



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday July 26, 2022, 6:30 p.m.

This meeting will be held virtually

Join Zoom Meeting via Computer, Tablet or Smartphone:

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Agenda

- 6:30 1) Meeting Commencement
 - a) Roll Call
 - b) Adjustments to the Agenda
 - c) Public Comment
 - d) Staffing announcements
- 6:35 2) Approval of June 2022 TAC Meeting Minutes (*Enclosed*)
- 6:40 3) Electrical Vehicle (EV) Charging infrastructure (*Tiana Smith, GMP*)
- 7:05 4) FFY 2022 TPI budget adjustments (*Christian, Enclosed*)
- 7:15 5) FFY 2023 TPI Work Program (*Christian, Enclosed*)
- 7:35 6) TAC Member Round Table
 - a) Local concerns including project updates and other issues
- 7:45 7) Adjourn

Next Meeting September 27, 2022

Persons with disabilities who require assistance or alternate 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.



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Transportation Advisory Committee (TAC)
Minutes
Tuesday, June 28, 2022

Attendees:						
X	Barre City	Michael Hellein		X	Moretown	Joyce Manchester
X	Barre Town	Stephanie Magnan				Dara Torre, Alt
		Sebastian Arduengo, Alt			Northfield	Jon Ignatowski
X	Berlin	Robert Wernecke (Chair)				Patrick Demasi, 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
		Bill Whitehair, Alt.			Warren	Michael Bridgewater, Alt
X	E. Montpelier	Frank Pratt		X	Washington	Peter Carbee
	Fayston	Donald Simonini		X	Waterbury	Steve Lotspeich
	Marshfield	Robin Schunk			Williamstown	Richard Turner
	Middlesex	Ronald Krauth			Woodbury	Chris Koteas
X	Montpelier	Dona Bate			Worcester	Bill Arrand
Staff:		Christian Meyer				
Guests:		None present				

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Chair Robert Wernecke called the meeting to order at 6:35 pm.

Roll Call

- Roll was called and a quorum was present

Adjustments to the Agenda

- No additions

Public Comments

- None

Planning Technicians Update

- Staff introduced Nicholas Pellegrini, one of the region's two planning technicians who will be supporting work on the regional transportation plan and conducting field work to gather data for the bridge and culvert inventories.

1 **Review of Draft May Meeting Minutes**

- 2 • Don LaHaye made the motion, seconded by Peter Carbee, *to accept the May TAC*
3 *meeting minutes as presented*. The motion carried.

4 **FFY 2022 TPI budget adjustments**

- 5 • Staff briefed the committee on the anticipated budget adjustments for the FFY 22 TPI
6 budget. Action is anticipated on this item at the July TAC meeting. Steve Lotspeich asked
7 about the process for approvals once the budget has been reviewed by the TAC.
8 Christian Meyer responded that once an accepted budget has been reviewed by the
9 TAC, it will be submitted to VTrans for processing. It will also be forwarded to the
10 Executive Committee for review. The RPC is restricted from spending more than is
11 budgeted for any given task, even when funds may be available under different tasks.

12 **FFY 2023 TPI Work Program**

- 13 • Staff reviewed the proposed changes to the work plan and requested feedback from the
14 committee on locally important initiatives that should be considered for inclusion. Staff
15 updated the committee on the status of the TPI funded consultant led study of Berlin
16 Street in Barre City that received no proposals during advertisement and raised the
17 question as to whether this project should be included in the forthcoming plan. Michael
18 Hellein wondered if folks thought advertising this project again would necessarily lead
19 to a different result? Staff and several committee members thought timing can often
20 make a difference, but cautioned that local firms are really busy.

21 **Transitioning the CVRPC E&D committee to a Mobility Committee**

- 22 • Staffed briefed the group on the CV E&D Committee (REDPAC), its proposed expanded
23 role as a mobility committee, and if there were other organizations the committee
24 thought should be involved in the mobility conversation. Bob Atchinson thought the
25 committee should be in touch with the Community of Vermont Elders. Stephanie
26 Magnan recommended trying to talk to the larger construction companies, many of
27 which are located on Hospital Hill, as she knows they have difficulty getting their
28 employees to work in the early morning. Many members were unaware of CVRPC's
29 involvement in this committee and wanted to learn more, requesting regular updates
30 during future meetings. Several members were also curious to understand how this
31 committee fit with the other CVRPC committees. Staff stated that this committee is not
32 a CVRPC committee but rather an external entity that CVRPC supports with staffing and
33 posting of meeting agendas and minutes to the web site. Dona Bate stated, from her
34 experience working with the group, she would describe it as a forum where partners
35 could meet to share resources and support each other's needs.

1 **TAC Member Round Table**

- 2 • Bob Atchinson noted that the Ethan Allen Express will begin trips from Burlington to
3 New York City on 7/29/22.
- 4 • Steve Lotspeich shared that Waterbury had received the Downtown Transportation
5 Grant for sidewalk improvements. Steve Lotspeich continued that work is being done on
6 the Lamoille Valley Rail Trail and construction is expected to be complete this summer.
- 7 • Dona Bate shared that Montpelier will be installing the interim bi-directional bike path
8 along Barre Street from the intersection with Main Street to the Recreation Center.
- 9 • General praise was expressed for the new Winooski Bridge along the Cross Vermont
10 Trail.
- 11 • RW shared that the Bike and Ped Study along Fisher Road, providing access to the
12 Hospital and Mall area, is underway and urged attendees to take a look at the survey as
13 many of them were probably users.

14 **Adjourn**

15 Don LaHaye made the motion, seconded by Bob Atchinson, *to adjourn*. By unanimous consent,
16 the motion carried.

17
18 The chair adjourned the meeting at 7:29 PM.

DRAFT



MEMO

Date: July 26, 2022

To: Transportation Advisory Committee

From: Christian Meyer, Transportation Planner

Re: Amendments to the FFY2022 CVRPC TPI Work Program

☒ **ACTION REQUESTED:** Endorse the adjustments to the FFY 2022 CVRPC TPI budget tables.

Summary

CVRPC is proposing to adjust its Federal Fiscal Year 2022 (FFY22) Transportation Planning Initiative (TPI) Work Program budget tables. While the work program will remain largely unchanged, CVRPC is revising its proposed budget to better align task allocations with staffing trends. This adjustment is in part necessary due to the poor response the RPC got for its consultant led study in Barre City and in part due to the increased time being dedicated to field work and long range planning. Other adjustments include the redistribution of hours from departing staff. Each of these changes will shift funds among tasks but will not change the overall CVRPC TPI budget.

The CVRPC adopts a work plan annually for the proceeding federal fiscal year. The RPC can adjust the budget twice in a given year. The RPC may not exceed its budget for any given task in the work plan

Continued...

The following is a summary of the budget adjustments by task:

Task	Task Description	Approved Amount	Amended Amount	Difference
Task 1	Administration	\$23,813	\$25,536	7%
Task 2	Public Participation & Coordination	\$32,552	\$27,333	-16%
Task 3	Long Range Transportation Planning	\$30,932	\$43,787	42%
Task 4	Short Range Transportation Planning	\$122,898	\$123,671	1%
Task 5	Project Development Planning	\$25,390	\$15,376	-39%
Task 6	Municipal Roads General Permit (MRGP) Support	\$3,416	\$3,297	-3%
Task 7	Other Planning Activities	\$0	\$0.00	0%
TOTAL		\$238,999	\$238,999	

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
DRAFT FFY 2022 Transportation Planning Initiative
July 2022

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Program Administration	\$25,536
Task 2	Public Participation and Coordination	\$27,333
Task 3	Long Range Transportation Planning	\$43,787
Task 4	Short Range Transportation Planning	\$123,671
Task 5	Project Development Planning	\$15,376
Task 6	Municipal Roads General Permit (MRGP) Support	\$3,297
Task 7	Other Planning Activities	\$0
Total		\$238,999

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY23	Total Hours	Total Cost
Executive Director	\$63.51	297	\$18,862
Senior Planner I (TR)	\$44.15	1,040	\$45,916
Senior Planner II (NR)	\$38.40	60	\$2,304
Senior Planner II (GIS)	\$43.89	10	\$450
Senior Planner III (LU)	\$39.42	77	\$3,035
Planner I (GIS)	\$39.87	285	\$11,363
Planner II (E/C)	\$28.70	78	\$2,239
Planner III (EM)	\$36.61	103	\$3,771
Planner IV (EM)	\$30.54	36	\$1,084
Assistant Planner (LU)	\$27.10	62	\$1,680
Office Manager	\$36.99	43	\$1,591
Bookkeeper	\$53.20	0	\$0
Planning Technician I	\$19.38	495	\$9,593
Planning Technician II	\$19.38	485	\$9,399
Total		3,071	\$111,287

Indirect Costs	105.00%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Executive Director	\$66.69	297	\$19,806
Senior Planner I (TR)	\$46.36	1,040	\$48,212
Senior Planner II (NR)	\$40.32	60	\$2,419
Senior Planner II (GIS)	\$46.08	10	\$472
Senior Planner III (LU)	\$41.39	77	\$3,187
Planner I (GIS)	\$41.86	285	\$11,931
Planner II (E/C)	\$30.14	78	\$2,351
Planner III (EM)	\$38.44	103	\$3,959
Planner IV (EM)	\$32.07	36	\$1,138
Assistant Planner (LU)	\$28.46	62	\$1,764
Office Manager	\$38.84	43	\$1,670
Bookkeeper	\$55.86	0	\$0
Planning Technician I	\$20.35	495	\$10,073
Planning Technician II	\$20.35	485	\$9,869
Total		2,091	\$116,852

Direct Costs	Total Cost
Contract	\$9,000
Travel	\$1,010
Supplies	\$300
Data/Ref	\$0
Postage	\$50
Phone	\$0
Copy/Print	\$0
Meetings	\$500
Equipment	\$0
Total	\$10,860

Fund Allocation			
Task	Task Description	CVRPC Share¹	VTrans Share²
Task 1	Program Administration	\$2,554	\$22,982
Task 2	Public Participation and Coordination	\$2,733	\$24,600
Task 3	Long Range Transportation Planning	\$4,379	\$39,409
Task 4	Short Range Transportation Planning	\$12,367	\$111,304
Task 5	Project Development Planning	\$1,538	\$13,838
Task 6	Municipal Roads General Permit (MRGP) Support	\$330	\$2,967
Task 7	Other Planning Activities	\$0	\$0
Subtotal by Share		\$23,900	\$215,099
Agreement Total		\$238,999	

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.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
FFY 2022 Transportation Planning Initiative
July 2022

Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Personnel															Total Hours
		Exec Director	Transportation Sr Planner I	Natural Resources Sr Planner II	GIS Sr Planner III	Land Use Sr Planner IV	GIS Planner I	Energy/Climate Planner II	Emerg Mngmt Planner III	Emerg Mngmt Planner IV	Land Use Asst Plan I	Office Manager	Bookkeeper	Planning Technician I	Planning Technician II		
1	Administration	25	185	0	2	2	25	12	0	2	2	3	0	5	0	262	
2	Public Participation & Coordination	10	210	5	0	5	35	15	10	0	15	0	10	5	320		
3	Long Range Transportation Planning	15	185	10	2	45	5	45	48	1	20	10	0	150	150	686	
4	Short Range Transportation Planning	235	340	40	7	15	200	2	45	0	20	15	0	330	330	1,579	
5	Project Development Planning	10	100	5	0	10	5	4	0	33	20	0	0	0	187		
6	Municipal Roads General Permit (MRGP) Support	2	20	0	0	0	15	0	0	0	0	0	0	0	37		
7	Other Planning Activities	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	Total	297	1,040	60	10	77	285	78	103	36	62	43	0	495	485	3,071	

B. Direct Costs (\$)¹

Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration		\$1,010	\$300	\$0	\$50	\$0	\$0	\$500	\$0	\$1,860
2	Public Participation & Coordination										\$0
3	Long Range Transportation Planning										\$0
4	Short Range Transportation Planning	\$9,000									\$9,000
5	Project Development Planning										\$0
6	Municipal Roads General Permit (MRGP) Support										\$0
7	Other Planning Activities										\$0
	Total	\$9,000	\$1,010	\$300	\$0	\$50	\$0	\$0	\$500	\$0	\$10,860

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	Transportation Sr Planner I	Natural Resources Sr Planner II	GIS Sr Planner III	Land Use Sr Planner IV	GIS Planner I	Energy/Climate Planner II	Emerg Mngmt Planner III	Emerg Mngmt Planner IV	Land Use Asst Plan I	Office Manager	Bookkeeper	Planning Technician I	Planning Technician II	Total Personnel	Indirect	Direct	Total Costs
	Hourly Rate	\$63.51	\$44.15	\$38.40	\$43.89	\$39.42	\$39.87	\$28.70	\$36.61	\$30.54	\$27.10	\$36.99	\$53.20	\$19.38	\$19.38				
1	Administration	\$1,588	\$8,168	\$0	\$66	\$79	\$997	\$344	\$0	\$46	\$54	\$111	\$0	\$97	\$0	\$11,549	\$12,127	\$1,860	\$25,536
2	Public Participation & Coordination	\$635	\$9,272	\$192	\$0	\$197	\$1,395	\$431	\$366	\$0	\$0	\$555	\$0	\$194	\$97	\$13,333	\$14,000	\$0	\$27,333
3	Long Range Transportation Planning	\$953	\$8,168	\$384	\$77	\$1,774	\$199	\$1,292	\$1,757	\$31	\$542	\$370	\$0	\$2,907	\$2,907	\$21,360	\$22,428	\$0	\$43,787
4	Short Range Transportation Planning	\$14,925	\$15,011	\$1,536	\$307	\$591	\$7,974	\$57	\$1,647	\$0	\$542	\$555	\$0	\$6,395	\$6,395	\$55,937	\$58,734	\$9,000	\$123,671
5	Project Development Planning	\$635	\$4,415	\$192	\$0	\$394	\$199	\$115	\$0	\$1,008	\$542	\$0	\$0	\$0	\$0	\$7,500	\$7,875	\$0	\$15,376
6	Municipal Roads General Permit (MRGP) Support	\$127	\$883	\$0	\$0	\$0	\$598	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,608	\$1,688	\$0	\$3,297
7	Other Planning Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$18,862	\$45,916	\$2,304	\$450	\$3,035	\$11,363	\$2,239	\$3,771	\$1,084	\$1,680	\$1,591	\$0	\$9,593	\$9,399	\$111,287	\$116,852	\$10,860	\$238,999

105.00% Indirect Rate																Total Employee Indirect
Indirect per employee	\$19,806	\$48,212	\$2,419	\$472	\$3,187	\$11,931	\$2,351	\$3,959	\$1,138	\$1,764	\$1,670	\$0	\$10,073	\$9,869	\$106,983	

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.



MEMO

Date: July 26, 2022
To: CVRPC Transportation Advisory Committee
From: Christian Meyer, Senior Planner
Re: Draft FFY23 TPI Work Program

✉ **ACTION REQUESTED:** Adopt the FFY 2023 CVRPC TPI work program

About the TPI Work Plan?

The CVRPC adopts a TPI work plan annually that defines the tasks CVRPC staff will work on in the coming federal fiscal year (FFY). Only those tasks included in the work plan are eligible for funding under the TPI. The FFY 23 draft work plan reflects the updated VTrans guidance on eligible tasks while carrying forward regional priorities from FFY 22.

For FFY 23 the work program has been substantially restructured to help clarify the tasks. Formerly Tasks 3 and 4 were short-range and long-range planning, respectively. As this distinction often caused confusion, all planning work has been merged under one task. Data management and GIS work was formerly part of the short-range planning task. This work has been given a standalone task. Despite this large change, the content remains largely unchanged from past years. New tasks are noted below:

Task1: Program Administration

- No New Tasks

Task 2: Public Participation and Coordination

- No New Tasks

Task 3: Planning

- Electric Vehicle (EV) Charging Infrastructure Planning
- Feasibility study for traffic calming on Berlin Street, Barre City.

Task 4: Data Collection and Management

- Federal Urban Area Boundary Adjustment

Task 5: Project Development Planning

- No New Tasks

Task 6: Municipal Roads General Permit Support

- No New Tasks

Task 7: Strategic Initiatives

- Bicycle and Pedestrian Planning Integration Pilot. This new task also will come with a designated allocation of \$42,285.00 (80% Federal/20% State). Any portion of these funds that go unspent in FFY 23 can be carried over into FFY24.

Task 8: Other Planning Activities

- No Tasks

Budget

The total budget for tasks 1-6 for FFY 23 is \$249,604.00. This is an increase over the FFY 22 budget, which was \$238,999.00. As noted above, Task 7 has its own allocation of \$42,285.00 (no local match) bringing the total budget up to \$291,889.00.

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.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2023 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2022 to September 30, 2023

Approved by: TAC _____; Executive Committee _____

EXHIBIT 1: WORK PROGRAM

Purpose and Summary

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2023 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 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 eight tasks, each corresponding to the VTrans FFY 2023 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:

The purpose of this task, is to effectively execute the management and administrative functions related to conducting the regional transportation planning process and includes development of work programs, work related to the consultant selection process, and maintain financial records and develop reports in conformance 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 training to enhance knowledge and skills specific to transportation planning best practices.
10. Complete annual TPI and VAPDA performance reporting, including:
 - a. tracking performance indicators during the year and submit to VTrans;
 - b. compiling a list of planning projects completed during the year and submit to VTrans
11. Attend monthly TPI meetings and organize and host one meeting, annually.

Personnel: Executive Director, Senior Planners, Planners, Assistant Planners, Planning Technicians

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 FY23 Annual Report and VAPDA SFY2023 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, consistent with FHWA's planning requirements.

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. Engage the public in the identification of transportation problems and solutions.
7. Serve on various transportation-related task forces and study committees.
8. Attend meetings of local boards and commissions on transportation related topics including safety improvements, capital planning, infrastructure planning, etc.
9. Engage the public in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
10. Participate in emergency management training and activities to support a resilient transportation system.
11. Monitor current transportation projects by reviewing the five year VTrans Capital Program and Project Development Plan, and the STIP.
12. 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.

13. Training staff, Transportation Advisory Committee (TAC) and RPC members
14. Solicit public input on the State Transportation Improvement Program (STIP) Hearing Support, including:
 - a. assisting VTrans with sharing the public meeting notice with their TAC and affected municipalities.
 - b. participation in the public meeting
15. Participate and coordinate Travel Demand Management initiatives to meet the needs of Central Vermont, including participating, coordination and outreach as part of the Park Your Carbon Challenge.
16. Coordinate, facilitate, and provide technical support for quarterly road foreman roundtables including communicating with Vermont Local Roads for opportunities for participation.
17. Assist VTrans in their analysis of equity in the existing transportation programs and development of the Transportation Equity Framework Legislative Report; attend trainings; implement relevant Regional tasks.
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.

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, reporting on the Park Your Carbon Challenge planning efforts, and a network of local community groups and neighborhood representatives needed to leverage public outreach efforts.

TASK 3. PLANNING

Objective:

Under this task, the Region will integrate 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 and propose solutions to meet those needs that respect Federal and State regulations and Vermont statutes. This will include considering planning activities through the lens of 24 V.S.A. § 4302, which stipulates that 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. Furthermore, under this task CVRPC shall integrate the goals identified in the 2040 Vermont Long Range Transportation Plan.

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. Participate in Corridor Management Planning efforts to integrate local and regional perspectives.
3. Coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
4. Provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
5. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
6. Preparing and supporting the preparation of regional, subarea, corridor, and local transportation plans such as assessment of transportation problems, feasibility studies, and alternatives analyses.
7. Coordinating and providing technical support for intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning.
8. Assessing and forecasting future travel demand based on land use, demographic projections and other driving factors; assessing and recommending strategies to manage demand as well as identifying gaps in transportation system connectivity based on analysis.
9. Identifying wildlife corridors, roadway barriers and crossings, and other environmental transportation connections.
10. Supporting development of Municipal Transportation Capital Improvement Plans.
11. Planning, coordination, and outreach associated with designated Scenic Byways
12. Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
13. Providing planning, technical assistance, and general grant support.
14. Work with municipalities to improve bicycle and walking conditions through planning, zoning and the use of 'complete streets' concepts.
15. Update the Regional Transportation Plan for Central Vermont Region
16. Participate in working groups, steering committees, and/or advisory committees of VTrans-managed planning projects, such as acting as a technical advisor.
17. Advance the goals of statewide environmental policy and planning into transportation planning work and develop list of work completed to advance these projects through 2023.

18. Prepare comments on the annual state EV charging plan
19. Support the planning, provision and performance of the local public transit system by assisting or participating in relevant studies, analyses, or planning initiatives, by supporting outreach, serving on transit governance boards, and by providing feedback to VTrans.
20. Support the enhancement of Human Services Transportation Coordination, including hosting and transitioning the Regional Elders and Persons with Disabilities Advisory Committee into a Regional Mobility 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.
21. Provide technical assistance for resilience planning and implementation including integrating, and assisting municipalities to integrate, the results of the statewide analysis and Transportation Resilience Planning Tool (TRPT) into regional and local plans and planning efforts.
22. Participated and support VTrans with the development of the US-2 from Montpelier to Waterbury corridor plan.
23. Support municipalities pursue demonstration projects on an as needed basis.
24. Support municipal work in the Safe Routes to School program as needed
25. Participate and support municipalities with road safety audits on an as needed basis.
26. Procure consulting engineering services to conduct a feasibility study and assess traffic calming opportunities on Berlin Street in Barre City.

Personnel: Executive Director, Senior Planners, Planners, Assistant Planners, Planning Technicians

Products: Four quarterly E&D/Mobility Committee meetings held in accordance with Vermont Open Meeting Law; E&D/Mobility Committee work plan; attend E&D Summit; Updates to the Regional Transportation Plan.

TASK 4. Data Collection and Management

Objective:

Data collection and management tasks support balanced planning efforts by grounding decision making in observations made directly in the field. These efforts involve documenting and uniformly reporting transportation facility location, condition, performance, and usage, to provide a comprehensive perspective on statewide, regional, and local transportation infrastructure needs and opportunities to VTrans, RPCs and municipalities.

Included are the following activities:

1. Monitor and maintain data for regional transportation facilities. Work shall include, but may not be limited to, conducting vehicular, turning movement, bike, pedestrian, transit ridership, and park and ride usage counts. Conducting ditch and road erosion assessments. Conduct tree inventories. Or by supporting the development of a capital improvement plan. Data may be gathered by using recommended equipment and state standards or by the purchase of relevant data sets where appropriate.
2. Assist municipalities with town highway road, culvert, bridge, sidewalk, bicycle facilities and roadway sign inventories and assessments.
3. Develop and maintain statistics, GIS data and analyses used to support transportation planning and project development (journey to work data, Longitudinal Employer-Household Dynamics, existing land use, land use regulations, floodplains, river corridors, farmland, critical wildlife habitat and hazardous materials, etc.)
4. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
5. Support the annual collection of non-motorized count data to develop a consistent data source and build a “snapshot” of biking and walking activity statewide.
6. Utilize count data to inform adjustment factors for temporal and seasonal variation in bike/pedestrian activity in Vermont.
7. Compile data on park and ride usage to track capacity. Counts shall be complete three times annually.
8. Annually collect for VTrans submit to FHWA, highway improvement data on the Town Highway Major Collector (TH MC) system
9. Improve the accuracy of Town Highway road surface type information.
10. Aid reporting by VTrans on municipal compliance with the Complete Streets Law.
11. Aid municipalities in maintaining bridge and culvert inventories based on the recommended prioritization criteria above. Work shall include:
 - a. Inputting municipal bridge or culvert data collected by the RPC into VTCulverts.
 - b. Host one training with municipal representatives utilizing the VTCulverts Training Module.
12. Complete field inventory of public transit bus stops
13. Participate in the review of Federal Urban Area Boundary Adjustments

Personnel: Executive Director, Senior Planners, Planners, Assistant Planners, Planning Technicians

Products: Traffic, bike, parking, and pedestrian counts; Comments on Federal Urban Area Boundary Adjustments, field inventory of bus stops, input municipal bridge and culvert data into

VTCulvert online platform, submit complete streets compliance forms, provide town highway improvement data,

TASK 5. Project Development Plan

Objective:

Evaluate recommendations for capital projects identified through the 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 of regional priorities.
2. Conduct or participate in feasibility and project definition studies.
3. Identify local issues that relate to scoping analyses.
4. Facilitate and participate in the public decision-making process for project development.
5. Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike/Ped and other locally managed projects).
6. 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.
7. Complete New Project Summaries to provide VTrans with regional perspective before a project begins the initial stages of design
8. Assist VTrans in tailoring public outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, in helping to engage key players in the community, and in bringing a regional perspective to how the project will affect a community. Provide continued coordination for better public awareness during project construction.
9. Support the Bicycle and Pedestrian Planning Integration Pilot by participating in bicycle and pedestrian planning work by assessing existing relevant work and resources at the regional and municipal level, by submitting a summary report to VTrans for statewide compilation, and attending project steering committee meetings.

Personnel: Executive Director, Senior Planners, Planners

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 Reporting

Objective:

As stipulated in Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) issued the Municipal Roads General Permit (MRGP) in January 2018. As part of the MRGP, municipalities are required to provide two components: a comprehensive Road Erosion Inventory (REI) of hydrologically-connected road segments and an associated Implementation Table Portal. The purpose of this task is to assist municipalities with tasks that support compliance with the MRGP

Included are the following activities:

1. Assist municipalities with compliance with the MRGP by providing outreach, education and administrative assistance; data collection and management assistance and grant preparation.

Personnel: Executive Director, Senior Planners, Planners

Products: Program reporting; ongoing collaboration with DEC on MRGP requirements

TASK 7. Strategic Initiatives – Bicycle and Pedestrian Integration Pilot

Objective:

Support implementation of H.736 Section 23 Bicycle and Pedestrian Planning Integration Pilot Program

Included are the following activities:

1. Participate in bicycle and pedestrian planning work by assessing existing relevant work and resources at regional and municipal level, submitting a summary report to VTrans for statewide compilation, and by attending project steering committee meetings.
2. Compile and submit GIS data; Gather unmapped infrastructure locations as needed.
3. Conduct additional tasks to be determined.

Personnel: Executive Director, Senior Planners, Planners

Products: Summary report on regional bike planning; participation in the project steering committee.

TASK 8. Other Planning Activities

No tasks are currently included under this item.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
 FFY 2023 Transportation Planning Initiative
 July 2022

Exhibit 2: Budget Detail by Task Category

Task	Task Description	Agreement Amount
Task 1	Administration	\$30,462
Task 2	Public Participation & Coordination	\$25,881
Task 3	Planning	\$106,068
Task 4	Data Collection & Management	\$72,062
Task 5	Project Development Planning	\$13,966
Task 6	Municipal Roads General Permit (MRGP) Support	\$1,165
Sub-Total (Tasks 1-6)		\$249,604
Task 7	Strategic Initiative	\$42,285
Task 8	Other Planning Activities	\$0
Total		\$291,889

Exhibit 3: Budget Detail by Expense Category

RPC Staff Position	Rate SFY22	Total Hours	Total Cost
Exec Director	\$63.51	242	\$15,369
Transportation Sr Planner I	\$44.15	885	\$39,073
Natural Resources Sr Planner II	\$38.40	65	\$2,496
Land Use Sr Planner III	\$48.59	0	\$0
Land Use Sr Planner IV	\$39.42	75	\$2,957
Transportation Planner I	\$41.34	270	\$11,162
Energy/Climate Planner II	\$30.53	61	\$1,862
Emerg Mngmt Planner III	\$39.81	142	\$5,653
Land Use Asst Plan I	\$36.65	20	\$733
Office Manager	\$36.99	55	\$2,034
Planning Technician I	\$21.53	485	\$10,442
Planning Technician II	\$21.53	485	\$10,442
Total		2,785	\$102,223

Indirect Costs	105.00%		
RPC Staff Position	of Hourly Rate	Total Hours	Total Cost
Exec Director	\$66.69	242	\$16,138
Transportation Sr Planner I	\$46.36	885	\$41,026
Natural Resources Sr Planner II	\$40.32	65	\$2,621
Land Use Sr Planner III	\$51.02	0	\$0
Land Use Sr Planner IV	\$41.39	75	\$3,104
Transportation Planner I	\$43.41	270	\$11,720
Energy/Climate Planner II	\$32.06	61	\$1,955
Emerg Mngmt Planner III	\$41.80	142	\$5,936
Land Use Asst Plan I	\$38.48	20	\$770
Office Manager	\$38.84	55	\$2,136
Planning Technician I	\$22.61	485	\$10,964
Planning Technician II	\$22.61	485	\$10,964
Total		1,815	\$107,335

Direct Costs	Total Cost
Contract	\$75,231
Travel	\$3,000
Supplies	\$300
Data/Ref	\$0
Postage	\$800
Phone	\$0
Copy/Print	\$0
Meetings	\$3,000
Equipment	\$0
Total	\$82,331

Fund Allocation			
Task	Task Description	CVRPC Share¹	VTrans Share²
Task 1	Administration	\$3,046	\$27,416
Task 2	Public Participation & Coordination	\$2,588	\$23,293
Task 3	Planning	\$10,607	\$95,461
Task 4	Data Collection & Management	\$7,206	\$64,856
Task 5	Project Development Planning	\$1,397	\$12,570
Task 6	Municipal Roads General Permit (MRGP) Support	\$117	\$1,049
Sub-Total (Tasks 1-6)		\$24,960	\$224,644
Task 7	Strategic Initiative	\$0	\$42,285
Task 8	Other Planning Activities	\$0	\$0
Subtotal by Share		\$24,960	\$266,929
Agreement Total		\$291,889	

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.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
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Exhibit 4: Time-Task-Cost Summary

A. Personnel (Hours)

Task #	Task Description	Bonnie	Christian	Brian	Vacant	Clare	Vacant	Sam	Keith	Blaine	Nancy	Vacant	Vacant	Total Hours
		Exec Director	Transportation Sr Planner I	Natural Resources Sr Planner II	Land Use Sr Planner III	Land Use Sr Planner IV	Transportation Planner I	Energy/Climate Planner II	Emerg Mngmt Planner III	Land Use Asst Plan I	Office Manager	Planning Technician I	Planning Technician II	
1	Administration	25	185	0	0	0	30	0	0	0	5	5	5	255
2	Public Participation & Coordination	10	190	0	0	10	45	6	6	0	25	0	0	292
3	Planning	175	115	20	0	50	75	40	40	10	25	140	140	830
4	Data Collection & Management	10	220	40	0	0	100	10	96	10	0	340	340	1,166
5	Project Development Planning	10	100	5	0	15	20	5	0	0	0	0	0	155
6	Municipal Roads General Permit (MRGP) Support	2	10	0	0	0	0	0	0	0	0	0	0	12
Sub-Total (Tasks 1-6) (Hours)														2,710
7	Strategic Initiative	10	65	0	0	0	0	0	0	0	0	0	0	75
8	Other Planning Activities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		242	885	65	0	75	270	61	142	20	55	485	485	2,785

B. Direct Costs (\$)¹

Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration		\$3,000	\$300	\$0	\$800	\$0	\$0	\$3,000	\$0	\$7,100
2	Public Participation & Coordination										\$0
3	Planning	\$40,131									\$40,131
4	Data Collection & Management										\$0
5	Project Development Planning										\$0
6	Municipal Roads General Permit (MRGP) Support										\$0
Sub-Total (Tasks 1-6) Expenses											\$47,231
7	Strategic Initiative	\$35,100									\$35,100
8	Other Planning Activities										\$0
Total		\$75,231	\$3,000	\$300	\$0	\$800	\$0	\$0	\$3,000	\$0	\$82,331

C. Cost Proposal Summary (\$)

Task #	Task Description	Exec Director	Transportation Sr Planner I	Natural Resources Sr Planner II	Land Use Sr Planner III	Land Use Sr Planner IV	Transportation Planner I	Energy/Climate Planner II	Emerg Mngmt Planner III	Land Use Asst Plan I	Office Manager	Planning Technician I	Planning Technician II	Total Personnel	Indirect	Direct	Total Costs
Hourly Rate		\$63.51	\$44.15	\$38.40	\$48.59	\$39.42	\$41.34	\$30.53	\$39.81	\$36.65	\$36.99	\$21.53	\$21.53				
1	Administration	\$1,588	\$8,168	\$0	\$0	\$0	\$1,240	\$0	\$0	\$0	\$185	\$108	\$108	\$11,396	\$11,966	\$7,100	\$30,462
2	Public Participation & Coordination	\$635	\$8,389	\$0	\$0	\$394	\$1,860	\$183	\$239	\$0	\$925	\$0	\$0	\$12,625	\$13,256	\$0	\$25,881
3	Planning	\$11,114	\$5,077	\$768	\$0	\$1,971	\$3,101	\$1,221	\$1,592	\$367	\$925	\$3,014	\$3,014	\$32,164	\$33,772	\$40,131	\$106,068
4	Data Collection & Management	\$635	\$9,713	\$1,536	\$0	\$0	\$4,134	\$305	\$3,822	\$367	\$0	\$7,320	\$7,320	\$35,152	\$36,910	\$0	\$72,062
5	Project Development Planning	\$635	\$4,415	\$192	\$0	\$591	\$827	\$153	\$0	\$0	\$0	\$0	\$0	\$6,813	\$7,153	\$0	\$13,966
6	Municipal Roads General Permit (MRGP) Support	\$127	\$442	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$569	\$597	\$0	\$1,165
Sub-Total (Tasks 1-6) (Costs)																	\$249,604
7	Strategic Initiative	\$635	\$2,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,505	\$3,680	\$35,100	\$42,285
8	Other Planning Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total		\$15,369	\$39,073	\$2,496	\$0	\$2,957	\$11,162	\$1,862	\$5,653	\$733	\$2,034	\$10,442	\$10,442	\$102,223	\$107,335	\$82,331	\$291,889

105.00% Indirect Rate													Total Employee Indirect		
Indirect per employee	\$16,138	\$41,026	\$2,621	\$0	\$3,104	\$11,720	\$1,955	\$5,936	\$770	\$2,136	\$10,964	\$10,964	\$96,370		

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.