



## TRANSPORTATION ADVISORY COMMITTEE

Tuesday, November 24, 2020, 6:30 p.m.

Via GoToMeeting

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\*Action Item

### AGENDA

**6:30 Introductions**

**Adjustments to the Agenda**

**Public Comments**

**6:35 Approve October TAC Minutes (enclosed)\***

**6:40 VPSPD Presentation**

Kevin Marshia from VTrans will present on revamping VTrans' Project Selection & Prioritization Processes

**7:15 FFY21 Transportation Planning Initiative Amendment (enclosed)\***

Approve amendment.

**7:30 Approve TAC Rules of Procedure \*(enclosed previous minutes)**

Update.

**8:05 TAC Member Concerns** - Roundtable for any issues, questions, and town updates from TAC members.

**8:29 Set Agenda for January 26<sup>th</sup> TAC Meeting**

**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](mailto: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)**  
**DRAFT Minutes**  
**October 27, 2020**

**Attendees:**

	Barre City: Scott Bascom		Northfield: Jeff Shultz
x	Barre Town: James West and Alt Sebastian Arduengo	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
	East Montpelier: Frank Pratt	x	Washington: Peter Carbee
	Fayston: Matt Lillard	x	Waterbury: Steve Lotspeich, Chair
x	Marshfield: Robin Schunk	x	Williamstown: Rich Turner
x	Middlesex: Ronald Krauth		Woodbury: Vacant
x	Montpelier: Dona Bate	x	Worcester: Bill Arrand
x	Moretown: Joyce Manchester		

Staff: Ashley Andrews, Clare Rock

Guest: Zoe Neaderland, VTrans; Chris Damiani, GMT

Chair S. Lotspeich called the meeting to order at 6:35pm. Quorum was present. Introductions were completed.

**Adjustments to the Agenda**

None

**Public Comments**

None

**Review of Draft September Minutes**

Minutes were accepted with no changes made. *R. Wernecke moved to accept the minutes; R. Turner seconded. Motion passed.*

**TAC Rules of Procedure**

The Rules of Procedure was discussed previously in May and September where the TAC expressed that it wanted outside groups to participate, but not in a voting capacity. To accomplish this within CVPRC's bylaws, that TAC had two options.

1. Recommend the Board of Commissioners revise CVPRC's bylaws to remove the language.
2. Adopt the revised bylaws as presented and not invite other transportation-related groups to hold seats on the TAC.

1  
2 S. Lotspeich - recommended that the TAC accept that this is the way it is for now.  
3 R. Krauth - is concerned about adding groups and then having them not show up to the meetings  
4 and then is worried about not having a quorum.  
5 D. Bate – asked whether the Commission had issues with the bylaws in the past. S. Lotspeich said  
6 it doesn't seem to have any issues in the past.  
7 J. West - thought this had been discussed at the last meeting. TAC was not in favor of having  
8 outside groups. What is the criteria for allowing one group and not another? He is concerned  
9 about fairness if certain groups are selected to participate and not others. He suggested that  
10 other groups not be allowed to vote.  
11 S. Lotspeich – stated the TAC doesn't have a choice due to language in the CVPRC bylaws.  
12 Lotspeich asked if TAC has a set of guidelines for what groups would be allowed to vote and  
13 ones that would not.  
14 R. Werneke – noted that previous conversation suggested that TAC should request the bylaws be  
15 changed. The discussion started from the point of view that 51% of the vote to add another  
16 group was not sufficient especially if one group were voted in and they wanted to add another  
17 group. He recommended TAC request the bylaws be changed.  
18 G. D'Amico – concurred with J. West suggestion that adding a group provides inherent bias.  
19 A. Quackenbush – suggested entertaining a motion to request to change the bylaws.  
20 B. Atchinson – asked, "If groups are considered a member, are they are a voting member? If so,  
21 it could create quorum issues." Atchinson suggested following the State Rail Council model  
22 of having non-voting members that don't count as a quorum.  
23 D. Ellenbourgen - thought this had been discussed last time, and TAC members were in  
24 agreement that those lines would be taken out. He stated he didn't see any need to discuss  
25 the issue further.  
26 S. Lotspeich – noted the TAC doesn't have the authority to delete the language from the rules.  
27 L. Cattaneo – said TAC shouldn't amend the rules so that they're in agreement. He suggested the  
28 language be left out with a request to change the bylaws. He noted he sees a problem with  
29 having voting members that are not appointed by elected officials when TAC's current  
30 members are appointed by municipal officials.  
31 S. Lotspeich - we can't change the language until the Commission bylaws are changed.  
32 L. Cattaneo- A lot of the members of the TAC are Commissioners. He suggested a vote to amend  
33 the bylaws would pass.  
34 G. D'Amico – asked if he could make a motion to adopt the rules of procedure after TAC makes a  
35 recommendation.  
36 D. Bates - recommended moving to approve the Rules of Procedures as they are and then moving  
37 forward to petition the Commission to make changes to the membership rule in the future.  
38  
39 *G. D'Amico moved to move forward with adopting the Rules of Procedure; D. Bates seconded. 12*  
40 *yeah and 3 nay. Motion passed.*  
41

1 G. D'Amico moved to recommend to petition the full Commission to revise the bylaws to take out  
2 the language that allows the TAC to approve outside groups as voting members of the TAC; R.  
3 West seconded. In discussion, J. West suggested when TAC approaches the Commission to request  
4 the bylaw change, that TAC request the Commission develop criteria the TAC can use to decide  
5 which groups can be TAC members if the Commission decided not to pursue the bylaw. **Motion**  
6 **passed.**

### 8 **GMT On-Demand Microtransit**

9 Chris Damiani from GMT presented on GMT's new pilot project in conjunction with VTrans and  
10 the Sustainable Montpelier Collation. The service will cover three Central Vermont routes:  
11 Montpelier Hospital Hill, Montpelier Circulator, and Capitol Shuttle. All other Berlin based route  
12 will run as they are now. GMT also operates: Non-Emergency Medical Transportation (NEMT)  
13 service, and E and D Transportation. The area is 7.5 square miles that will be used for microtransit  
14 services. The service is On-Demand Travel, which used technology to improve the passenger  
15 experience, which also may provide more service to more people, and focuses on a service area  
16 rather than a fixed route, and eliminates the first, and last mile change (in some cases).

17  
18 The three primary goals for microtransit are that they want to increase ridership and improve the  
19 quality of service for the routes and upgrade existing specialized transportation services, to the  
20 extent feasible, providing both general and specialized transportation services using the same  
21 fleet and making sure they aren't harming the riders that are already using the service.

22  
23 The service would run Monday-Friday 7am-6pm (running three vehicles) and Saturdays 8am-6pm  
24 (running one vehicle from 8am-10 and 2 vehicles from 10am-6pm).

25  
26 For the next three months, GMT will be working with Via and Sustainable Montpelier to do  
27 outreach and training on how to use the service.

28  
29 The service will start on January 4, 2021 and run for two years.

### 30 31 **Plainfield Route 2/ Main Street Intersection**

32 Bob Atchinson, TAC Rep from Plainfield, and Clare Rock, CVRPC Senior Planner, presented on the  
33 issues the Town is currently having with the intersection and the new design that the Town  
34 decided on from VTrans for the intersection. The design the Town decided on was one where the  
35 intersection will have a three way stop with a light that will lower the grade of Route 2 for better  
36 visibility and make it more accessible to pedestrian use.

### 37 38 **TAC Member Concerns**

39 P. Carbee - VTrans has completed the paving on Route 110 from East Barre to Washington Village,  
40 it is drivable again which is wonderful but he is a bit confused on where they decided to put the  
41 centerline rumble strips, hard to tell rhyme or reason. Apparently it is due to where people live,

1 and the amount of noise they make.

2  
3 A. Quackenbush - would still like to have the field trip to Waterbury and was wondering if it was  
4 possible to have it without CVPRC staff. He was told it was not possible due to the current  
5 pandemic policy at CVPRC. The Town of Waterbury will still be working on the project next year  
6 so hopefully in the spring the TAC can do a field trip.

7  
8 J. West - Met with Public Works Director in Barre Town to get up to speed on projects that are  
9 happening in the region. There are two projects coming up bridge replacement on route 110 in  
10 East Barre for 2022, and the intersection of Route 14 and Bridge street in Barre is going to be a  
11 lighted intersection and going out to bid soon.

12  
13 **Adjourn**

14 *D. La Haye moved to adjourn the meeting at 8:15 pm; L. Cattaneo seconded. **Motion passed.***



## MEMORANDUM

Date: November 12, 2020  
To: Transportation Advisory Committee  
From: Bonnie Waninger, Executive Director  
Re: CVRPC FFY 2021 TPI Adjustment 1

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**⊠ ACTION REQUESTED:** Approve the FFY21 Transportation Planning Initiative (TPI) agreement work program and budget adjustment.

### Summary

CVRPC is proposing to adjust its FFY21 TPI work program and budget based on requests from VTrans and the City of Barre. Changes include:

- serving as lead RPC for expansion of the Transportation Planning Resilience Tool statewide, and
- assisting VTrans and the City of Barre to develop a grant application for the Trestle #308 scoping study.

Funds in Tasks 1 and 3 were reduced to accommodate use of Planning Technicians through December 2020 by reducing the Executive Director's hours for Tasks 3 and 4. Funds were added to Task 6 for the TRPT assistance. Exhibits 2-3-4 reflect the adjusted budget. Items in red text on Exhibit 4 show specific areas where staff hours or expenses have been adjusted.

Summary of budget amounts by task:

Task	Task Description	Approved Amount	Amended	Difference	% Change
Task 1	Administration	\$29,172	\$28,962	(\$210)	-0.72%
Task 2	Public Participation & Coordination	\$36,441	\$36,742	\$301	0.83%
Task 3	Long Range Planning	\$47,856	\$46,703	(\$1,153)	-2.41%
Task 4	Short Range Planning	\$102,515	\$103,577	\$1,062	1.04%
Task 5	Project Development	\$17,165	\$17,165	\$0	0.00%
Task 6	Other Planning - TRPT	\$0	\$60,000	\$60,000	100.00%
	<b>TOTAL</b>	<b>\$233,149</b>	<b>\$293,149</b>	<b>\$60,000</b>	

The following budget changes from the FFY21 include:

Task 1 – Program Administration: Minor adjustment zeroing Planning Technical administrative hours.

Task 2 – Public Participation and Coordination: Minor adjustment to reflect actual trends.

Task 3 – Long Range Planning: Minor adjustment in Executive Director hours to balance budget.

Task 4 – Short Range Planning: Reallocation of hours among staff. Transferred some Executive Director hours for Human Services Transportation Coordination (Task 4.1.8) to Planning Technicians for Human Services Transportation Coordination assistance and field inventories. Added consultant funds for Trestle #308 grant application assistance (project development and cost estimates).

Task 5 – Project Development Planning: No change.

Task 6 – Other Planning Activities (TRPT): Allocated new hours to accomplish the scope of work provided by VTrans.

## **Transportation System Resiliency Planning**

The Transportation Flood Resilience Planning Tool (TRPT) is 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>)

CVRPC participated on the Advisory Committee during development of the TRPT. It subsequently supported inclusion of the Stevens Branch into the TRPT through its FFY20 TPI program. Based on the knowledge and skill staff have demonstrate, VTrans requested we act as RPC statewide lead for expansion of the TRPT statewide. VTrans is providing 100% fund for this effort (no match required).

## **Trestle #308 Scoping Study**

Railroad Trestle #308 is owned by the Vermont Agency of Transportation. The trestle is located on a rail siding serving Granite Industries of Vermont in Barre City. The most recent bridge inspection report noted that failure of the structure is imminent.

The trestle is built with a pier in the middle of the Stevens Branch. Debris builds up behind the pier, backing up water and exacerbating flooding. In 2019, the City of Barre and Representative Peter Anthony, whose home is affected by floodwaters, approached VTrans about the potential to remove the trestle. VTrans and Granite Industries of Vermont are amenable to investigating this idea.

Representative Anthony and representatives of the City, VTrans, VEM, VANR, and CVRPC met this month and agreed to pursue funding for a scoping study. The study would include an alternatives

analysis with costs, initial 30% designs, and the FEMA-required Benefit Cost Analysis (BCA). The BCA is required for projects that expect to use FEMA funds for project construction. VTrans and the City requested CVRPC's assistance to develop a grant application (due January 6<sup>th</sup>) for the study. The TPI adjustment includes consultant funds to assist CVRPC with identifying other activities that should be included in the study and developing cost estimates for the study.



## Trestle #308 Location Map





# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FFY 2021 Transportation Planning Initiative

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

Approved by: TAC \_\_\_\_/\_\_\_\_/20; Executive Committee \_\_\_\_/\_\_\_\_/20

Note: Changes are depicted in **bold** text.

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### 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. Update the transportation element of the Central Vermont Regional Plan, including a program for the implementation of the Regional Plan's transportation objectives.

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, including collaboration on the Montpelier microtransit project, 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 (serve as Chair of the Green Mountain Transit Board), 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 participating 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 efforts as needed by increasing awareness and participation of schools and municipalities with the program, assisting with updating School Travel Plans, collecting traffic data to support school travel plans, and serving as a member of regional expert panels available to help schools with their local programs.



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

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 and/or School Travel Plans developed for SRTS Program as needed; at least four quarterly E&D Committee meetings held in accordance with Vermont Open Meeting Law; E&D Committee work plan; FFY20 E&D Rider Survey respondents follow up; attendance at E&D Summit; Welcome packet for new E&D riders/clients; **FEMA grant application for Trestle #308 scoping study**. Other products 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; implement the new VPSP2 project prioritization process as directed by VTrans and adapt CVRPC's regional process as needed.
5. provide outreach, assistance, and coordination for accelerated and high impact projects, participate in meetings, and provide assistance to municipalities as needed.

6. provide outreach to identify road diet projects and coordinate municipal education and participation.
7. provide input into the new VPSP2 project prioritization process.
8. 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; scoping and feasibility studies as applicable; New Project Summaries input; Project assistance as applicable.

## **TASK 6. OTHER PLANNING ACTIVITIES**

### **A. Transportation System Resiliency Planning.**

VTrans developed the Transportation Flood Resilience Planning Tool (TRPT), a web-based application designed to help integrate climate risk and transportation resiliency into State and local planning processes and ultimately create a more resilient transportation network. Phase 3 of the TRPT will expand the TRPT statewide. The State's consultant team will be responsible for completing all analyses. Regional Planning Commissioners (RPCs) will review and provide feedback as the work proceeds. Specific CVRPC actions include:

- Attend kick-off & orientation meeting.
- Review damage data maps provided by consultants.
- Suggest revisions to river process and failure mode as needed.
- Add local damage data as available and provide river process and failure mode.
- Review river-road relief, structure-road relief, and mass failure variables.
- Review and provide feedback on local roadway importance data.
- Review Vulnerability, Criticality, and Risk data in map by consultants and then participate in a one-day QA/QC field trip with consultant.
- Perform a review and offer comments when the final draft of the results is uploaded to the TRPT.
- Act as statewide lead for 10 sister regional planning commissions, coordinating with VTrans on behalf of RPCs and sub-granting funds to RPCs to fulfill the scope of work.

**Personnel:** Executive Director, Senior Planner I, Planner 2

**Products:** 10 RPC sub-grant agreements. Review of statewide coverage for TRPT by 11 RPCs.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**FFY 2021 Transportation Planning Initiative**  
**November 2020**

**Exhibit 2: Budget Detail by Task Category**

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$28,962
Task 2	Public Participation and Coordination	\$36,742
Task 3	Long Range Transportation Planning	\$46,703
Task 4	Short Range Transportation Planning	\$103,577
Task 5	Project Development Planning	\$17,165
Task 6	Other Planning Activities	\$60,000
<b>Total</b>		<b>\$293,149</b>

**Exhibit 3: Budget Detail by Expense Category**

RPC Staff Position	Rate SFY21	Total Hours	Total Cost
Executive Director	\$59.34	509	\$30,233
Senior Planner (GIS)	\$45.64	306	\$13,980
Senior Planner (LU)	\$37.09	270	\$10,014
Planner (GIS)	\$35.28	915	\$32,281
Planner (EM)	\$29.07	320	\$9,302
Assistant Planner	\$25.28	275	\$6,952
Office Manager	\$34.41	65	\$2,237
Planning Technician I	\$13.99	115	\$1,609
Planning Technician II	\$13.99	107	\$1,497
<b>Total</b>		<b>2,883</b>	<b>\$108,104</b>

Indirect Costs	115.13%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$68.32	509	\$34,807
Senior Planner (GIS)	\$52.55	306	\$16,095
Senior Planner (LU)	\$42.70	270	\$11,529
Planner (GIS)	\$40.62	915	\$37,165
Planner (EM)	\$33.47	320	\$10,709
Assistant Planner	\$29.10	275	\$8,004
Office Manager	\$39.62	65	\$2,575
Planning Technician I	\$16.11	115	\$1,852
Planning Technician II	\$16.11	107	\$1,723
<b>Total</b>		<b>2,883</b>	<b>\$124,461</b>

Direct Costs	Total Cost
Contract	\$51,509
Travel	\$3,000
Supplies	\$400
Data/Ref	\$0
Postage	\$800
Phone	\$120
Copy/Print	\$0
Meetings	\$2,955
Equipment	\$1,800
<b>Total</b>	<b>\$60,584</b>

Fund Allocation			
Task	Task Description	CVRPC Share <sup>1</sup>	VTrans Share <sup>2</sup>
Task 1	Program Administration	\$2,896	\$26,065
Task 2	Public Participation and Coordination	\$3,674	\$33,067
Task 3	Long Range Transportation Planning	\$4,670	\$42,033
Task 4	Short Range Transportation Planning	\$10,358	\$93,220
Task 5	Project Development Planning	\$1,717	\$15,449
Task 6	Other Planning Activities	\$0	\$60,000
<b>Subtotal by Share</b>		<b>\$23,315</b>	<b>\$269,834</b>
<b>Agreement Total</b>		<b>\$293,149</b>	

**Notes:**

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

<sup>2</sup> 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.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**FFY 2021 Transportation Planning Initiative**  
**November 2020**

**Exhibit 4: Time-Task-Cost Summary**

**A. Personnel (Hours)**

		Bonnie	Pam	Clare	Ashley	Grace	Zach	Nancy	Elena	Sam	
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	0	0	220
2	Public Participation & Coordination	20	5	70	260	30	80	25	5	5	500
3	Long Range Transportation Planning	35	150	150	45	85	110	10	0	2	587
4	Short Range Transportation Planning	379	55	30	370	85	65	15	110	100	1,209
5	Project Development Planning	5	0	20	100	100	20	0	0	0	245
6	Other Planning Activities	10	91	0	0	20	0	0	0	0	121
	<b>Total</b>	<b>509</b>	<b>306</b>	<b>270</b>	<b>915</b>	<b>320</b>	<b>275</b>	<b>65</b>	<b>115</b>	<b>107</b>	<b>2,883</b>

**B. Direct Costs (\$)<sup>1</sup>**

		24%	15%	16%	44%	15%	13%	4%			
Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration		\$3,000	\$400	\$0	\$800	\$120	\$0	\$2,955	\$1,800	\$9,075
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$3,000									\$3,000
5	Project Development Planning										\$0
6	Other Planning Activities	\$48,509									\$48,509
	<b>Total</b>	<b>\$51,509</b>	<b>\$3,000</b>	<b>\$400</b>	<b>\$0</b>	<b>\$800</b>	<b>\$120</b>	<b>\$0</b>	<b>\$2,955</b>	<b>\$1,800</b>	<b>\$60,584</b>

**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	\$0	\$0	\$9,244	\$10,643	\$9,075	\$28,962
2	Public Participation & Coordination	\$1,187	\$228	\$2,596	\$9,173	\$872	\$2,022	\$860	\$70	\$70	\$17,079	\$19,663	\$0	\$36,742
3	Long Range Transportation Planning	\$2,088	\$6,846	\$5,564	\$1,588	\$2,471	\$2,781	\$344	\$0	\$28	\$21,709	\$24,994	\$0	\$46,703
4	Short Range Transportation Planning	\$22,507	\$2,510	\$1,113	\$13,054	\$2,471	\$1,643	\$516	\$1,539	\$1,399	\$46,752	\$53,825	\$3,000	\$103,577
5	Project Development Planning	\$297	\$0	\$742	\$3,528	\$2,907	\$506	\$0	\$0	\$0	\$7,979	\$9,186	\$0	\$17,165
6	Other Planning Activities	\$593	\$4,167	\$0	\$0	\$581	\$0	\$0	\$0	\$0	\$5,342	\$6,150	\$48,509	\$60,000
	<b>Total</b>	<b>\$30,233</b>	<b>\$13,980</b>	<b>\$10,014</b>	<b>\$32,281</b>	<b>\$9,302</b>	<b>\$6,952</b>	<b>\$2,237</b>	<b>\$1,609</b>	<b>\$1,497</b>	<b>\$108,104</b>	<b>\$124,461</b>	<b>\$60,584</b>	<b>\$293,149</b>

<b>115.13% Indirect Rate</b>											<b>Total Employee Indirect</b>			
	Indirect per employee	\$34,807	\$16,095	\$11,529	\$37,165	\$10,709	\$8,004	\$2,575	\$1,852	\$1,723		\$124,461		

**Notes**

- <sup>1</sup> 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.



## MEMO

Date: November 6, 2020  
To: Transportation Advisory Committee  
From: Bonnie Waninger, Executive Director  
Re: TAC Rules of Procedure

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**✉ ACTION REQUESTED:** No action is required by the TAC.

The Executive Committee asked me to convey its thanks to the TAC for the TAC's work to revise its Rules of Procedure to bring them into conformance with CVRPC's new bylaws.

The Executive Committee also expressed appreciation for the TAC's consideration of how/whether to include outside interests on the TAC. Regarding the TAC's concerns about membership for outside organizations, the Commission's bylaws update reflected language *already included* in the TAC's Rules of Procedures. The TAC chose to include the language related to outside groups when it updated its Rules of Procedure in 2017. The Executive Committee understands the TAC now requests this language be removed from the bylaws and TAC Rules of Procedure.

The Executive Committee will discuss a potential review of the updated Bylaws at its November 30<sup>th</sup> meeting. The TAC's requested will be included in the list of items to consider for update.

I also want to alert you to additional changes the Executive Committee made to the Rules of Procedure adopted by the TAC. The changes are highlighted in red text on the enclosed Rules of Procedure. They include:

- OFFICERS/ELECTIONS: Added "of the committee" for clarification in relationship to Chair/Vice Chair resignation. Added for clarification.
- Modified the final paragraph of the Rules of Procedure to bring them into conformance with the Commission's bylaws. The sentence reads: "The TAC is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws" The bylaws moved the TAC from an ad hoc advisory committee to a standing committee in recognition of the TAC's long-standing service to the Commission.
- Noting that the Executive Committee reviews committee Rules of Procedure and makes adoption recommendations to the Board as part of its role to set Board agendas.



## Central Vermont Regional Planning Commission

### TRANSPORTATION ADVISORY COMMITTEE (TAC)

#### *RULES OF PROCEDURE*

**PURPOSE:** To oversee the Central Vermont Regional Planning Commission's (CVRPC) transportation planning program in accordance with CVRPC plans, policies, and procedures, to act as a liaison between local communities and the Vermont Agency of Transportation (VTrans), and to provide local and regional input regarding transportation issues important to the region.

#### **GENERAL ACTIVITIES:**

- ◆ Oversee the CVRPC transportation planning program in accordance with CVRPC plans, policies and procedures. This includes assisting with the development of CVRPC's annual transportation work program and budget.
- ◆ Develop and update a regional transportation element as part of the Regional Plan.
- ◆ Provide recommendations on funding and prioritization for the Agency of Transportation's Capital Budget and State Transportation Improvement Program.
- ◆ Act as a liaison between local communities and the Vermont Agency of Transportation.
- ◆ Provide local and regional input regarding transportation issues important to the region.

**ADVISORY ROLE:** The TAC shall be advisory to the Board of Commissioners. The TAC will offer advice, input, and opinions to VTrans and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board of Commissioners. TAC advice, input, and opinions may be reviewed, confirmed or reversed by the CVRPC Board of Commissioners at the Board's discretion. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

**MEMBERSHIP:** The TAC shall consist of municipal representatives and representatives from transportation-related groups. Each of the member municipalities in the Central Vermont Region is eligible to appoint one voting member and one alternate to the Transportation Advisory Committee. Municipal participation is discretionary and determined by appointment by the municipality's legislative body. Upon the approval of 51% of the Transportation Advisory Committee, other transportation-related groups will be invited to appoint one voting member and one alternate to the Transportation Advisory Committee.

Municipal legislative bodies shall certify the appointment of the committee member and alternate in writing to CVRPC. Committee members and alternates begin serving immediately upon certification of appointment unless otherwise specified in the appointment. Terms for committee members and alternates are one year, from July 1 to June 30. Committee members and alternates may be appointed to serve successive terms. Committee members and alternates who are appointed midterm shall serve out the term ending June 30 and may continue serving for the subsequent term starting July 1 without recertification.

**OFFICERS/ELECTIONS:** The TAC will elect a Chairperson and Vice-Chairperson annually at the TAC's May meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed. If the Chair or Vice-Chair should resign before his/her term is expired, an interim election shall be held within two meetings **of the committee** or when regular elections are held in May, whichever is earlier.

**ATTENDANCE AND QUORUMS:** A quorum shall consist of a majority of members. Members are encouraged to attend all regular meetings and special meetings as they arise. Members with three consecutive unexplained absences will be contacted by the Chairperson to determine if they still wish to serve on the TAC. The TAC shall meet at least eight (8) times per year or as determined by the Chair to be necessary to carry out the stated purpose.

**COMMUNICATION AND COORDINATION:**

- ◆ Meetings shall be noticed and held in accordance with Vermont Open Meeting Law.
- ◆ Draft policies and resolutions shall be forwarded to TAC members and interested/affected parties for comment before action by the TAC, or final action/approval by the Board of Commissioners.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members and interested parties, and made available to the public in accordance with open meeting and public records laws described in 1 V.S.A.
- ◆ TAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to bring up items of local or regional concern for TAC consideration.

**CONFLICT OF INTEREST:** Upon joining the Commission or its committees, individuals must review and sign the Commission's most recently adopted Code of Conduct and Conflict of

Interest Policy to indicate that they have read, understood, and agree to comply with it.

**ADOPTION OF ORGANIZATIONAL PROCEDURES:** The TAC may, at any time, vote to amend these procedures, upon 51% vote of the TAC membership (at least 12 votes in favor). Proposed amendments will be forwarded to TAC members, chairs of local legislative boards, and interested parties before consideration at a regular TAC meeting. Amendments will then be forwarded to the Board of Commissioners for ratification.

The TAC is a standing committee of the Regional Planning Commission, and is therefore subject to the Commission's bylaws. These Rules of Procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the TAC.

Recommended by the Transportation Advisory Committee: 10/27/20

Recommended by the Executive Committee: 11/02/20

Adopted by the Board of Commissioners: \_\_\_\_/\_\_\_\_/20

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Laura Hill-Eubanks, Chair  
CVRPC Board of Commissioners