Route 62 from Paine Tpke N to I 89	Minor Arterial	Principal Arterial
Paine Tpke N	Berlin/Montpelier	Paine Tpke N from Montpelier City line to VT 62	Major Collector	Minor Arterial
Fisher Rd	Berlin	Fisher Rd from Major Collector Paine Tpke N to VT 62	Major Collector	Minor Arterial

Towne Hill Rd	East Montpelier	Town Hill Rd from US 2 to Gallison Hill Rd	Major Collector	Minor Arterial
Dog River Rd	Berlin	Dog River Rd from Montpelier City Line to VT 12	Local	Minor Collector
Junction Rd	Montpelier	Junction Rd from Dog River Rd to Montpelier City Line	Local	Minor Collector
E. Hill Rd	Middlesex	E. Hill Rd from Montpelier City line to Portal Rd	Minor Collector	Major Collector
Route 12, Route 64	Berlin/Northfield	VT 12 from Montpelier City line to VT 64 and VT 64 from VT 12 to I89	Major Collector	Minor Arterial
Crosstown Road	Berlin	Crosstown Rd from VT 12 to Paine Turnpike S	Local	Minor Collector
Crosstown Road	Berlin	Crosstown Rd from Paine Turnpike S to Paine Turnpike N	Minor Collector	Major Collector
Route 215	Cabot	Route 215 from US 2 to S Walden Rd	Major Collector	Minor Arterial
South Walden Road	Cabot	South Walden Rd from Route 215 to VT 15	Local	Major Collector
Danville Hill Rd	Cabot	Danville Hill Rd from US 2 to Route 215	Local	Minor Collector
Miller Road	Barre Town	Miller Rd from Airport Rd to VT 63	Local	Major Collector

Staff will share these changes with the Towns and VTrans.

Transportation Updates

Staff shared updated with the TAC

TAC Member Concerns

No Concerns were shared

Set Agenda for June

- Presentation on Winooski Basin Plan
- Review of TPI Work Program and Budget

Adjourn:

The meeting was adjourned at 8:30 pm.



MEMO

Date: June 26, 2018

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: Draft Winooski River Tactical Basin Plan Presentation

No action is required for this agenda item. Feedback on the plan is requested by the fall 2018.

Karen Bates Basin Planner with the VT ANR DEC will present to the TAC on the *Draft Winooski River Tactical Basin Plan*. Staff has begun an initial review. Staff comments will be presented to the Clean Water Advisory Committee and Regional Planning Committee for modification before a final recommendation is provided to the Commission. The Board of Commissioners will determine and submit final comments and a determination of compliance with the Regional Plan to VT DEC. The compliance determination will be completed this fall.

Reviewing the following maps and tables in conjunction with the Executive Summary provided in the meeting packet provides a good overview of the Plan:

Page 6	Winooski River & Sub-Basins Land Use/Land Cover map
Pages 16-19	Major Water Quality Issues of the Winooski Watershed map series
Page 68	Estimated total TMDL reductions from all land uses in the Winooski Basin at the catchment scale map
Page 72	Figure 15, Estimated forest TP loading for the Winooski River at the catchment scale map
Page 77	Figure 16, Estimated agricultural TP export by catchment map
Page 92	Figure 18, Estimated TP export from developed land uses excluding roads (paved and unpaved) map
Page 94	Figure 19, Estimated SWAT loading from all paved and unpaved roads in the Winooski River Basin at the catchment scale
Page 95	Table 23, Catchments with the highest estimated TP export from paved roads

Page 96	Table 24, Catchments with the highest estimated TP export from unpaved roads
Pages 107-108	Table 29, Estimated three-acre parcels and associated impervious cover for Winooski Basin towns
Page 127	High Quality Waters of the Winooski Watershed map
Pages 133-134	Table 36, Objectives of Tactical Basin Plan to meet goals for the plan
Pages 135-140	Table 37, Summary of Implementation Actions

The full, 197-page document is posted at <http://centralvtplanning.org/wp-content/uploads/2012/03/Basin8draftplanRPCreview.pdf>. You do not need to review word for word or make specific recommendations at this point. Any general comments/input at this stage to help with the development and finalization of the plan and to have some background for the Basin Planner's presentation at the commission meeting.

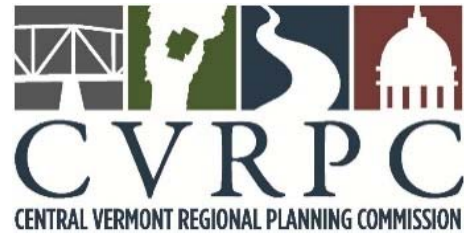
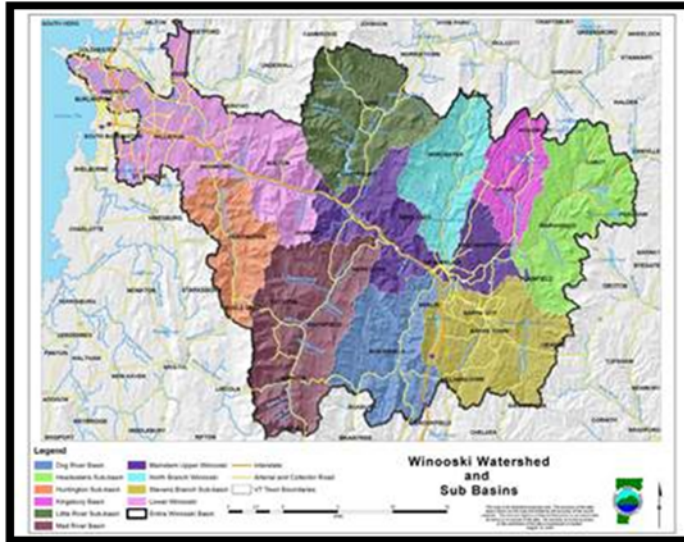
Background

Under the Vermont Clean Water Act (Act 64), each of Vermont's 15 river basins must have a plan developed and adopted on a five-year recurring cycle. As part of the funding under the Municipal Tactical Basin Planning contract, the CVRPC has been working with its member municipalities to incorporate municipal priorities into the Winooski Tactical Basin Plan. Tactical Basin Plans help identify and focus efforts needed to protect or restore specific watersheds through the state. The CVRPC has been working with other partners, such as the Winooski Natural Resource Conservation District, to identify priority projects and conduct outreach on the goals, objectives and strategies within the Basin Plan. Identifying specific priorities in the Tactical Basin Plan helps to garner support for funding through the Vermont Clean Water Initiative program.

One key task within CVRPC's contract with the DEC for Municipal Tactical Basin Planning is to review the *Draft Winooski River Tactical Basin Plan* and provide input, comments, and any recommendations for change. Vermont statute requires the Commission to provide a determination of Basin Plan compatibility with the adopted Regional Plan.

In October 2017, I presented the process of Tactical Basin Planning and what information goes into the plan including municipal priorities and strategies from stormwater master planning. The fact sheet provided in October is enclosed. The Vermont ANR has been writing this plan this year. The draft is now ready for preliminary review. The plan needs to be completed and adopted by the end of 2018.

WINOOSKI RIVER TACTICAL BASIN PLAN



Tactical basin plans focus on the projects or actions needed to protect or restore specific waters and identify appropriate funding sources to complete the work, based on monitoring and assessment data. The plan will guide all watershed work supported by the Watershed Management Division in the basin. The issues identified in the plan are the ones that will be prioritized for management and funding attention. Tactical Basin Plans integrate priority items from complementary plans, including river corridor plans, stormwater master plans, backroads inventories, and agricultural environmental assessments.

Stressors within the Winooski Basin include: channel and land erosion, nutrient loading, pathogens like e. coli, invasive species, and flow alterations from dams and water withdrawals. If you are aware of challenges, such as eroding dirt roads, poor culvert placements, stream or lakeshore erosion, clear-cutting, etc., it's important to voice them so they can be evaluated for inclusion in the plan. If potential problems are not included, they may not receive support from ANR.

Vermont Statute provides RPCs with the opportunity to prioritize projects. CVRPC will set priorities for the Winooski Basin in 2018. This is an opportunity to learn more about the Basin Planning process and provide input for your community!

For information:

- visit Sample Basin Plans: <http://dec.vermont.gov/watershed/map/basin-planning>.
- contact Karen Bates, DEC Watershed Coordinator, karen.bates@vermont.gov, 490-6144.
- contact Pam DeAndrea, CVRPC Senior Planner, deandrea@cvregion.com, 229-0389.

Executive Summary

The Vermont Clean Water Act requires the development of Tactical Basin Plans for each of Vermont's 15 river basins to be adopted on a five-year recurring cycle. These plans integrate watershed modeling, water quality monitoring, sector-specific pollution source assessments, and stakeholder input to document geographically explicit actions necessary to protect, maintain, enhance, and restore surface waters. The Agency of Natural Resources is assisted in the implementation of plan through a combination of State and federal funding sources, partner support (Appendix A) and for certain protection efforts, the public rulemaking process.

The Winooski River (Basin 8) Tactical Basin Plan focuses on the watershed of the Winooski River. [DEC Basin 8 Water Quality Assessment Report](#) provides background to support the Plan's actions including assessments of wetlands, lakes and rivers. The Plan's goal for Winooski River Basin and all of the surface waters in its drainage basin is the sustained ecological health and human use by meeting or exceeding Vermont Water Quality Standards.

The Plan also includes the Phase II content (Chapter 3) for the Lake Champlain Phosphorus TMDL, including setting of targets for phosphorus loading from the Winooski River to Lake Champlain. The Lake Champlain Phase I Implementation Plan and the TMDL both point to issuance of these plans as components of the accountability framework.

The Phase II content includes high-resolution phosphorus load modeling and projected phosphorus reductions for smaller sub-watersheds as well as by types of sources (waste water treatment plants, developed lands stormwater, roads, forestry and agricultural).

The plan also describes strategies relating to the development of new regulations associated with the Vermont Clean Water Act. Future iterations of the Basin 8 Tactical Basin Plan will provide augmented specificity in regards to phosphorus reductions achieved, reductions planned, costs, and as appropriate, success stories documenting incremental water quality improvement.

The surface waters in Basin 8 provide recreational opportunities, drinking water and support for wildlife habitat and plant communities. The health of the surface water is directly connected to these uses. Pollutants associated with basin 8 waterbodies include phosphorus, sediment, pathogens and toxins as well as aquatic invasive species.

The main sources of the elevated phosphorus, sediment and pathogen levels include agricultural, urban and road runoff, and eroding river channels due to a lack of

equilibrium in the river system. Many of the actions to address these stressors in the basin will also achieve required reductions in phosphorus loading to Lake Champlain (Phase II content in Chapter 3).

In Chapter 4, the plan also describes management goals for basin 8 surface waters and includes new classifications or candidates for reclassification (see Summary of Classification Opportunities below).

The heart of this plan is Chapter 5 and the [Watershed Projects Database](#), which includes geographically explicit actions to protect or restore surface waters in the basin. The actions are supported by the following top objectives and strategies for priority watershed (and associated towns):

Top Objectives and Strategies

Protect river corridors and floodplains to increase flood resilience and allow rivers to reach equilibrium through protection of river corridors with conservation easements and municipal adoption of appropriate bylaws, focusing on assisting towns to adopt corridor protection as well as implement VDEC river corridor plans.

Increase knowledge of water quality conditions in the basin, including the identification of high quality lakes through the establishment and/or continuation of short-term intensive and long-term monitoring programs.

Implement agricultural Best Management Practices (BMPs) in areas that are a significant source of phosphorus and where BMPs are best suited to conditions with a focus on areas of high phosphorus loading.

Resolve E. coli impairments in along Winooski between Plainfield and Cabot, Huntington, Mad Rivers and Allen Brook by addressing discernable bacteria sources from agriculture and residential sources to meet bacterial TMDL.

Manage stormwater from developed areas through the development and implementation of stormwater master plans and Flow Restoration Plans in MS4 communities (see Appendix C).

Improve littoral zone habitat along Lake Champlain, and ponds in the Kingsbury Branch through direct outreach with landowners to encourage participation in the Lake Wise Program that promotes implementation of lakeshore BMPs.

Inventory and prioritize municipal road erosion features that discharge into surface water and implement high priority actions in existing road erosion inventoried sites

Provide technical and as available, financial assistance to wastewater treatment facilities in meeting Lake Champlain Phosphorus TMDL goals

Prioritize wetland and floodplain restoration projects in appropriate locations for phosphorus retention and sediment attenuation with a focus on the watersheds X

Prioritize remediation of forest roads and log landings with high erosion risks, including sugaring operations and areas of high phosphorus loading.

Assist municipalities in identifying areas of landslide hazards for benefit of future development including Jericho, Williston, Essex, Duxury, Plainfield, Marshfield, and Barre Town.

In addition to the actions supported by priority objectives and the classification opportunities, the basin plan also includes actions for addressing stressed and impaired waters listed in Table 4 and actions relating to monitoring and assessment in Table 11.

The Vermont Agency of Natural Resources has prepared an online mapping tool, the [ANR Natural Resources Atlas](#), that allows the reader to identify the locations of many Basin features.



MEMO

Date: June 26, 2018

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: CVRPC FFY 2019 TPI Work Program and Budget

Request

Staff requests TAC approval of the draft CVRPC FFY 19 Transportation Planning Initiative work program and budget.

This work program and budget reflects the updated VTrans guidance on eligible tasks and budget. 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 FY18 work program and budget are as follows:

Task 1 – Program Administration: No changes to tasks.

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

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

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

- Town Highway Major Collector HPMS & Model Inventory of Roadway Elements (MIRE) Data Programs, and
- Dedicated On-Road Bicycle Facility Data Collection

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 - \$229,360

Summary of budget amounts by task

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$16,278
Task 2	Public Participation and Coordination	\$49,148
Task 3	Long Range Transportation Planning	\$57,685
Task 4	Short Range Transportation Planning	\$89,359
Task 5	Project Development Planning	\$13,890
Task 6	VOBCIT Technical Support	\$2,999
Total		\$229,360

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2019 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2018 to September 30, 2019

Approved by: TAC ____/____/____; Executive Committee ____/____/____

EXHIBIT 1: WORK PROGRAM

Purpose and Summary

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2019 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. Enhance cooperative decision-making among state, regional, and local partners about the transportation system.
2. Better connect federal, regional, and statewide transportation planning.
3. Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.
4. Deliver results that advance VTrans strategic and long range transportation plans.

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 2019 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 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 (none expected), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
9. complete annual TPI and VAPDA Performance Reporting.
10. attend monthly TPI meeting.
11. training to enhance knowledge and skills specific to transportation planning best practices.

Personnel: Executive Director, Finance/Office Manager, Program Manager, Senior Planners, Planners

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include 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
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The purpose of this task is to ensure that the 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 continued 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, Program Manager, Senior Planners, Planners, Planning Technicians

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. participate 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.
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 Better Connections program.
13. develop and implement analytical methods to identify gaps in the connectivity 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, Program Manager, Senior Planners, 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, Better Connections, discretionary, and other grant programs and in regional bicycle and pedestrian initiatives, such as the Cross Vermont Trail, Central Vermont Path, and Mad River Path.
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. collect information on dedicated On-Road Bicycle Facilities

9. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.
10. 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.
11. 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.
12. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures (including Go Vermont, Montpelier Multi-modal Center).
13. support Safe Routes to School outreach, planning, implementation, and evaluation.
14. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.
15. review of functional classification system.

Personnel: Executive Director, Program Manager, Senior Planners, 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.
2. facilitate public participation during scoping analysis and the project development process, and participate in public meetings.
3. assist and review transportation projects that can be funded outside the statewide prioritization system, such as Transportation Alternatives, Bicycle and Pedestrian, and other locally or regionally managed projects.
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, Program Manager, Senior Planners, 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.

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

June 2018

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$17,354
Task 2	Public Participation and Coordination	\$49,148
Task 3	Long Range Transportation Planning	\$56,250
Task 4	Short Range Transportation Planning	\$89,718
Task 5	Project Development Planning	\$13,890
Task 6	VOBCIT Technical Support	\$2,999
Total		\$229,360

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY18	Total Hours	Total Cost
Executive Director	\$55.52	326	\$18,100
Program Manager	\$38.26	995	\$38,069
GIS Senior Planner I	\$39.26	235	\$9,226
GIS Planner I	\$33.27	540	\$17,966
Land Use Planner III	\$35.01	115	\$4,026
Finance & Office Manager	\$33.32	44	\$1,466
Emerg Mngmt Planner III	\$32.03	135	\$4,324
Land Use Senior Planner II	\$38.42	25	\$961
Planning Technician I	\$13.99	220	\$3,078
Planning Technician II	\$13.99	220	\$3,078
Total		2,855	\$100,293

Indirect Costs		123.97%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost	
Executive Director	\$68.83	326	\$22,438	
Program Manager	\$47.43	995	\$47,194	
GIS Senior Planner I	\$48.67	235	\$11,438	
GIS Planner I	\$41.24	540	\$22,272	
Land Use Planner III	\$43.40	115	\$4,991	
Finance & Office Manager	\$41.31	44	\$1,817	
Emerg Mngmt Planner III	\$39.71	135	\$5,361	
Land Use Senior Planner II	\$47.63	25	\$1,191	
Planning Technician I	\$17.34	220	\$3,816	
Planning Technician II	\$17.34	220	\$3,816	
Total		2,855	\$124,333	

Direct Costs		Total Cost
Contractual		\$0
Travel		\$2,000
Supplies		\$1,000
Equipment		\$0
Meetings		\$1,000
Data & References		\$100
Postage		\$100
Copy/Print		\$0
Advertising		\$535
Total		\$4,735

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$1,735	\$15,619
Task 2	Public Participation and Coordination	\$4,915	\$44,233
Task 3	Long Range Transportation Planning	\$5,625	\$50,625
Task 4	Short Range Transportation Planning	\$8,972	\$80,746
Task 5	Project Development Planning	\$1,389	\$12,501
Task 6	VOBCIT Technical Support	0	\$2,999
Subtotal by Share		\$22,636	\$206,724
Agreement Total			\$229,360

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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
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Exhibit 4: Time-Task-Cost Summary**A. Personnel (Hours)**

Task #	Task Description	Exec Dir	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Fin/Off Mngr	Emerg Mngmt Planner II	Land Use Sr Planner II	Planning Tech I	Planning Tech II	Total Hours
1	Administration	36	50	5	10	5	20	5	5			136
2	Public Participation & Coordination	75	330	30	60	20	24	15				554
3	Long Range Transportation Planning	175	200	50	50	50		50	20			595
4	Short Range Transportation Planning	30	300	110	400	30		65		220	220	1,375
5	Project Development Planning	10	80	40	20	10						160
6	VOBCIT Technical Support		35									35
Total		326	995	235	540	115	44	135	25	220	220	2,855

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$2,000	\$1,000		\$1,000	\$100	\$100		\$535	\$4,735
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6	VOBCIT Technical Support										\$0
Total		\$0	\$2,000	\$1,000	\$0	\$1,000	\$100	\$100	\$0	\$535	\$4,735

1400

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec. Dir.	Transpo Program Mngr	GIS Sr. Planner I	GIS Planner I	Land Use SR Planner III	Fin/Off Mngr	Emerg Mngmt Planner II	Land Use Sr. Planner II	Planning Tech I	Planning Tech II	Total	Indirect	Direct	Total Costs
	Hourly Rate	\$55.52	\$38.26	\$39.26	\$33.27	\$35.01	\$33.32	\$32.03	\$38.42	\$13.99	\$13.99				
1	Administration	\$1,999	\$1,913	\$196	\$333	\$175	\$666	\$160	\$192	\$0	\$0	\$5,634	\$6,985	\$4,735	\$17,354
2	Public Participation & Coordination	\$4,164	\$12,626	\$1,178	\$1,996	\$700	\$800	\$480	\$0	\$0	\$0	\$21,944	\$27,204	\$0	\$49,148
3	Long Range Transportation Planning	\$9,716	\$7,652	\$1,963	\$1,664	\$1,751	\$0	\$1,602	\$768	\$0	\$0	\$25,115	\$31,135	\$0	\$56,250
4	Short Range Transportation Planning	\$1,666	\$11,478	\$4,319	\$13,308	\$1,050	\$0	\$2,082	\$0	\$3,078	\$3,078	\$40,058	\$49,660	\$0	\$89,718
5	Project Development Planning	\$555	\$3,061	\$1,570	\$665	\$350	\$0	\$0	\$0	\$0	\$0	\$6,202	\$7,688	\$0	\$13,890
6	VOBCIT Technical Support	\$0	\$1,339	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,339	\$1,660	\$0	\$2,999
Total		\$18,100	\$38,069	\$9,226	\$17,966	\$4,026	\$1,466	\$4,324	\$961	\$3,078	\$3,078	\$100,293	\$124,333	\$4,735	\$229,360

Agreement Total	\$229,360
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123.97% Indirect Rate												Total Employee Indirect
Indirect per employee	\$22,438	\$47,194	\$11,438	\$22,272	\$4,991	\$1,817	\$5,361	\$1,191	\$3,816	\$3,816	\$3,816	\$124,333

Notes

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