



## Central Vermont Regional Planning Commission

### TRANSPORTATION ADVISORY COMMITTEE

**Tuesday, June 22, 2021, 6:30 p.m.**

***Physical Location:* 29 Main Street, Suite 4, Montpelier**  
(Facial coverings required for in-person participation)

**Join Zoom Meeting via Computer, Tablet or Smartphone:**

<https://us02web.zoom.us/j/88981081424?pwd=VUo2UytSSWNnRkt4VUhqdmF1QXhTQT09>

**Meeting ID:** 889 8108 1424 - **Passcode:** 679190

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Download Zoom here: <https://zoom.us/download>

### Agenda

- 6:30 1) Meeting Commencement
  - a) Roll Call
  - b) Adjustments to the Agenda
  - c) Public Comment
- 6:40 2) Approval of May TAC Meeting Minutes (*Enclosed, Motion*)
- 6:45 3) Election of Officers (*Possible action*)
- 6:55 4) TPI Work Plan (*Christian Meyer, Enclosed, Motion*)
- 7:40 5) TAC Member Round Table
  - a) In person meetings
  - b) Local concerns including project updates and other issues
- 8:00 c) Topics for future meetings
- 6) Adjourn

***Next Meeting July 27, 2021***

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29 Main Street Suite 4 Montpelier Vermont 05602  
802-229-0389 E Mail: [CVRPC@CVRegion.com](mailto:CVRPC@CVRegion.com)

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**Transportation Advisory Committee (TAC)**  
**DRAFT Minutes**  
**May 25, 2021**

<b>Attendees:</b>					
	Barre City	Scott Bascom	X	Moretown	Joyce Manchester
X	Barre Town	James West			Dara Torre, Alt
		Sebastian Arduengo, Alt		Northfield	Jeff Schulz
X	Berlin	Bob Wernecke			Jon Ignowski, Alt
	Cabot	John Cookson	X	Orange	Lee Cattaneo
X	Calais	David Ellenbogen	X	Plainfield	Bob Atchinson
		Karin McNeill, Alt	X	Roxbury	Gerry D'Amico
X	Duxbury	Alan Quackenbush	X	Waitsfield	Don LaHaye
	E. Montpelier	Frank Pratt			Harrison Snapp, Alt
	Fayston	Donald Simonini		Warren	Camilla Behn
	Marshfield	Robin Schunk		Washington	Peter Carbee
X	Middlesex	Ronald Krauth	X	Waterbury	Steve Lotspeich
	Montpelier	Dona Bate	X	Williamstown	Richard Turner
		Harold Garabedian, Alt		Woodbury	Chris Koteas
				Worcester	Bill Arrand
<b>Staff:</b>		Christian Meyer			
<b>Guests:</b>		Zoe Neaderland (VTrans); Alice Peal (Waitsfield)			

The meeting was preceded by a presentation by the CCRPC on the Chittenden County I-89 2050 Study. More information can be found and comments can be submitted at <https://envision89.com>.

Chair Steve Lotspeich called the meeting to order at 7:07 pm.

**Roll Call**

Roll was called and a quorum was present

**Adjustments to the Agenda**

No adjustments to the agenda

1 **Public Comments**

2 Zoe Neaderland announced that the State Rail Plan is complete and currently under review by  
3 the Federal Rail Administration.  
4

5 **Review of Draft April Meeting Minutes**

6 *MOTION (Bob Atchinson; Seconded Don LaHaye) to approve the minutes with corrections.*  
7

8 VOTED: Motion passed unanimously.  
9

10 **Nomination of Officers**

11 Nomination of officers will be held at the May meeting with votes to take place at the June  
12 CVRPC TAC meeting

13 **Chair**

14 *Joyce Manchester nominated Steve Lotspeich as Central Vermont Regional Planning*  
15 *Commission Transportation Advisory Committee Chair; Gerry D'Amico Seconded.*

16 **Vice Chair**

17 *James West nominated Bob Wernecke as Central Vermont Regional Planning Commission*  
18 *Transportation Advisory Committee Vice Chair; Don LaHaye Seconded*  
19

20 *MOTION (David Ellenbogen; Seconded Joyce Manchester) that the nominees shall become*  
21 *elected officers at the June meeting if no vote can be held at that time due to a lack of quorum.*  
22

23 VOTED: Motion passed unanimously.  
24

25 **VTrans Project Selection and Prioritization Process**

- 26 • Christian Meyer presented briefly on the process and the regional portion of the VPSP2  
27 scoring workbook. Clarifying questions were asked and the process discussed. Joyce  
28 Manchester verified that the committee was being asked to vote on the TV Scores and  
29 the corresponding ranking of the projects and that the TAC, in future years, may not  
30 always choose to prioritize projects based on the TV score.
- 31 • Zoe Neaderland pointed out that the process is being used to develop a list of 150% of  
32 what is expected to actually be included in the capital program. This allows the Agency  
33 to maintain a full program of projects even if certain project need to be delayed.
- 34 • David Ellenbogen inquired about integrating equity into the scoring process and if that  
35 had been reflected in the scores before the committee. No, equity had not yet been  
36 included in the scoring process.
- 37 • The Committee asked to use the list of projects as presented in the meeting packet and  
38 below.

## CVRPC TV Scores and Rank for the VTrans Capital Program

	TV Score	TV Score Rank
<b>Paving</b>		
Barre-EastMontpelier_Route14	66	1
Bradford-Orange_Route25	47	6
Chelsea-Washington_Rout110	47	6
Montpelier-Marshfield_Route2	64	2
Northfield-Williamstown_Route64	54	4
Peacham-Marshfield_Route232	42	8
Waitsfield-Moretown_Route100	56	3
Worcester-Morristown_Route12	53	5

	TV Score	TV Score Rank
<b>Roadway</b>		
Middlesex-Montpelier_Route2	54	3
Moretown-Middlesex_Route2	60	1
Williamstown_BarreTown_Route14	60	1

	TV Score	TV Score Rank
<b>Traffic and Safety</b>		
BarreCity-BarreTown	46	1
Berlin-Montpelier	44	2
Waitsfield VT100 Intersection VT17	44	2

MOTION (Bob Wernecke; Seconded Richard Turner) *to approve the final transportation values, as scored in the VPSP2 and presented to the committee in the meeting packet for its May 25, 2021 meeting, to also include the Waitsfield VT100 Intersection with VT17 project.*

VOTED: Motion failed.

David Ellenbogen further articulated his concerns with regard to including equity in the scoring process and how that may have influenced how each project scored relative one another. Additional concerns were outlined by other committee members. Zoe Neaderland further acknowledged the absence of equity in the ranking process but highlighted that while this is a new topic for VTrans, it is one they are working on diligently to integrate in their programs across the Agency.

1 MOTION (Joyce Manchester; Seconded Bob Wernecke) *to approve the final transportation*  
2 *values, as scored in the VPSP2 and presented to the committee in the meeting packet for its*  
3 *May 25, 2021 meeting, to also include the Waitsfield VT100 Intersection with VT17 project, and*  
4 *noting that the CVRPC TAC is displeased that the equity criteria were not included in this process*  
5 *and fully expect these criteria will be included in subsequent prioritization rounds.*  
6

7 Discussion: James West asked to clarify that by stating ‘next round,’ there is no expectation that  
8 these scores voted on in the meeting will be revised? Yes, that is the intention. James West  
9 further added that he would have liked the committee to have additional time to comment on  
10 the program of projects. Staff noted his concerns and fully expected additional opportunity for  
11 comment in futures rounds of prioritization.  
12

13 VOTED: Motion passed unanimously.  
14

15 In closing Zoe Neaderland offered to explore having VTrans present to the TAC on how the  
16 Agency was approaching the integration of equity into this prioritization process and across  
17 programs.  
18

#### 19 **VTrans Bicycle and Pedestrian Program**

20 Staff reiterated that there is a regional letter of support required for the Bicycle and Pedestrian  
21 Program. Please let CVRPC know if you are intending to apply. The application deadline is 1:00  
22 PM on June 4, 2021.  
23

#### 24 **TAC Member Round Table**

25 Alice Peal raised the question to the committee regarding other communities and how they  
26 have addressed pedestrian safety issues and what has been successful. Committee members  
27 thought this would be a good topic to have a speaker address. Christian Meyer said he could  
28 track down someone to present to the group.  
29

30 Additionally, the State Bicycle and Pedestrian Strategic Plan is available online and may add to  
31 this conversation: <https://vtrans.vermont.gov/planning/bpsp>.  
32

#### 33 **Adjourn**

34 MOTION (Don LaHaye; Seconded Lee Cattaneo) *to adjourn*  
35

36 VOTED: Passed Unanimously  
37

38 Meeting adjourned at 8:25PM



## MEMO

Date: June 22, 2021  
To: CVRPC Transportation Advisory Committee  
From: Christian Meyer, Senior Planner  
Re: Draft FFY22 TPI Work Program

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### ☒ Staff requests the TAC approval of the FFY 2022 draft Transportation Planning Initiative work program and budget

#### *About the TPI Work Plan?*

The CVRPC adopts a TPI work plan annually that defines the tasks staff will work on in the coming year. Only those tasks included in the work plan are eligible for funding under the TPI. The FFY 22 draft work plan reflects the updated VTrans guidance on eligible tasks and budget. Exhibit 1 includes the full work program (new and substantially revised tasks have been bolded). Exhibits 2-3-4 includes the budget.

While the FFY 22 program remains largely unchanged from FFY 21, notable changes include the following:

#### **Task1: Program Administration**

- No Changes

#### **Task 2: Public Participation and Coordination**

- VLR Coordination
- Support the Transportation Equity Framework Legislative Report
- Participation in the Vermont Strategic Highway Safety Program (SHSP) Education

#### **Task 3: Long Range Transportation Planning**

- Expanded bicycle and pedestrian planning

#### **Task 4: Short Range Transportation Planning**

- Inventorying public transit bus stops
- Support the VTrans Town Road Surface Data Verification.
- Participate in the pilot Intermodal Rail Access Planning
- Assist interested municipalities apply transportation demonstration projects

#### **Task 5: Project Development Planning**

- No Changes

**Task 6: Municipal Roads General Permit Support**

- Engage in outreach and education efforts in coordination with DEC and VTrans staff and assist municipalities undertaking roadway erosion inventories, prioritization of needs and developing capital plans
- Track and report all funds spent related to this task
- Assist in making ANR guidance available to municipalities

**Task 7: Other Planning Activities**

- Engage consulting engineer to complete the Northfield Ridge River and Routes implementation feasibility study.

**Budget**

Funding for FFY22 is budgeted at **\$240,510\***, this is an increase from \$223,149 budgeted in FFY2021. The TPI is funded through U.S. Department of Transportation Federal Highway Administration, transportation funds appropriated by the Vermont Legislature, Vermont Agency of Commerce and Community Development Municipal & Regional Planning Fund, and CVRPC's member municipalities. The following is a summary of anticipated allocation of funds by task.

<b>Task</b>	<b>Task Description</b>	<b>Agreement Amount</b>
Task 1	Program Administration	\$32,870
Task 2	Public Participation and Coordination	\$32,552
Task 3	Long Range Transportation Planning	\$28,371
Task 4	Short Range Transportation Planning	\$117,667
Task 5	Project Development Planning	\$25,634
Task 6	Municipal Roads General Permit (MRGP) Support	\$3,416
Task 7	Other Planning Activities	\$0
<b>Total</b>		<b>\$240,510*</b>

\* This is a preliminary number that may be adjusted before the TAC meeting 6/22

# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FFY 2022 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2021 to September 30, 2022

Approved by: TAC \_\_\_\_/\_\_\_\_/21; Executive Committee \_\_\_\_/\_\_\_\_/21

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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 2022 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.

Under the CVRPC TPI Work Program, regional staff create of the Transportation Element of the Regional Plan, facilitate the prioritization of VTrans projects, engage municipalities in the VTrans planning processes, provide transportation planning services to municipalities, transmit local input into state planning processes, and study 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 under seven tasks, each corresponding to the VTrans FFY 2022 TPI guidance materials and direction from VTrans. The narrative for each task includes a description of the proposed goals, objectives, and activities to be undertaken the resulting products.

## TASK 1. PROGRAM ADMINISTRATION

### Objective:

To administer the TPI, funded by the U.S. Department of Transportation Federal Highway Administration, transportation funds appropriated by the Vermont Legislature, Vermont Agency of Commerce and Community Development Municipal & Regional Planning Fund, and CVRPC's member municipalities, and conform to all applicable federal and state laws, regulations and guidance.

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. 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.
4. **participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.**
5. develop work plans and budgets and participate in the mid-year review process.
6. 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.
7. develop an indirect cost proposal.
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. complete 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 FY22 Annual Report and VAPDA SFY2022 Annual Report that includes transportation performance measures.

## **TASK 2. PUBLIC PARTICIPATION AND COORDINATION**

### Objective:

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. Additionally, this task shall support a regional approach to transportation planning, promoting cooperation, coordination and the exchange of information across modes, providers and jurisdictional boundaries.

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. coordinate, facilitate, and provide technical support for quarterly road foreman roundtables.
7. 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.
8. engage the public in the identification of transportation problems and solutions.
9. participate in the update and implementation of current VTrans plans by facilitating public input through forums, public meetings, and other engagement tools as appropriate.
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. 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.
18. participate and coordinate Travel Demand Management initiatives to meet the needs of Central Vermont, including participating, coordination and outreach as part of the Way to Go! Challenge.
- 19. coordinate with Vermont Local Roads to support training opportunities and technical assistance to town.**
- 20. assist VTrans in their analysis of equity in the existing transportation programs and development of the Transportation Equity Framework Legislative Report.**
- 21. participate in the update of the 2021-2025 Strategic Highway Safety Program**
22. 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.

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

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**

#### Objective:

Integrate regionally identified multi-modal transportation needs identified by existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors into regional and local plans and solutions. Furthermore, under this task CVRPC shall integrate the goals identified in the 2040 Vermont Long Range Transportation Plan in regional long range planning. Pursuant 24 V.S.A. § 4302, state agencies are responsible for supporting and reinforcing Vermont's historic settlement pattern of compact village and urban centers separated by rural countryside, under this task transportation planning activities should be considered through this lens.

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. Coordinate inter-regional efforts, such as the Scenic Byways Program, public transit, and others.
10. 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.
11. provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
12. provide planning, technical assistance, and grant management support as needed for communities participating in the Better Connections program.
13. develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
14. 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.
- 18. work with municipalities to improve bicycle and walking conditions through planning, zoning and the use of 'complete streets' concepts.**

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**

Objective:

Address specific needs in smaller areas such as downtowns, commercial areas or schools and develop recommendations in greater detail than typically provided in long range planning work.

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. **Assess transportation problems on regional corridors, conduct feasibility studies, cost-effectiveness studies, origin/destination and capacity studies and evaluate specific transportation problems including safety inventories and audits.**
4. 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.
5. conduct traffic monitoring by maintaining current data for major roads and problem areas, and by responding to local requests.
6. conduct traffic, parking space, bicycle and pedestrian, turning movement, and park and ride counts.
7. collect municipal highway major collector HPMS data and model inventory of roadway elements (MIRE) data programs.
8. update information on dedicated On-Road Bicycle Facilities
9. assist municipalities to plan for Complete Streets, and conduct a municipal complete streets implementation inventory.
10. assist municipalities 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.

11. participate in public transit planning, including collaboration on the Montpelier micro-transit project, update of Transit Development Plans, coordination of human service needs with transportation options, monitoring changes of transit systems in the region, updating transit mapping, **and inventorying public transit bus stops.**
12. 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.
13. participate and coordinate efforts with VTrans, GMT, and communities to develop travel demand management measures.
14. 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.
15. participate in the Systemic Local Road Safety Program and Road Safety Audit Reviews.
16. **participate in and support the VTrans Town Road Surface Data Verification. This task is to include using existing data to identify surface types on Class 2, 3 and 4 town highways.**
17. **participate in the pilot Intermodal Rail Access Planning by gathering existing data, coordinating with municipalities and other rail stakeholders to identify priority rail supportive locations, and transmit priority locations to partner organization for further promotion.**
18. **assist interested municipalities apply demonstration project in the roadway to evaluate their effectiveness in at improving walking, bicycling, transit access, public spaces, and traffic flow**
19. Assist municipalities and non-profits with transportation planning grant programs and initiatives. Assist municipality to manage a transportation-related planning grant only if the RPC is not being paid through that grant.
20. **Northfield Town Forest Access and Route 12 Crosswalks Feasibility Study: Implement the recommendations from the Northfield Ridge, River and Routes Study by studying new crosswalks along Route 12 and how to best improve access to the trail network within the town forest. This feasibility study will assess alternatives for each piece of the study and will deliver concept plans for the preferred alternatives to the town. The study is to be undertaken using consultant services and is budgeted for \$20,000 in FFY21 TPI funds. The study is expected to begin in FY21 but will continue into FY22.**

Personnel: Executive Director, Senior Planners, Planners, Assistant Planner, Planning Technician, 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; Northfield Town Forest Access and Route 12 Crosswalks Feasibility Study; Other products as applicable.

## **TASK 5. PROJECT DEVELOPMENT PLANNING**

### Objective:

Evaluate recommendations for capital projects identified through the long and short-term planning processes in greater detail. 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. Establishing regional priorities for transportation projects is also a critical step because it ensures that regional goals are incorporated into project funding decisions and the implementation schedule.

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. prioritize VTrans projects and evaluate conformance with the Regional Plan; implement the Vermont Project Selection Prioritization Process (VPSP2), including the development of regional priorities, as directed by VTrans and adapt CVRPC's regional process as needed. Provide input into the VPSP2 as needed.
4. **work with regional municipalities to identify regional priorities for inclusion in the VPSP2 and assist with the completion of qualification sheets for new projects.**
5. 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.
6. provide input on draft New Project Summaries and provide regional and local context and supplemental plans.
7. provide outreach, assistance, and coordination for accelerated and high impact projects, participate in meetings, and provide assistance to municipalities as needed.
8. provide outreach to identify road diet projects and coordinate municipal education and

participation.

**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. MUNICIPAL ROADS GENERAL PERMIT (MRGP) SUPPORT**

**Objective:**

**Support municipal partners implement their Road Stormwater Management Plan**

- 1. Engage in outreach and education efforts in coordination with DEC and VTrans staff and assist municipalities undertaking roadway erosion inventories, prioritization of needs and developing capital plans**
- 2. Track and report all funds spent related to this task**
- 3. Assist in making ANR guidance available to municipalities**

**Personnel:** Executive Director, Senior Planners, Planners.

**Products:** Report of funds spent related to this task.

## **TASK 7. OTHER PLANNING ACTIVITIES**

None.

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**DRAFT FFY 2022 Transportation Planning Initiative**  
**June 2021**

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

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$32,870
Task 2	Public Participation and Coordination	\$32,552
Task 3	Long Range Transportation Planning	\$28,371
Task 4	Short Range Transportation Planning	\$117,667
Task 5	Project Development Planning	\$25,634
Task 6	Municipal Roads General Permit (MRGP) Support	\$3,416
Task 7	Other Planning Activities	\$0
<b>Total</b>		<b>\$240,510</b>

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

RPC Staff Position	Rate SFY22	Total Hours	Total Cost
Executive Director	\$60.76	306	\$18,593
Senior Planner I (TR)	\$39.59	1,065	\$42,163
Senior Planner II (GIS)	\$43.89	130	\$5,706
Senior Planner III (LU)	\$38.33	105	\$4,025
Planner I (GIS)	\$37.64	860	\$32,370
Planner II (EM)	\$30.54	45	\$1,374
Assistant Planner (LU)	\$25.28	90	\$2,275
Office Manager	\$35.34	65	\$2,297
Planning Technician	\$13.99	0	\$0
<b>Total</b>		<b>2,666</b>	<b>\$108,803</b>

Indirect Costs		106.97%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost	
Executive Director	\$64.99	306	\$19,888	
Senior Planner I (TR)	\$42.35	1,065	\$45,102	
Senior Planner II (GIS)	\$46.95	130	\$6,103	
Senior Planner III (LU)	\$41.00	105	\$4,305	
Planner I (GIS)	\$40.26	860	\$34,627	
Planner II (EM)	\$32.67	45	\$1,470	
Assistant Planner (LU)	\$27.04	90	\$2,434	
Office Manager	\$37.80	65	\$2,457	
<b>Total</b>		<b>2,666</b>	<b>\$116,387</b>	

Direct Costs		Total Cost
Contract		\$8,000
Travel		\$3,000
Supplies		\$400
Data/Ref		\$0
Postage		\$800
Phone		\$120
Copy/Print		\$0
Meetings		\$3,000
Equipment		\$0
<b>Total</b>		<b>\$15,320</b>

Fund Allocation			
Task	Task Description	CVRPC Share <sup>1</sup>	VTrans Share <sup>2</sup>
Task 1	Program Administration	\$3,287	\$29,583
Task 2	Public Participation and Coordination	\$3,255	\$29,296
Task 3	Long Range Transportation Planning	\$2,837	\$25,534
Task 4	Short Range Transportation Planning	\$11,767	\$105,900
Task 5	Project Development Planning	\$2,563	\$23,071
Task 6	Municipal Roads General Permit (MRGP) Support	\$342	\$3,074
Task 7	Other Planning Activities	\$0	\$0
<b>Subtotal by Share</b>		<b>\$24,051</b>	<b>\$216,459</b>
<b>Agreement Total</b>		<b>\$240,510</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.

Exhibit 4: Time-Task-Cost Summary

CENTRAL VERMONT REGIONAL PLANNING COMMISSION  
DRAFT FFY 2022 Transportation Planning Initiative - June 2021

A. Personnel (Hours)		Bonnie	Christian	Pam	Clare	Ashley	Grace	Vacant	Nancy		
Task #	Task Description	Exec Director	Transportation Sr Planner I	GIS Sr Planner II	Land Use Sr Planner III	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Technician	Total Hours
1	Administration	30	150	0	0	5	0	0	15	0	200
2	Public Participation & Coordination	10	270	25	5	60	0	0	25	0	395
3	Long Range Transportation Planning	35	125	40	20	50	20	50	10	0	350
4	Short Range Transportation Planning	210	330	35	55	700	0	20	15	0	1,365
5	Project Development Planning	16	175	30	25	25	25	20	0	0	316
6	Municipal Roads General Permit (MRGP) Support	5	15	0	0	20	0	0	0	0	40
7	Other Planning Activities	0	0	0	0	0	0	0	0	0	0
	Total	306	1,065	130	105	860	45	90	65	0	2,666

B. Direct Costs (\$)¹											
Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration	\$8,000	\$3,000	\$400	\$0	\$800	\$120	\$0	\$3,000	\$0	\$15,320
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning										\$0
5	Project Development Planning										\$0
6	Municipal Roads General Permit (MRGP) Support										\$0
7	Other Planning Activities										\$0
	Total	\$8,000	\$3,000	\$400	\$0	\$800	\$120	\$0	\$3,000	\$0	\$15,320

C. Cost Proposal Summary (\$)														
Task #	Task Description	Exec Director	Transportation Sr Planner I	GIS Sr Planner II	Land Use Sr Planner III	GIS Planner I	Emerg Mngmt Planner II	Land Use Asst Plan I	Office Manager	Planning Technician	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$60.76	\$39.59	\$43.89	\$38.33	\$37.64	\$30.54	\$25.28	\$35.34	\$13.99				
1	Administration	\$1,823	\$5,939	\$0	\$0	\$188	\$0	\$0	\$530	\$0	\$8,480	\$9,071	\$15,320	\$32,870
2	Public Participation & Coordination	\$608	\$10,689	\$1,097	\$192	\$2,258	\$0	\$0	\$884	\$0	\$15,728	\$16,824	\$0	\$32,552
3	Long Range Transportation Planning	\$2,127	\$4,949	\$1,756	\$767	\$1,882	\$611	\$1,264	\$353	\$0	\$13,708	\$14,663	\$0	\$28,371
4	Short Range Transportation Planning	\$12,760	\$13,065	\$1,536	\$2,108	\$26,348	\$0	\$506	\$530	\$0	\$56,852	\$60,815	\$0	\$117,667
5	Project Development Planning	\$972	\$6,928	\$1,317	\$958	\$941	\$764	\$506	\$0	\$0	\$12,385	\$13,249	\$0	\$25,634
6	Municipal Roads General Permit (MRGP) Support	\$304	\$594	\$0	\$0	\$753	\$0	\$0	\$0	\$0	\$1,650	\$1,765	\$0	\$3,416
7	Other Planning Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$18,593	\$42,163	\$5,706	\$4,025	\$32,370	\$1,374	\$2,275	\$2,297	\$0	\$108,803	\$116,387	\$15,320	\$240,510

106.97% Indirect Rate											Total Employee Indirect
Indirect per employee	\$19,888	\$45,102	\$6,103	\$4,305	\$34,627	\$1,470	\$2,434	\$2,457			\$116,387

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.