



TRANSPORTATION ADVISORY COMMITTEE

Tuesday, January 26, 2021, 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 November TAC Minutes** (enclosed)*
- 6:40** **FFY21 Transportation Planning Initiative Amendment** (enclosed)*
 Approve revised amendment; incorporates consultant study.
- 7:00** **TPI Funded Special Projects** (enclosed)
 CVRPC is in the process of drafting an RPF for TPI funded projects for TAC to discuss and decided on at next meeting. Steve and Ashley will share a few past projects.
- 7:55** **Act 151 Energy; Energy efficiency; Transportation**
- 8:00** **TAC Member Concerns** - Roundtable for any issues, questions, and town updates from TAC members.
- 8:29** **Set Agenda for February 23rd 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 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
November 24, 2020

Attendees:

x	Barre City: Scott Bascom		Northfield: Jeff Shultz
x	Barre Town: James West	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		Worcester: Bill Arrand
	Moretown: Joyce Manchester		

Staff: Ashley Andrews

Guest: Zoe Neaderland, VTrans; Chris Damiani, GMT, and Alice Peal Mad River Valley Planning District TAC, Kevin Marshia from VTrans, and Christine Forde from CCRPC

Chair S. Lotspeich called the meeting to order at 6:31pm. Quorum was present. Introductions were completed.

Adjustments to the Agenda

None

Public Comments

None

Review of Draft October Minutes

Minutes were accepted with changes made. *J. West motioned to approve the minutes as corrected; B. Atchinson seconded. **Motion passed.***

VPSP2- Vermont Transportation Project Selection and Project Prioritization Update

Kevin Marshia who is part of Asset Management Bureau at VTrans and Christine Forde who is Senior Transportation Planner at CCRPC and is a RPC representative for VPSP2 presented on the changes to Project Prioritization task for VTrans. Their vision is to develop a performance-based, data driven project selection and prioritization framework that maximizes the “transportation value” delivered to Vermont taxpayers.

The Goals are:

- 1 • Identify and define how regional ideas for transportation improvements can become
- 2 transportation projects.
- 3 • Develop a fair, consistent, reliable, and standardized project selection and prioritization
- 4 framework for use by all RPC's.
- 5 • Revise current processes to increase transparency, provide "best value" while
- 6 communication the "transportation" value to our customers.
- 7 • Develop processes and tools that guide the Agency towards holistic corridor
- 8 management and planning.
- 9 • Identity a process that allows VTrans to remove candidate projects without legislative
- 10 approval.
- 11 • Incorporate health and resiliency into VTrans' project prioritization processes.
- 12

13 There are five modes that the VPSP2 looks at: Highway, Rail, Walks Trails and Paths, Transit,
14 and Aviation, with the criteria of: Safety, Asset Condition, Mobility/Connectivity, Community,
15 Economic Access, Environment, Resiliency and Health Access.

16
17 The group developed a qualifications worksheet to assess the scope and evaluate a new
18 projects potential transportation value.

19
20 What to expect in 2021:

- 21 • VTrans will send a list of projects derived from Asset and Safety Management system for
- 22 TACs to review, evaluate and prioritize.
- 23 • 2021 will review only Paving, Roadway and Traffic and Safety projects.
- 24 • RPCs will work with the TAC to generate a "Transportation Value" for each project.
- 25 • TAC and TRORC Board approve of list to submit to VTrans by spring 2021.
- 26

27 **FFY21 Transportation Planning Initiative Amendment**

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

- 30 • Serving as lead RPC for expansion of the Transportation Planning Resilience Tool statewide, and
 - 31 • Assisting VTrans and the City of Barre to develop a grant application for the Trestle #308 scoping study.
- 32 *R. Wernecke recommended that the TAC approve the amendment. D. LaHaye seconded. **Motion to***
33 ***recommend was approved.***

34 35 **TAC Rules of Procedure**

36 The Executive Committee made changes to the Rules of Procedure adopted by the TAC. They
37 include:

- 38 • OFFICERS/ELECTIONS: Added "of the committee" for clarification in relationship to Chair/Vice
- 39 Chair resignation. Added for clarification.
- 40 • Modified the final paragraph of the Rules of Procedure to bring them into conformance with
- 41 the Commission's bylaws. The sentence reads: "The TAC is a standing committee of the Regional

1 Planning Commission, and is therefore subject to the Commission's bylaws” The bylaws moved
2 the TAC from an ad hoc advisory committee to a standing committee in recognition of the TAC’s
3 long-standing service to the Commission.

4 • Noting that the Executive Committee reviews committee Rules of Procedure and makes
5 adoption recommendations to the Board as part of its role to set Board agendas.

6
7 **TAC Member Concerns**

8 B. Atchinson, VTran is drilling and sampling and doing the background research they need to
9 move forward with the Main Street Route 2 Blinking Light Project. Also the Vermont Aviation
10 Advisory Council will be meeting Dec 2nd from 1-3pm. The link to the meeting is available here
11 at <https://vtrans.vermont.gov/boards-councils/vaac>, along with the agenda.

12
13 Z. Neaderland, Please mark calendars for Monday December 17th from 4-5:30 for the second
14 Town Hall for the Freight and Rail Plans. Also VTrans will be working with the RPC’s to reduce
15 repeat damage from major storms.

16
17 A. Peal gave an update on the Mad River Valley GMT bus service. There will be no night service,
18 and the routes that will be running will have limited capacity with mask requirements.

19
20 **Set Agenda for January 26th TAC Meeting**

21 Invite Costa Pappis from VTrans to present on the Vermont Airport System Plan

22 **Adjourn**

23 *D. La Haye moved to adjourn the meeting at 7:45 pm; B. Atchinson seconded. **Motion passed.***



MEMORANDUM

Date: December 29, 2020

To: Transportation Advisory Committee

From: Bonnie Waninger, Executive Director

Re: CVRPC FFY 2021 TPI Adjustment 1 Revised

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

Summary

CVRPC adopted an organizational budget adjustment after the previous TPI work program and adjustment had been accepted by the TAC. The approved budget reflected new contracts and additional expenses, including hiring a transportation planner. As a result, CVRPC is revising its proposed FFY21 TPI work program and budget adjustment. VTrans was delayed in processing the previous request, and this change is being substituted. Changes include:

- incorporating the State's request for CVRPC to serve as lead RPC as VTrans expands the Transportation Planning Resilience Tool (TRPT) statewide,
- reallocating tasks among staff to reflect workload shifts that will occur with the addition of a transportation planner in 2021, and
- transferring funds from personnel to contractual to support contractor services for a feasibility or other study. CVRPC will issue a request for project ideas in January 2021.

Tasks were reallocated among staff to reflect workload shifts that will occur with the addition of a transportation planner in 2021. As noted in the previous adjustment request, 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	\$24,883	(\$4,289)	-14.70%

Task	Task Description	Approved Amount	Amended	Difference	% Change
Task 2	Public Participation & Coordination	\$36,441	\$33,580	(\$2,861)	-7.85%
Task 3	Long Range Planning	\$47,856	\$37,216	(\$10,640)	-22.23%
Task 4	Short Range Planning	\$102,515	\$120,102	\$17,587	17.16%
Task 5	Project Development	\$17,165	\$17,368	\$203	1.18%
Task 6A	Other Planning - TRPT	\$0	\$60,000	\$60,000	100.00%
	TOTAL	\$233,149	\$293,149	\$60,000	

Budget changes from the original FFY21 TPI budget include:

- Task 1 – Program Administration: Reallocation of hours (tasks) from Executive Director and Planner to new transportation Senior Planner based on candidate applicant pool.
- Task 2 – Public Participation and Coordination: Minor adjustment to reflect actual trends. Reallocation of hours (tasks) among multiple staff to transportation Senior Planner.
- Task 3 – Long Range Planning: Reallocation of hours (tasks) among multiple staff to transportation Senior Planner. Reduction in overall hours to transfer funds to Short Range Planning for contractor services.
- Task 4 – Short Range Planning: Reallocation of hours (tasks) among multiple staff to transportation Senior Planner. Transferred some Executive Director hours for Human Services Transportation Coordination (Task 4.1.8) to Planning Technicians for assistance and field inventories. Added consultant funds for feasibility or other study (TBD).
- Task 5 – Project Development Planning: Reallocation of hours (tasks) among Senior Planner and Planner to transportation Senior Planner resulting in minor budget change.
- Task 6 – Other Planning Activities (TRPT): Allocated new hours to accomplish the scope of work provided by VTrans.

Consultant Study

CVRPC obtained a cost estimate and assistance for the Trestle #308 Study grant application without incurring consultant costs. Consultant funds designated for this effort were redirected towards a larger study valued at \$20,000. CVRPC will issue a request for project ideas in January 2021.

Transportation Planner

CVRPC initiated a hiring process for a Planner or Senior Planner in December 2020. Based on the existing applicant pool, modifications were made to the TPI work program and budget to accommodate hiring a senior planner. No hiring decisions have been made. Formal application review begins January 4, 2021 with the intent to schedule first interviews for mid to late January. CVRPC's hiring process includes, at minimum, first interviews with 3 staff, second interviews with all staff, and reference checks.

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

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

Approved by: TAC ____/____/21; Executive Committee ____/____/21

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

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. Feasibility or other contractor-produced 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.

FFY 2021 Transportation Planning Initiative
December 2020

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$24,883
Task 2	Public Participation and Coordination	\$33,580
Task 3	Long Range Transportation Planning	\$37,216
Task 4	Short Range Transportation Planning	\$120,102
Task 5	Project Development Planning	\$17,368
Task 6	Other Planning Activities	\$60,000
Total		\$293,149

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY21	Total Hours	Total Cost
Executive Director	\$59.34	405	\$24,033
Senior Planner (GIS)	\$45.64	186	\$8,503
Senior Planner (LU)	\$37.09	130	\$4,822
Senior Planner (Trans)	\$48.01	590	\$28,326
Planner (GIS)	\$35.28	610	\$21,521
Planner (EM)	\$29.07	82	\$2,383
Assistant Planner	\$25.28	162	\$4,095
Office Manager	\$34.41	55	\$1,893
Planning Technician I	\$13.99	222	\$3,106
Planning Technician II	\$13.99	106	\$1,483
Total		2,548	\$100,164

Indirect Costs	115.13%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$68.32	405	\$27,669
Senior Planner (GIS)	\$52.55	186	\$9,790
Senior Planner (LU)	\$42.70	130	\$5,551
Senior Planner (Trans)	\$55.27	590	\$32,612
Planner (GIS)	\$40.62	610	\$24,777
Planner (EM)	\$33.47	82	\$2,744
Assistant Planner	\$29.10	162	\$4,715
Office Manager	\$39.62	55	\$2,179
Planning Technician I	\$16.11	222	\$3,576
Planning Technician II	\$16.11	106	\$1,707
Total		2,548	\$115,319

Direct Costs	Total Cost
Contract	\$68,509
Travel	\$3,082
Supplies	\$400
Data/Ref	\$0
Postage	\$800
Phone	\$120
Copy/Print	\$0
Meetings	\$2,955
Equipment	\$1,800
Total	\$77,666

Fund Allocation			
Task	Task Description	CVRPC Share ¹	VTrans Share ²
Task 1	Program Administration	\$2,488	\$22,395
Task 2	Public Participation and Coordination	\$3,358	\$30,222
Task 3	Long Range Transportation Planning	\$3,722	\$33,494
Task 4	Short Range Transportation Planning	\$12,010	\$108,092
Task 5	Project Development Planning	\$1,737	\$15,631
Task 6	Other Planning Activities	\$0	\$60,000
Subtotal by Share		\$23,315	\$269,835
Agreement Total			\$293,149

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

FFY 2021 Transportation Planning Initiative

December 2020

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

		Bonnie	Pam	Clare	Vacant	Ashley	Grace	Zach	Nancy	Elena	Sam	
Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	Transportation Sr Planner III	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Tech I	Planning Tech II	Total Hours
1	Administration	30	5	2	80	20	2	2	15	2	2	160
2	Public Participation & Coordination	15	5	40	140	125	5	30	25	5	3	393
3	Long Range Transportation Planning	20	35	75	160	35	30	60	10	5	1	431
4	Short Range Transportation Planning	325	50	10	150	330	15	65	5	150	100	1,200
5	Project Development Planning	5	0	3	60	100	10	5	0	60	0	243
6	Other Planning Activities	10	91	0	0	0	20	0	0	0	0	121
	Total	405	186	130	590	610	82	162	55	222	106	2,548

B. Direct Costs (\$)¹

		19%	9%	8%	29%	4%	8%	4%			
Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration		\$3,082	\$400	\$0	\$800	\$120	\$0	\$2,955	\$1,800	\$9,157
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$20,000									\$20,000
5	Project Development Planning										\$0
6	Other Planning Activities	\$48,509									\$48,509
	Total	\$68,509	\$3,082	\$400	\$0	\$800	\$120	\$0	\$2,955	\$1,800	\$77,666

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	GIS Sr Planner I	Land Use Sr Planner II	Transportation Sr Planner III	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	\$48.01	\$35.28	\$29.07	\$25.28	\$34.41	\$13.99	\$13.99				
1	Administration	\$1,780	\$228	\$74	\$3,841	\$706	\$58	\$51	\$516	\$28	\$28	\$7,310	\$8,416	\$9,157	\$24,883
2	Public Participation & Coordination	\$890	\$228	\$1,484	\$6,721	\$4,410	\$145	\$758	\$860	\$70	\$42	\$15,609	\$17,971	\$0	\$33,580
3	Long Range Transportation Planning	\$1,187	\$1,597	\$2,782	\$7,682	\$1,235	\$872	\$1,517	\$344	\$70	\$14	\$17,299	\$19,917	\$0	\$37,216
4	Short Range Transportation Planning	\$19,286	\$2,282	\$371	\$7,202	\$11,642	\$436	\$1,643	\$172	\$2,099	\$1,399	\$46,531	\$53,571	\$20,000	\$120,102
5	Project Development Planning	\$297	\$0	\$111	\$2,881	\$3,528	\$291	\$126	\$0	\$839	\$0	\$8,073	\$9,295	\$0	\$17,368
6	Other Planning Activities	\$593	\$4,167	\$0	\$0	\$0	\$581	\$0	\$0	\$0	\$0	\$5,342	\$6,150	\$48,509	\$60,000
	Total	\$24,033	\$8,503	\$4,822	\$28,326	\$21,521	\$2,383	\$4,095	\$1,893	\$3,106	\$1,483	\$100,164	\$115,319	\$77,666	\$293,149

115.13% Indirect Rate												Total Employee Indirect
	Indirect per employee	\$27,669	\$9,790	\$5,551	\$32,612	\$24,777	\$2,744	\$4,715	\$2,179	\$3,576	\$1,707	\$115,319

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.

CVRPC Transportation Studies Funded by TPI				
Year	Cost	Town	Study Name	Result
1993	\$57,000	Barre City, Barre Town, Berlin, East Montpelier, Montpelier	Urban Area Study	Approved
1993	\$16,000	Plainfield, Marshfield	Bypass Study	Vote mixed between Towns
1994	\$73,000	Central Vermont Region	Transportation Plan	Approved
1996	\$39,000	Barre City	Downtown Circulation Study	Led to further studies
1997	\$5,000	Waitsfield	Circulation and Access Management Study	Led to further studies
1997	\$15,000	Montpelier	Upper Main St and Towne Hill Rd Study	Sidewalks rebuilt in front of the Main St. Middle School, and sidewalks constructed partially up Towne Hill Rd.
1997	\$13,000 *	Montpelier	City/State Capital District Master Plan	Construction of 1 Taylor St. project
1998	\$4,500	Waitsfield	Parking Study	Study complete
1998	\$20,000	Waterbury	Village Circulation Study	Advanced roundabout concept, and Green Mountain Coffee Roasters service road
1998	\$10,000	East Montpelier, Plainfield, Marshfield	US 2 Village Study	US 2/VT 14 & US 2/VT 214 Intersections Reconstructed
1998	\$34,000	Fayston, Waitsfield, Warren	Mad River Valley Short Range Transit Plan	Transit service started
1999	\$25,000 *	Montpelier	US 2/302 Intersection Study	Roundabout constructed
1999	\$15,000	Barre City	US 302/Beckley, Berlin, Hill Sts. Intersections Study	Berlin St. Intersection re-configured
1999	\$10,000	Central Vermont Region	Public Transit Marketing Plan	Guided transit provider
2000	\$25,000	Berlin	New Town Center/Barre Montpelier Rd Study	Led to further studies; New Town Center designation planning in progress
2000	\$10,000	Barre Town	East Barre Village Study	US 302/VT 110 Roundabout Constructed
2001	\$15,000	Duxbury, Moretown, Waterbury	Crossett Brook School Area Study	Town is seeking an easement from the State Farm, through the Act 250 Process
2001	\$25,000	Williamstown/Barre Town	VT 63/64 Falls Bridge Rd Study	VT 63/Miller Rd Intersection re-configured, Falls Bridge Rd. reconstructed
2002	\$15,000	Marshfield	Sidewalk Study	Portions of the US 2 sidewalks were constructed
2002		Montpelier	Connecting the existing Bike paths from Taylor St. to Stonecutters Way	The City acquired the Carr Lot and constructed to Main St. as part of the 1 Taylor St. Project
2002	\$43,000	Central Vermont Region	Transportation Plan	Approved
2003	\$21,500	Calais	VT 14 / East Calais Village Study	Signage at important intersections installed
2003	\$20,000	Northfield	Northfield Village Bike and Pedestrian Study	Portions of the VT 12 sidewalks were constructed
2003	\$21,500	Montpelier	Downtown Circulation Model Study	Signals optimized
2003	\$15,000	Waterbury	VT 100 Access Management Corridor Study	Various intersection improvements
2004	\$20,000	Plainfield	Plainfield US 2/Main St. Intersection Study	Intersection under design
2004	\$1,250	Central Vermont Region	GMTA User Survey	Guided transit provider

CVRPC Transportation Studies Funded by TPI				
Year	Cost	Town	Study Name	Result
2004	Vtrans Funds	Berlin/Barre City	Central Vermont Regional Path Conceptual Alignment Analysis	Study complete
2005	Vtrans Funds	Berlin	Vermont Shopping Center Conceptual Alignment Analysis	Study complete
2005	\$20,000	Waitsfield	Village Parking and Pedestrian Circulation Plan	A more detailed study was conducted in 2010
2005	\$7,250	Central Vermont Region	Unmet Transportation Needs Survey	Guided transit provider
2006	\$20,000	Moretown/Middlesex	Mad River Byway Corridor Management Plan	Signage installed
2006	Vtrans Funds	Middlesex	Village Feasibility Study & Conceptual Design	Study complete
2006	\$20,000	Moretown, Waitsfield, Fayston, Warren	Mad River Byway Extension Corridor Management Plan	Signage installed
2006	\$35,000	Central Vermont Region	Transportation Plan	Approved
2007	\$30,000 *	Berlin	VT 62 Intersection study	Constructed
2007	\$15,000	Waterbury	Green Mountain Byway Corridor Management Plan	Signage installed; waysides installed; brochure created; Byway expanded in Lamoille County
2008	\$10,000.00	Williamstown	Update Willaimstown Sidewalk Study	Safe Routes to School Engineering Recommendations
2008	\$17,224.46	Barre Town	Update and expand BT CVRP Study	Led to further studies
2008	\$17,224.46	Northfield	Northfield VT 12 Sidewalk Study	Sidewalks constructed between villages
2009	\$22,375.00	Moretown	Moretown sidewalk and intersection study	Under design
2010	\$20,000.00	Barre City, Barre Town	Barre City/Town Sterling Hill Rd Path	A engineering consultant has been hired to finalize the design, using City and Town funds
2010	\$15,000.00	Waitsfield	Waitsfield Village sidewalk/traffic	Sidewalk partially built, crosswalk installed, remaining sidewalk under design
2011	\$10,000.00	Montpelier	Montpelier Gallison Hill Rd Study	Study complete
2012	\$23,734.00	Duxbury, Moretown, Waterbury	US 2/VT 100 Study	Update to previous study
2012	VTrans Funds	Cabot Village	Sidewalk & Traffic Calming Study	Study completed
2012	VTrans Funds	East Montpelier	Sidewalk Study	Study completed
2013	\$15,000	Fayston	Safe Routes to School Engineering Recommendations	Study completed
2013	\$25,000 *	Plainfield Village	Pedestrian Bridge, Sidewalk, Traffic Calming	Study completed
2014	\$25,000	Fayston, Waitsfield, Warren	Flood Resilient Transportation Study	On going
2015	\$5,000 *	Berlin	US 302 Bike and Pedestrian Study	Road Diet project constructed
2017	\$39,615	East Montpelier & Orange	Intersection Design Feasibility Study - East Montpelier Gallison Hill & Brazier Road with Towne Hill Road & Orange Reservoir & Lord Roads	Two studies completed
2019	\$14,951	Waterbury	Stowe Street Bridge Existing Conditions Report	Study complete

CVRPC Transportation Studies Funded by TPI					
Year	Cost		Town	Study Name	Result
		*	In Addition to VTrans Funds		