



TRANSPORTATION ADVISORY COMMITTEE

Tuesday, June 25, 2019, 6:30 p.m.

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

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

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

6:15 pm - Social & Pizza

*Action Item

Page **AGENDA**

6:30 Introductions

Adjustments to the Agenda

Public Comments

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

6 6:40 Berlin Route 62/Paine Turnpike Park and Ride Discussion

9 7:10 Plainfield US 2/Main St Intersection Reconstruction Update

10 7:40 TPI FFY 20 Work Program and Budget Review and Approval (enclosed)*

8:05 TAC Member Concerns

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

8:29 Set Agenda for the Future TAC Meeting

8:30 Adjourn

Future TAC Meeting Agendas

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

July

- **Field Trip**

August

NO MEETING

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

DRAFT Minutes

May 28, 2019

Central Vermont Regional Planning Commission Office

Attendees:

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

Guests: Zoe Nederland (VTrans), Devin Mason (GMT)

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

Adjustments to the Agenda:

There were no adjustments to the agenda.

Public Comments:

There were no public comment

Approve January 22nd, February 26th, March 26th and May 23rd TAC Minutes:

Gerry motioned to accept the January 22nd, February 26th, March 26th and May 23rd TAC minutes as presented. Ron seconded the motion. The motion carried with one abstention.

TPI Budget Adjustment

D. Currier presented on the CVRPC FFY 19 Transportation Planning Initiative work plan and budget adjustment 1.

This adjustment reflects budget changes to Task 1-6 and the addition of a new work plan Task 6B (Watershed Planning).

Summary of budget amounts by task:

Task	Task Description	Approved	Amended	Difference	% Change
Task 1	Administration	\$17,354	\$16,993	(\$361)	-2.08%
Task 2	Public Participation & Coordination	\$49,148	\$37,011	(\$12,137)	-24.69%
Task 3	Long Range Planning	\$56,250	\$65,077	\$8,827	15.69%
Task 4	Short Range Planning	\$89,718	\$92,443	\$2,725	3.04%
Task 5	Project Development	\$13,890	\$14,838	\$948	6.83%
Task 6A	Other Planning - VT Culverts	\$2,999	\$2,999	\$0	0.00%
Task 6B	Other Planning - Watershed Planning	\$0	\$20,000	\$20,000	100.00%
TOTAL		\$229,360	\$249,360	\$20,000	

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

The work plan changes for FFY19 include:

Task 1 – Program Administration: No change to task.

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

Task 3 – Long Range Planning: No change to task

Task 4 – Short Range Planning: No change to task

Task 5 – Project Development Planning: No change to task

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

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

The new funding level will be \$249,360.

TAC discussed the adjustments to the work plan and budget. Kevin motioned to accept the presented CVRPC FFY 19 Transportation Planning Initiative work plan and budget adjustment. Ron seconded the motion and the motion carried unanimously.

TAC Elections of Officers

Steve L. presented on the nomination and election of a chair and vice-chair. Bob W nominated Steve Lotspeich to be chair. This was second by Alan.

Don nominated Bob Wernecke to be vice chair. This was second by Rich.

The motions carried unanimously.

Presentation on Paratransit Planning Grant Results

1 Dan Currier presented on the results of the Community Transportation Association of America
2 Inclusive Planning Grant results.

3
4 Changes to the existing transit system have been proposed, including the addition of
5 complementary ADA paratransit. This proposed paratransit service is both exciting and
6 worrisome. While it has the potential to provide better service for transit users, it also will bring
7 change and it is change that can be challenging for any of us. To address this change we have
8 developed an initial process to help the public understand what is needed to operate a rural
9 paratransit service based on the potential users of this service.

10
11 Goal:

12
13 To build a more knowledgeable and informed transit ridership in the Central Vermont Region
14 by engaging directly with existing public transit users and potential users of our rural transit
15 system.

16
17 Website: <http://centralvtplanning.org/programs/transportation/paratransit-planning/>
18

19 As we gathered input and preference on the proposed Paratransit service we also discovered
20 that additional education on the existing transit system was needed. Of the people we
21 surveyed that use transit, more than 25% responded that they didn't know which bus route
22 they lived near. Additionally, 41% of riders reported that better information about what
23 services are available would make it easier for them to utilize GMT transportation services.
24 58% and 74% of responders indicated that they do or would use the transit service to go to
25 medical appointments and shopping, respectively. Furthermore, just over 38% of responders
26 indicated that they would want to use the service to reach social or leisure activities.
27 Additionally, we found that many older adults and people with disabilities are willing and able
28 to be more mobile (i.e. walk to a bus stop) during the fair weather month but have limited
29 mobility during the winter months (snow and ice on doorways and sidewalks).
30

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

35
36 Users of the existing system identified many barriers and potential solutions during our
37 engagement. In total nine barriers were identified with the primary theme being around the
38 need to improve our public transit infrastructure and build knowledge on how to appropriately
39 help older adults and persons with disabilities.

40
41 The next steps include:

- 42 • Working with GMT to identify bus stop locations that need improvements
- 43 • Adding rural members to GMT ADA Committee

- 1 • Working with GMT on outreach during the two weeks before and two weeks after the
- 2 start of the paratransit service
- 3 • Apply for another Inclusive Coordinated Transportation Partnership Project Grant to
- 4 help develop education and outreach materials to build a more knowledgeable and
- 5 informed transit ridership in the Central Vermont Region
- 6

7 The TAC had an engaging discussion around the results of the grant and the paratransit service
8 that is starting.
9

10 **Review of CVRPC Transportation Field Services**

11 Dan Currier presented on the Transportation Planning services CVRPC offers during the
12 summer. They include traffic studies, traffic counts, bike and pedestrian counts, culvert and
13 bridge inventories, ash tree inventories, and road erosion inventories.
14

15 Towns who wish to take advantage of these services can contact Dan Currier or Ashley Andrews
16

17 **TAC Member Concerns**

18 Bob A shared information on the Plainfield and Marshfield Climate Economy Model Community
19 work under a VCRD grant. The project is titled Revitalizing all of Marshfield and Plainfield
20 (RAMP). They are looking at transportation, farm and food, and strengthening both villages.
21

22 Steve provided an update on the Waterbury Main St reconstruction. The project is well
23 underway with the installation of sewer, water, and storm systems.
24

25 Gerry talked about the difficulties of seeing some traffic control people when they are standing
26 in the shadows. He suggested that the use of a stop sign with lights on it would be helpful.
27

28 David encouraged each town to add an alternative on the TAC. He also suggested setting up a
29 conference all/web meeting so that on days when it is bad weather or out of town members
30 can still participate. Dan will look into this and set up a test.
31

32 **Set Agenda for Future TAC Meeting**

33 TPI Work Program Review

34 July field trip to Montpelier transit center
35

36 **Adjourn:**

37 The meeting was adjourned at 8:25 pm.



Date: June 25, 2019

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

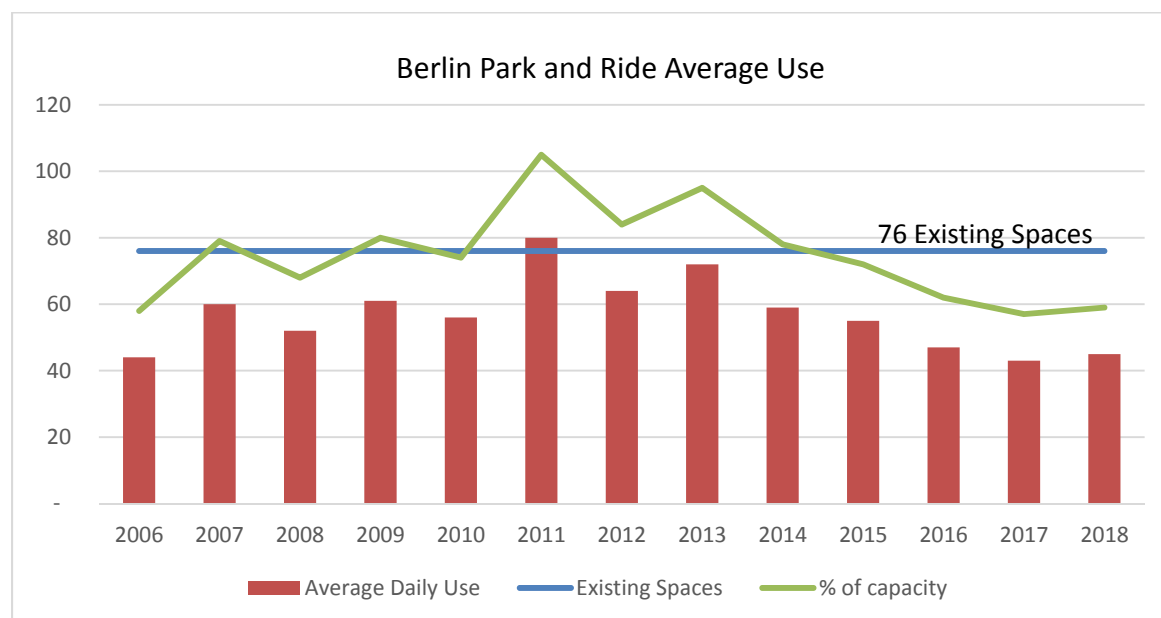
Re: Berlin Route 62/Paine Turnpike Park and Ride Discussion

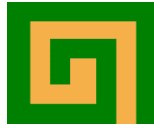
Staff will present the preferred alternative for the Berlin Exit 7 Park and Ride expansion.

VTrans consultant Green International Affiliates, Inc. (Green) has developed and evaluated alternatives for the proposed I-89 Exit 7 Berlin Park and Ride Expansion project. They have worked with the adjacent land owner Robert Clark to design this alternative.

A copy of the executive summary and existing conditions is included with this memo on page 2. A full copy of the Alternatives Analysis Memo can be downloaded from CVRPC web site at - <http://centralvtplanning.org/wp-content/uploads/2012/03/Berlin-Park-and-Ride-Alternatives-Analysis-Memo-20171130.pdf>

Since 2006 CVRPC has been conducting usage counts at this park and ride. Below is a graphics of the average use by year.





GREEN INTERNATIONAL AFFILIATES, INC.

239 LITTLETON ROAD, SUITE 3, WESTFORD, MA 01886

TEL (978) 923-0400 FAX (978) 399-0033

MEMORANDUM

To: Tina Bohl, Park and Ride Program Manager, VTrans

Cc:

From: Jason Sobel, P.E., PTOE; Green International Affiliates, Inc. (Green)
Dennis Vertiyev, E.I.T.; Green International Affiliates, Inc. (Green)

Date: November 30, 2017

Project: Berlin Park and Ride Expansion (Green No. 15025.02X)

Subject: Berlin Park and Ride: Alternatives Analysis Memo

EXECUTIVE SUMMARY

Green International Affiliates, Inc. (Green) has developed and evaluated alternatives for the proposed I-89 Exit 7 Berlin Park and Ride Expansion project. The project is intended to address deficiencies at the existing Park and Ride Facility. This project began with investigations of the existing conditions, which included an existing conditions survey, and a field visit to observe operations and to verify more detailed conditions at the facility. After having gained the information needed to discuss the existing facility and its deficiencies, a Local Concerns Meeting was held on October 25, 2016. The meeting was held to gather further information from local residents and users of the facility. After gathering all this information, Green developed six (6) design alternatives that addressed the deficiencies in the existing facility, while considering the concerns of the local residents. Green considered three (3) key categories; economics, location, and site characteristics while evaluating each alternative. An Alternatives Evaluation Matrix was developed to track each alternative's score. Based on the evaluation, Alternative 2 is recommended to be the preferred alternative.

EXISTING CONDITIONS

The I-89 Exit 7 Berlin Park and Ride Facility is located at the corner of VT Route 62 and Paine Turnpike North, with the single driveway off Pike Drive. The existing facility has a total of seventy-six (76) parking spaces, including four (4) handicap accessible parking spaces, one (1) of which is van accessible. There is one (1) bicycle rack, with the capacity to hold five (5) bicycles. The facility also includes a bus stop which is served by Stagecoach Transportation's "89er North" bus route, which runs on I-89 from South Royalton and Randolph to Montpelier with one (1) round trip in both the morning and afternoon peak hours. The Park and Ride facility also serves as an active carpool facility for commuters and other travelers in the Barre-Montpelier area.

There are several deficiencies that prevent the existing facility from better serving the current users. The pavement is deteriorated and the markings are faded throughout most of the parking lot making it difficult for motorists to determine where to park. This leads to users parking in unofficial spaces and general inefficiencies within the park and ride facility. Another issue is the location of the driveway on Pike Drive, which is located approximately 25 feet from the intersection of Pike Drive and Paine Turnpike North. Pike

Drive is a private road; VTrans has an easement to allow access to the existing Park and Ride, but the easement on Pike Drive does not extend beyond the existing driveway location. The short distance between the existing Park and Ride driveway and Paine Turnpike North, approximately one vehicle length, can create queuing problems on Pike Drive and within the Park and Ride when several vehicles leave the facility at the same time and are forced to wait to turn onto Paine Turnpike. This problem is exacerbated when the vehicular queue on Paine Turnpike North extends back from the intersection with VT Route 62 beyond Pike Drive intersection. In addition, the current bus shelter is located at the far west end of the Park and Ride and is an inconvenience to passengers, as they must walk all the way to one end to wait for the bus. Other deficiencies include a lack of a designated area for carpool pickup (passengers have been observed waiting in the middle of the lot while waiting for another driver to arrive), the lack of stormwater treatment consistent with current requirements, the poor condition of the bus shelter, and the lack of functional lighting which creates an unsafe environment at night. It is also noted that the width of the existing Park and Ride facility does not allow for a bus to turn around in one continuous movement. As a result, there is a large open area of pavement towards the west end of the existing facility that is used by the buses for maneuvering, which is an inefficient use of space and reduces the number of parking spaces that could otherwise be provided. The additional maneuvering required by large buses also prevents the bus vehicles from stopping adjacent to the existing bus shelter.

The I-89 Exit 7 Berlin Park and Ride is a well-used facility. Green conducted field observations on Tuesday, October 18, 2016 and Wednesday, October 19, 2016. During these field observations, the Park and Ride was never more than 68% occupied, and never less than 30% occupied. Over the course of observations, the facility experienced several shifts in utilization. The most striking observation was the lack of a defined peak hour in the morning, with occupancy holding at about 62% for much of the time. The highest observed occupancy of 68%, was at 12 PM. In the afternoon, there was a drop off in occupancy after 4 PM, when the occupancy fell from 55% to 41% between 4 and 5 PM. Table 1 shows the results of the parking utilization counts performed during our field observations.

Table 1 - Summary of Parking Utilization Counts

	Time	Total # of Free Spaces	Number of Occupied Spaces	Percent Occupied
Wednesday October 19, 2016	7:00	36	40	53%
	8:00	29	47	62%
	9:00	29	47	62%
	10:00	28	48	63%
	11:00	28	48	63%
	12:00	24	52	68%
Tuesday October 18, 2016	1:00	32	44	58%
	2:00	36	40	53%
	3:00	33	43	57%
	4:00	34	42	55%
	5:00	45	31	41%
	6:00	53	23	30%



MEMO

Date: June 25, 2019

To: Transportation Advisory Committee

From: Daniel Currier Program Manager

Re: **Plainfield US 2/Main St Intersection Reconstruction Update**

Erin Parizo, VTrans Project Manager for the Plainfield US 2/Main St Intersection Reconstruction and their consulting firm Stantec will present the preferred alternative for the Plainfield US 2/Main St Intersection.

Background

This intersection was first studied by CVRPC about 15 years ago and has had numerous alternative proposed. All of which had their pros and cons but with a renewed focus on safety the community has been working with VTrans to identify a preferred alternative.



MEMO

Date: June 25, 2019

To: Transportation Advisory Committee

From: Daniel Currier, Program Manager

Re: CVRPC FFY 2020 TPI Work Program and Budget

Request

Staff requests TAC approval of the draft CVRPC FFY 20 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 FY19 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.

- Public Transit Planning - **Human Services Transportation Coordination/Regional E&D (Elderly and Disabled) Public Transit Advisory Committees (RPTAC)**

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

Task 6 – Other Planning Activities (Watershed Planning): Transportation System Resiliency Planning

Funding Level - \$243,124

Summary of budget amounts by task

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$18,802
Task 2	Public Participation and Coordination	\$37,800
Task 3	Long Range Transportation Planning	\$63,588
Task 4	Short Range Transportation Planning	\$97,786
Task 5	Project Development Planning	\$15,148
Task 6	Watershed Planning Activities	\$10,000
Total		\$243,124

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2020 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2019 to September 30, 2020

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 2020 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 2020 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
--

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, and updating transit mapping.
- 12. supporting enhancement of the Human Services Transportation Coordination/Regional E&D (Elderly and Disabled) Public Transit Advisory Committees (RPTAC) Elderly and Disabled Transportation Program.**
13. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures (including Go Vermont, Montpelier Multi-modal Center).
14. support Safe Routes to School outreach, planning, implementation, and evaluation.
15. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.
16. 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

A. 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.

B. VTrans has recently completed the development of a Transportation Flood Resilience Planning Tool (TRPT), a web-based application that identifies bridges, culverts and road embankments that are vulnerable to damage from floods; estimates risk based on the vulnerability and criticality of roadway segments; and identifies potential mitigation measures based on the factors driving the vulnerability.

See the TRPT website for links to the on-line web application and user guide, and for an overview (<https://vtrans.vermont.gov/planning/transportation-resilience>)

1. Watershed Planning - Transportation System Resiliency Planning

Personnel: Program Manager, Senior Planner I, Planner 1, Assistant Planner 1

Products: Work with VTrans to add the Stevens Branch watershed to the tool and assist the communities in incorporating the results into their local planning documents.

CVRPC TAC Meeting June 25, 2019 Page21

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2020 Transportation Planning Initiative
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Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$18,802
Task 2	Public Participation and Coordination	\$37,800
Task 3	Long Range Transportation Planning	\$63,588
Task 4	Short Range Transportation Planning	\$97,786
Task 5	Project Development Planning	\$15,148
Task 6A	VOBCIT Technical Support	\$0
Task 6B	Watershed Planning activities	\$10,000
Total		\$243,124

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY19	Total Hours	Total Cost
Executive Director	\$55.38	436	\$24,146
Program Manager	\$38.43	982	\$37,738
GIS Senior Planner I	\$40.04	225	\$9,009
GIS Planner I	\$33.49	705	\$23,610
Land Use Senior Planner III	\$35.14	30	\$1,054
Office Manager	\$36.00	54	\$1,944
Emerg Mngmt Asst Plan I	\$23.77	136	\$3,233
Land Use Asst Planner II	\$22.38	60	\$1,343
Planning Technician I	\$14.00	440	\$6,160
Planning Technician II	\$13.99	0	\$0
Total		3,068	\$108,237

Indirect Costs		115.00%	Total Hours	Total Cost
RPC Staff Position	of Hourly Rate			
Executive Director	\$63.69		436	\$27,768
Program Manager	\$44.19		982	\$43,399
GIS Senior Planner I	\$46.05		225	\$10,360
GIS Planner I	\$38.51		705	\$27,152
Land Use Senior Planner III	\$40.41		30	\$1,212
Office Manager	\$41.40		54	\$2,236
Emerg Mngmt Asst Plan I	\$27.34		136	\$3,718
Land Use Asst Planner II	\$25.74		60	\$1,544
Planning Technician I	\$16.10		440	\$7,084
Planning Technician II	\$16.09		0	\$0
Total			3,068	\$124,473

Direct Costs		Total Cost
Contractual		\$0
Travel		\$6,065
Supplies		\$1,049
Equipment		\$0
Meetings		\$2,600
Data & References		\$100
Postage		\$100
Copy/Print		\$0
Advertising		\$500
Total		\$10,414

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$1,880	\$16,922
Task 2	Public Participation and Coordination	\$3,780	\$34,020
Task 3	Long Range Transportation Planning	\$6,359	\$57,229
Task 4	Short Range Transportation Planning	\$9,779	\$88,007
Task 5	Project Development Planning	\$1,515	\$13,633
Task 6A	VOBCIT Technical Support	0	\$0
Task 6B	Watershed Planning activities	0	\$10,000
Subtotal by Share		\$23,312	\$219,811
Agreement Total			\$243,124

Notes:

¹ CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and

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

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2020 Transportation Planning Initiative
 June 2019

Exhibit 4: Time-Task-Cost Summary**A. Personnel (Hours)**

A. Personnel (Hours)		Bonnie	Dan	Pam	Ashley	Clare	Nancy	Jonathan	Zach			
		Exec Director	Transpo Program Mngr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Asst Plan I	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Hours
Task #	Task Description											
1	Administration	20	50	5	10	0	10	0	0	0	0	95
2	Public Participation & Coordination	70	250	15	60	0	25	20	5	0	0	445
3	Long Range Transportation Planning	300	232	20	50	25	0	15	15	0	0	657
4	Short Range Transportation Planning	30	300	110	560	5	0	80	40	440	0	1,565
5	Project Development Planning	10	130	20	10	0	10	0	0	0	0	180
6A	VOBCIT Technical Support											0
6B	Watershed Planning activities	6	20	55	15		9	21				126
Total		436	982	225	705	30	54	136	60	440	0	3,068

B. Direct Costs (\$)¹

Task #	Task Description	Contractual	Travel	Supplies	Equipment	Meetings	Data/Ref	Postage	Copy/Print	Advertising	Total
1	Administration		\$6,065	\$1,000		\$2,600	\$100	\$100		\$500	\$10,365
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6A	VOBCIT Technical Support										\$0
6B	Watershed Planning activities			\$49							\$49
Total		\$0	\$6,065	\$1,049	\$0	\$2,600	\$100	\$100	\$0	\$500	\$10,414

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	Transpo Program Mgr	GIS Sr Planner I	GIS Planner I	Land Use Sr Planner III	Office Manager	Emerg Mngmt Asst Plan I	Land Use Asst Plan II	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$55.38	\$38.43	\$40.04	\$33.49	\$35.14	\$36.00	\$23.77	\$22.38	\$14.00	\$13.99				
1	Administration	\$1,108	\$1,922	\$200	\$335	\$0	\$360	\$0	\$0	\$0	\$0	\$3,924	\$4,513	\$10,365	\$18,802
2	Public Participation & Coordination	\$3,877	\$9,608	\$601	\$2,009	\$0	\$900	\$475	\$112	\$0	\$0	\$17,581	\$20,219	\$0	\$37,800
3	Long Range Transportation Planning	\$16,614	\$8,916	\$801	\$1,675	\$879	\$0	\$357	\$336	\$0	\$0	\$29,576	\$34,012	\$0	\$63,588
4	Short Range Transportation Planning	\$1,661	\$11,529	\$4,404	\$18,754	\$176	\$0	\$1,902	\$895	\$6,160	\$0	\$45,482	\$52,304	\$0	\$97,786
5	Project Development Planning	\$554	\$4,996	\$801	\$335	\$0	\$360	\$0	\$0	\$0	\$0	\$7,045	\$8,102	\$0	\$15,148
6A	VOBCIT Technical Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6B	Watershed Planning activities	\$332	\$769	\$2,202	\$502	\$0	\$324	\$499	\$0	\$0	\$0	\$4,629	\$5,323	\$49	\$10,000
Total		\$24,146	\$37,738	\$9,009	\$23,610	\$1,054	\$1,944	\$3,233	\$1,343	\$6,160	\$0	\$108,237	\$124,473	\$10,414	\$243,124

115.00% Indirect Rate												Total Employee Indirect	
Indirect per employee	\$27,768	\$43,399	\$10,360	\$27,152	\$1,212	\$2,236	\$3,718	\$1,544	\$7,084	\$0	\$0	\$0	\$124,473

Notes

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

TRANSPORTATION UPDATES

January 23, 2018

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

Berlin Lovers Ln Bridge Closed

Bridge on Lovers Lane in Berlin, VT has been closed due to weight limit restrictions.

GMT Next Gen Public Meeting Dates

Join GMT as we move toward the final phase of NextGen implementation in Central VT. We will discuss new route/schedule structure, the elimination of deviation service, and the implementation of complimentary door-to-door paratransit service. Whether you are a current bus rider, or you're new to public transit... we encourage you to join us and learn more!

Public Hearings:

July 2, 2019 | 4:00-6:00PM:

Central VT Medical Center, Conference Room 1, 130 Fisher Road, Berlin

July 3, 2019 | 11:00AM-1:00PM:

Morristown Town Hall, Municipal Building, 43 Portland Street, Morristown

July 5, 2019 | 12:00PM-2:00PM:

Stowe Town Hall, Memorial Hall, 67 Main Street, Stowe

July 10, 2019 | 5:00-7:00PM:

Hunger Mtn. Coop, Community Rm, 623 Stone Cutters Way, Montpelier

For those who cannot attend but wish to provide comments, please email feedback@ridegmt.com or call (802) 864-2282. Free transportation to and from GMT Public Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at (802) 864-2282. For more information, please visit RideGMT.com

Town Road and Bridge Standards

Official 2019 State-approved Town Roads and Bridge Standards have been released. All of the district project managers have been instructed to send these out to their towns.