

**TRANSPORTATION ADVISORY COMMITTEE****Tuesday, July 28, 2020, 6:30 p.m.****Please join my meeting from your Computer, Tablet or Smartphone.**<https://global.gotomeeting.com/join/500495925>**You can also dial in using your Phone.**

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*Action Item

AGENDA

- 6:30 Introductions**
- Adjustments to the Agenda**
- Public Comments**
- 6:35 Approve March, April, May, and June TAC Minutes (enclosed)***
- 6:45 TAC Elections of Officers ***
- 7:00 Green Mountain Transit Check-in-** Chris Damiani will be presenting on how GMT is doing during Covid-19.
- 7:35 TPI Work Program and Budget FY21 – Review projected work plan and budget ***
- 8:05 TAC Member Concerns**
Roundtable for any issues, questions, and town updates from TAC members.
- 8:29 Set Agenda for the September 22nd TAC Meeting (No meeting in August)**
- 8:30 Adjourn**

Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

Minutes

March 24th, 2020

Attendees:

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

Staff: Ashley Andrews

Guest: Chris Damiani GMT, Zoe Neaderland VTrans

Chair S. Lotspeich called the meeting to order at 6:30pm. Quorum was not present.
 Introductions were completed.

Adjustments to the Agenda:

A. Andrews requested to have Chris Damiani from GMT update the TAC on service changes.

Approve Minutes from February Meeting:

Spelling and punctuation edits were suggested. No quorum was present.

Public Comments:

No public present.

GMT Updates to Service Changes:

GMT just posted public hearing information on their website, and a short video for each service area to show more detail of the changes. There is an open comment period until April 8th. GMT will provide comments to the board on April 21st where GMT will review comments and implement service changes at end of June, beginning of July. Comments be can sent to email ride@gmt.com or by telephone at 540-2537

GMT also gave an update of service changes as they relate to covid-19

- Barre Link Suspend

- 2 out of 4 trips for the Waterbury link have been suspended
- Montpelier link has reduced service
- Boosted service to the Waterbury Park & Ride and State Complex
- Suspended first am run on the Route 2 Commuter which leaves Marshfield at six o'clock
- Suspended Mad River Valley seasonal service and reduced service for the Mountain Rd to run hourly between 6-5pm.

Capitol Program Project Prioritization and Town Highway Bridge Pre-Candidate List for FY2021

A. Andrews and S. Lotspeich presented the Capitol Program Projects and the Town Highway and Bridge Pre-Candidates, that CVPRC staff prioritized using a matrix set up by the TAC. The TAC decided (since there wasn't quorum) to make the recommendation to the Executive Committee to move forward with how CVRPC draft prioritized them. B. Wernecke asked for CVPRC to use the scoring matrix on the Lovers Lane Bridge. TAC also expressed concern on how awkward the scoring matrix was and that they would like to create a new matrix before the next round of candidates.

TAC Member Comments/Concerns

TAC expressed concern over the meeting platform since they felt that it wasn't user friendly and had several issues of people not being able to connect. A. Andrews will make the process more clear in the future.

Plainfield updated the TAC about how the Selectboard closed all meetings which made moving forward on the Route 2 intersection difficult. All RAMP projects are on hold which means they will not be moving forward at this time with P. Mitchell's Hitching Post.

Adjourn: B. Wernecke suggested the TAC adjourn.

The meeting ended at 7:58 pm.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

Draft Minutes

April 7, 2020

Attendees:

x	Barre City: Scott Bascom
x	Barre Town: Shaun Corbett
x	Berlin: Robert Wernecke, Vice- Chair
	Cabot: John Cookson
x	Calais: David Ellenbogen
x	Duxbury: Alan Quackenbush
	East Montpelier: Frank Pratt
	Fayston:
x	Marshfield: Robin Schunk
x	Middlesex: Ronald Krauth
	Montpelier: Dona Bate
x	Moretown: Joyce Manchester

x	Northfield: Jeff Shultz
x	Orange: Lee Cattaneo
x	Plainfield: Bob Atchinson
	Roxbury: Jerry D'Amico
	Waitsfield: Don La Haye
	Warren: Jim Sanford
	Washington: Vacant
x	Waterbury: Steve Lotspeich, Chair
	Williamstown: Rich Turner
	Woodbury: Vacant
	Worcester: Bill Arrand

Staff: Ashley Andrews

Guest: Peter Carbee - Washington

Chair S. Lotspeich called the meeting to order at 6:30pm. Quorum was not present at beginning of the meeting. Introductions were completed.

Adjustments to the Agenda:

A. Andrews apologized that the Minutes were not included in the mailing, and S. Lotspeich suggested to look them over at the May meeting

Public Comments:

Peter Carbee from Washington was present but since Washington doesn't have a member he was monitoring the meeting.

District Leveling Prioritization

A. Andrews presented the VTrans Districts suggested leveling projects for the CVPRC region. The projects may be funded by federal stimulus money. There are seven projects split between three Districts. District 4 had one project for the region, District 5 had 3 projects, and District 7 had 3 projects. They are all paving or spot paving projects. District 4 was discussed first, the TAC believes that Route 12 South and North of Montpelier is in worse shape than Route 14, however they believe it is project that would be starting from scratch rather than leveling. District 5 Middlesex has two sections of road that are a continuation of last year's paving project on Route 2 and one in Moretown farther west. It was suggested if possible to combine all three projects into one. The TAC made a comment to the District to push for a complete paving rehabilitation of Route 2 to remove the concrete road underneath. District 7 has a

1 project on Route 14 going from East Calais village and ending in Woodbury at the Town office.
2 Plainfield to East Montpelier on Route 214 (Which was incorrectly labeled as Route 2 on the
3 map) and B. Atchinson would like to double check the total mileage being paved for that
4 project. East Barre to Washington on Route 110. (Which was incorrectly displayed on the map
5 as to where the segments started and ended) S. Corbett recommended that the TAC ask the
6 District to expand treatment to stretch the entire length of project rather than sections.
7

8 R. Schunk wondered about adding a paving project on Route 232, but it was discovered that
9 there was one already planned for this year.
10

11 S. Bascom made a recommendation to accept the priorities as listed except make Route 214
12 number 3 rather than number 5 as the District had listed. B. Wernecke seconded. The TAC
13 added comments on combining the projects in District 5 into one, and the projects on Route
14 110 into one and expanding the treatment to encompass all sections, and double checking the
15 mileage on Route 214. *The recommendation was passed.*
16

17 **TAC Member Comments/Concerns**

18 R. Krauth dozens of roads in Vermont have concrete underlays but if we can somehow get
19 started on fixing them it is better than nothing.
20

21 B. Atchinson was very irritated that the TAC was only given four days' notice for the meeting,
22 since he had to miss another meeting and since there would most likely not be a quorum
23 present as a result of four days' notice.
24

25 D. Ellenbogen didn't see all the attachments and emails for the meeting, he had been on the
26 TAC 6 years and had never heard of an emergency meeting. In order to get a quorum, with the
27 short notice he felt there should have been phone calls or repeat emails to make sure the TAC
28 was aware.
29

30 S. Lotspeich responded by saying that he understands people are frustrated. It is the symptom
31 of dealing with an emergency. This was a project we were told to schedule. A. Andrews and he
32 were instructed to do this by Bonnie Waninger and the EC Committee. Not to duck the
33 responsibility and we can certainly send a reminder out next time. A. Andrews did send a
34 packet out yesterday to remind everyone about tonight's meeting, but he realizes email is not
35 the perfect way to go but we did the best we can.
36

37 **Discuss Future TAC Meetings**

38 At this time all non-essential meeting have been put on hold unless there is something that the
39 TAC needs to meet about. There will be no meeting at the end of April, and A. Andrews will
40 keep the TAC informed if there is something essential they need to meet about in May.
41

42 **Adjourn:** S. Bascom suggested the TAC adjourn. B. Wernecke seconded
43

44 The meeting was ended at 7:30 pm.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

Draft Minutes

May 26, 2020

Attendees:

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

Staff: Ashley Andrews

Guest: Peter Carbee - Washington

Chair S. Lotspeich called the meeting to order at 6:30pm. Quorum was not present at the meeting. Introductions were completed.

Adjustments to the Agenda:

No adjustments to the Agenda

Public Comments:

Peter Carbee from Washington was present but since Washington doesn't have a member he was monitoring the meeting.

Review of Draft March and April Minutes

Postponed due to lack of quorum

Review of Draft TAC Rules of Procedure

The members present of the TAC felt that the rules of procedure were well written, however there was some concern as to how the TAC was formed originally. Bona B. asked if there was any way to change the quorum numbers to be able to make more decisions. Scott B. suggested the TAC encourage bus/rail/bike and pedestrian groups to be part of the TAC. Bob W. recommended using a super majority vs. a simple majority to get more participation. Lee C pointed out that 51% of full membership might work vs quorum. David E. said there was more of a downside to including outside groups because once a group has a representative the TAC will never be able to get rid of them. Lee C. recommended that the outside representative be

1 voted in every year like the rest of the TAC is. Bob A had concerns about adding outside
2 representatives since they might not show up, and it will still be hard to chase a quorum. The
3 members present asked Ashley A. to see if it is possible to have a quorum be the majority of
4 appointed seats on the TAC vs. the amount of Towns in the region.

5
6 It was also discussed that in the rules of procedure the Chair has the right to contact members
7 after 3 consecutive absences and the Town to see what going on. Steve L. commented that he
8 had been lax about that and probably should start doing that.

10 **Election of Officers**

11 Postponed due to lack of quorum

13 **Transportation Projects going on in the Region**

14 Ashley A. presented on Berlin 1-89 bridge replacements, Montpelier Multimodal Transit Center,
15 Route 12S crack sealing, replacement of BR13 on Cummings St in Montpelier. Steve L. gave an
16 update on the Waterbury Main St Project, and Bob A. gave an update on the Plainfield Main St
17 intersection.

19 **Ash Tree Inventories and EAB Preparedness/Management Plans**

20 Ashley A. presented on Ash Tree Inventories and Management Plan that CVRPC helped develop.
21 Steve L. presented a bit on Waterbury's Emerald Ash Borer Preparedness Plan completed by
22 Redstart Inc, with help from CVRPC on inventorying and mapping. CVRPC would like to offer its
23 services to any Municipality that hasn't completed an inventory or management plan. Please
24 contact Ashley Andrews at andrews@cvregion.com for more information.

26 **TAC Member Comments/Concerns**

27 Bob A. is concerned about Plainfield being able to get anything done at the moment due to the
28 unrest at the Town government level, especially with the Plainfield Route 2 and Main Street
29 Project with VTrans

30
31 David E. is wondering if there is anything that TAC can do that's COVID related since there is
32 going to be more Vermonters doing staycations this summer to do to encourage safe biking, or
33 address the unusual state of affairs that we have. Need to stay tuned to federal stimulus,
34 funding.

35
36 Joyce mentioned the Cares Act that Vermont received 1.25 billion for but it is funds that have to
37 be spent by December 30th for health and safety issues directly related to COVID-19. She is not
38 how VTrans would be able to say that bike lanes are directly related to COVID. If we want to
39 promote healthy outdoor activities it seems related. Need to find someone at VTrans that has
40 good writing skills to recommend that as an option.

41
42 **Adjourn:** S. Bascom suggested the meeting adjourn. Lee C. seconded

43
44 The meeting was ended at 8:30 pm.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Transportation Advisory Committee (TAC)

Draft Minutes

June 23, 2020

Attendees:

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

Staff: Ashley Andrews

Guest: Peter Carbee – Washington, Zoe Neaderland and Dave Pelleter VTrans, and Michael Miller-Montpelier

Chair S. Lotspeich called the meeting to order at 6:30pm. Quorum was not present at the meeting. Introductions were completed.

Adjustments to the Agenda:

No adjustments to the Agenda

Public Comments:

Peter Carbee from Washington was present but since Washington doesn't have a member he was monitoring the meeting.

Review of Draft March, April, May Minutes

Postponed due to lack of quorum

Election of Officers

Postponed due to lack of quorum

Sneak Peak: Updating Vermont Rail Plan and Freight Plan – Zoe Neaderland and Dave

Pelletier, VTrans presented on an update of two important statewide plans; the Vermont Rail Plan last updated in 2015, and the Vermont Freight Plan last updated in 2012. The updates will be closely coordinated to efficiently incorporate the overlap of freight rail components. Both

1 plan updates will address developing issues, including changes to the global economy and
2 evolving trade agreements, e-commerce, technological advancements, and the reliability and
3 resilience of our transportation system. The asked the TAC about public participation, and who
4 they thought should be involved.

5 **WACR MB Freight Corridor Commuter Rail Study-** A. Andrews presented a brief overview of
6 the rail study commissioned by VTrans and done by VHB of an 8 mile stretch of rail from
7 Montpelier Junction to Barre City to see feasibility of upgrading the track to a safe commuter rail.
8 M. Miller told why this was of interest to the city of Montpelier.

9
10 **TAC Member Comments/Concerns**

11 R. Krauth is concerned about Mass transit in the face of covid-19. If you need to spread people out
12 between 3 to 4 buses that essentially cancels out the benefits. What is being done to address the issue?
13 A. Andrews suggested if the TAC is interested to have GMT come and talk at an upcoming meeting about
14 the topic.

15
16 **Next Meeting ideas**

17 TPI work plan for next year
18 GMT coping with the pandemic
19 Election of Chair

20
21 **Adjourn:** R. Wernecke suggested the meeting adjourn. D. LaHaye seconded

22
23 The meeting was ended at 8 pm.



MEMO

Date: July 26, 2020
To: Transportation Advisory Committee
From: Bonnie Waninger, Executive Director
Re: CVRPC FFY 2021 TPI Work Program and Budget

☒ **ACTION REQUESTED:** Approve the CVRPC FFY 21 Transportation Planning Initiative work program and budget.

What is the Transportation Planning Initiative?

The Transportation Planning Initiative (TPI) program was created in the early 1990s by VTrans to provide a mechanism and process to consult with Vermont Citizens and local officials on transportation policy, planning, and project development. The TPI supports implementation of Vermont's Long Range Transportation Plan and provides a connection between transportation and land use planning.

About the 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 and substantially revised tasks have been **bolded**). Exhibits 2-3-4 includes the budget.

Changes from the FY20 work program and budget are:

Task 1 – Program Administration: No changes to tasks.

Task 2 – Public Participation and Coordination: Stronger emphasis on Travel Demand Management (Way To Go! and Go Vermont!)

Task 3 – Long Range Planning: New task to recognize existing RPC work on Environmental Policy and Planning (Ex. Transportation Climate Initiative, vehicle electrification and other energy planning, ecological connectivity, and transportation-related stormwater).

Task 4 – Short Range Planning: Stronger emphasis on Human Service Transportation Coordination (strengthening regional Elders and Persons with Disabilities Committees) and public transit planning assistance.

Task 5 – Project Development Planning: New task to provide input and a regional perspective on summaries VTrans staff create when new projects are initiated. (Project Summaries for Asset Management).

Task 6 – Other Planning Activities: CVRPC does not have special projects under this category for FFY21. With Dan Currier’s departure and a declining need for assistance, VOBCIT will fully transition to CCRPC. The TRPT project has ended and been incorporated into TPI as an optional task related to assisting municipalities to incorporate TRPT results into local planning efforts.

Funding Level - \$223,149

Summary of Budget Amounts by Task

Budgeted number have been updated to reflect tasks described. For FFY21, CVRPC anticipates leaving its transportation program position vacant and using existing staff to complete TPI tasks. This position reflects the uncertainty of State and Federal budget impacts to RPCs, and a need to be flexible and nimble with staffing.

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$29,230
Task 2	Public Participation and Coordination	\$39,217
Task 3	Long Range Transportation Planning	\$43,083
Task 4	Short Range Transportation Planning	\$96,898
Task 5	Project Development Planning	\$14,721
Task 6	Other Planning	\$0
Total		\$223,149

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2021 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2020 to September 30, 2021

Approved by: TAC ____/____/2020; Executive Committee ____/____/2020

EXHIBIT 1: WORK PROGRAM

Purpose and Summary

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2021 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 2021 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 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 participate in the mid-year review process.
7. conduct financial and progress 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 (traffic counter), 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, Office 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, budgets, updated policies, and the CVRPC FY21 Annual Report and VAPDA SFY2021 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 and advocates, housing organizations, VTrans, and other organizations.
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 its activities with local officials, groups, and other regional TACs and its 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.
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 including safety improvements, capital planning, infrastructure planning, etc.
12. provide outreach and assistance to municipalities in integrating good access management practices into local plans, regulations, and ordinances.
13. conduct outreach to municipalities on adoption and use of Town Road and Bridge Standards and how they relate to the Emergency Relief Assistance fund reimbursement.
14. engage the public in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
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 Travel Demand Management 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 and exploration of a State Airport Committee for the Edward F. Knapp Airport.
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, Office Manager, Senior Planners, Planners, Assistant Planner, 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, State modal and other transportation planning.
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 work groups and committees and conduct outreach to local officials and the public on environmental policy and planning items.**
6. participate in Corridor Management Planning efforts to integrate local and regional perspectives.
7. coordinate intermodal, multimodal, and freight transportation planning activities, including bike/pedestrian systems planning.
8. coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
9. integrate, and assist municipalities to integrate, the results of the statewide analysis and Transportation Resilience Planning Tool into regional and local plans and planning efforts.
10. provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
11. provide planning, technical assistance, and grant management support as needed for communities participating in the Better Connections program.
12. develop and implement analytical methods to identify gaps in the connectivity of the transportation system.

13. Coordinate inter-regional efforts, such as the Scenic Byways Program, public transit, and others.
14. identify transportation opportunities and challenges in meeting State land use planning goals.
15. develop and maintain statistics and GIS data and analyses used to support transportation planning and project development, such as 2020 Census data.
16. identify wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.
17. Integrate, and assist municipalities to integrate, the results of the statewide analysis and Transportation Resilience Planning Tool into regional and local plans and planning efforts.

Personnel: Executive Director, Office Manager, Senior Planners, Planners, Assistant Planner

Products: Updates to the Regional Plan; 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 and assist municipalities to develop transportation capital improvement 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, turning movement, and park and ride counts.
6. collect municipal highway major collector HPMS data and model inventory of roadway elements (MIRE) data programs.
7. update information on dedicated On-Road Bicycle Facilities
8. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.
9. assist municipalities to inventory, assess, plan for, and manage local transportation systems by conducting municipal road, culvert, bridge, ditch, roadway sign, and bicycle and pedestrian infrastructure inventories and assessments, road erosion assessments, tree inventories, and by supporting development and maintenance of road surface management systems, municipal road stormwater management plans, and capital improvement plans. This work will, in part, assist towns in applying for Municipal Road General Permits and complying with the Vermont Clean Water Act.
10. participate in public transit planning, update of Transit Development Plans, coordination of human service needs with transportation options, monitoring changes of transit systems in the region, and updating transit mapping.
11. **support enhancement of Human Services Transportation Coordination, including enhancement of the Regional Elders and Persons with Disabilities Advisory Committee, serving on the Public Transit Advisory Committee (PTAC) and public transit boards, and continuing to provide technical support to regional public transit providers, advisory groups, and groups working to identify and fill transportation gaps for the public and underserved populations (Green Mountain Transit, Rural Community Transportation, Mad River TAC, THRIVE Transportation Collaborative Action Network) and participate in activities as necessary; continue to serve on Boards and committees to act as a liaison between providers and local needs.**
12. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures.
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, Senior Planners, Planners, Assistant Planner, Planning Technicians, Consultant/Contract staff as needed

Products: Municipal Plan updates; Traffic, parking space, bicycle and pedestrian, and turning movement counts; 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.
8. provide input into the new VPSP2 project prioritization process.

9. **provide input on draft New Project Summaries and provide regional and local context and supplemental plans.**

Personnel: Executive Director, Senior Planners, Planners, Assistant Planner, 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
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None anticipated.

Transportation Advisory Committee
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Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$29,230
Task 2	Public Participation and Coordination	\$39,217
Task 3	Long Range Transportation Planning	\$43,083
Task 4	Short Range Transportation Planning	\$96,898
Task 5	Project Development Planning	\$14,721
Task 6	Other Planning	\$0
Total		\$223,149

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY21	Total Hours	Total Cost
Executive Director	\$59.34	470	\$27,890
Senior Planner (GIS)	\$45.64	215	\$9,813
Senior Planner (LU)	\$37.09	253	\$9,384
Planner (GIS)	\$35.28	905	\$31,928
Planner (EM)	\$29.07	300	\$8,721
Assistant Planner	\$25.28	255	\$6,446
Office Manager	\$34.41	65	\$2,237
Planning Technician I	\$13.99	2	\$28
Planning Technician II	\$13.99	217	\$3,036
Total		2,682	\$99,482

Indirect Costs	115.13%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$68.32	470	\$32,110
Senior Planner (GIS)	\$52.55	215	\$11,297
Senior Planner (LU)	\$42.70	253	\$10,804
Planner (GIS)	\$40.62	905	\$36,759
Planner (EM)	\$33.47	300	\$10,040
Assistant Planner	\$29.10	255	\$7,422
Office Manager	\$39.62	65	\$2,575
Planning Technician I	\$16.11	2	\$32
Planning Technician II	\$16.11	217	\$3,495
Total		2,682	\$114,534

Direct Costs	Total Cost
Contract	\$0
Travel	\$3,000
Supplies	\$400
Data/Ref	\$0
Postage	\$800
Phone	\$120
Copy/Print	\$0
Meetings	\$3,012
Equipment	\$1,800
Total	\$9,132

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$2,923	\$26,307
Task 2	Public Participation and Coordination	\$3,922	\$35,295
Task 3	Long Range Transportation Planning	\$4,308	\$38,775
Task 4	Short Range Transportation Planning	\$9,690	\$87,208
Task 5	Project Development Planning	\$1,472	\$13,249
Task 6	Other Planning	\$0	\$0
Subtotal by Share		\$22,315	\$200,834
Agreement Total			\$223,149

Notes:

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

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

Transportation Advisory Committee

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

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

		Bonnie	Pam	Clare	Ashley	Grace	Zach	Nancy	Elena		
Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Tech I	Planning Tech II	Total Hours
1	Administration	60	5	0	140	0	0	15	2	5	227
2	Public Participation & Coordination	20	5	70	250	30	145	25	0	0	545
3	Long Range Transportation Planning	35	150	150	45	85	45	10	0	0	520
4	Short Range Transportation Planning	350	55	30	370	85	65	15	0	212	1,182
5	Project Development Planning	5	0	3	100	100	0	0	0	0	208
6	Other	0	0	0	0	0	0	0	0	0	0
Total		470	215	253	905	300	255	65	2	217	2,682

B. Direct Costs (\$)¹

B. Direct Costs (\$) ¹		23%	10%	15%	44%	14%	12%	4%			
Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration	\$0	\$3,000	\$400	\$0	\$800	\$120	\$0	\$3,012	\$1,800	\$9,132
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6	Other										\$0
	Total	\$0	\$3,000	\$400	\$0	\$800	\$120	\$0	\$3,012	\$1,800	\$9,132

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Tech I	Planning Tech II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$59.34	\$45.64	\$37.09	\$35.28	\$29.07	\$25.28	\$34.41	\$13.99	\$13.99				
1	Administration	\$3,560	\$228	\$0	\$4,939	\$0	\$0	\$516	\$28	\$70	\$9,342	\$10,755	\$9,132	\$29,230
2	Public Participation & Coordination	\$1,187	\$228	\$2,596	\$8,820	\$872	\$3,666	\$860	\$0	\$0	\$18,229	\$20,987	\$0	\$39,217
3	Long Range Transportation Planning	\$2,077	\$6,846	\$5,564	\$1,588	\$2,471	\$1,138	\$344	\$0	\$0	\$20,027	\$23,057	\$0	\$43,083
4	Short Range Transportation Planning	\$20,769	\$2,510	\$1,113	\$13,054	\$2,471	\$1,643	\$516	\$0	\$2,966	\$45,042	\$51,856	\$0	\$96,898
5	Project Development Planning	\$297	\$0	\$111	\$3,528	\$2,907	\$0	\$0	\$0	\$0	\$6,843	\$7,878	\$0	\$14,721
6	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$27,890	\$9,813	\$9,384	\$31,928	\$8,721	\$6,446	\$2,237	\$28	\$3,036	\$99,482	\$114,534	\$9,132	\$223,149

115.13% Indirect Rate											Total Employee Indirect			
Indirect per employee		\$32,110	\$11,297	\$10,804	\$36,759	\$10,040	\$7,422	\$2,575	\$32	\$3,495	\$114,534			

Notes

¹ Contract : Audit; design and planning services as needed (problem evaluation); design / layout for transportation program materials

Travel: Mileage, non-mileage transportation, rooms, meals, conference / workshop fees

Supplies: Office, mapping and traffic counting supplies used specifically for the transportation program

Data / Ref: Reference materials, portion of cost of new data

Postage: for materials specific to the transportation program

Phone: for calls or data plans specific to transportation program activities

Copies / Printing: Reproduction costs, including photocopies

Meetings: Meeting room space, legal notices, other associated costs

Equipment: Any eligible equipment purchased during the implementation of the grant agreement e.g. traffic counters and computer equipment.