



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday June 27, 2023, 6:30 p.m.

Physical Location: 29 Main Street, Suite 4, Montpelier, VT 05602

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) Staff Announcement
- 6:35 2) Approval of May 2023 TAC Meeting Minutes (*Enclosed; Action*)
- 6:40 3) Memo 1 Nomination of Officers (*Enclosed; Action*)
- 6:50 4) Memo 1 Draft TPI guidance and budget review (*Enclosed; discussion*)
- 7:15 5) Safe Streets & Routes for All (*Presentation; discussion*)
- 6) TAC Member Round Table
- 7:30 a) Local concerns including project updates and other issues
- 7) Adjourn

Next Meeting July 25, 2023

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.



Transportation Advisory Committee (TAC)

Minutes

Tuesday, May 23, 2023

Attendees:					
x	Barre City	Michael Hellein	x	Moretown	Joyce Manchester
x	Barre Town	Stephanie Magnan (Chair)	x	Northfield	Thomas Davis
	Berlin	Robert Wernecke			Jeff Schulz, Alt
	Cabot	John Cookson		Orange	Lee Cattaneo
	Calais	David Ellenbogen	x	Plainfield	Bob Atchinson (Vice Chair)
		Karin McNeill, Alt	x	Roxbury	Jerry D'Amico
x	Duxbury	Alan Quackenbush		Waitsfield	Don LaHaye
		Bill Whitehair, Alt.	x		Alice Peal, Alt
	E. Montpelier	Gina Jenkins		Warren	Michael Bridgewater, Alt
	Fayston	Donald Simonini		Washington	Peter Carbee
	Marshfield	Todd Eaton	x	Waterbury	Steve Lotspeich
x	Middlesex	Ronald Krauth	x	Williamstown	Richard Turner
x	Montpelier	Dona Bate		Woodbury	Chris Koteas
				Worcester	Bill Arrand
Staff: Keith Cubbon					
Guests: Amanda Holland					

Stephanie brought the meeting to order at 6:31pm.

Roll Call

- Roll was called and a quorum was present

Adjustments to the Agenda

- None

Public Comments

- None

Staff Announcements

- Keith mentioned that Sam Church, CVRPC's new planning tech started work on Monday for the summer.
- Mentioned working on a document detailing funding for diesel vehicle replacement and town fleet electrification upcoming within next week or two.

Approval of April 2023 TAC Meeting Minutes

- The April minutes were accepted Gerry D. made a motion to accept the minutes and was Rich T. 2nd the motion.

Memo TPI Guidance and Budget Review

Keith laid out the timeline for the TPI guidance and budget review and need to have workplan and budget accepted by August 4 2023.

Memo Work Plan Tasks

This memo is about tasks that the TAC would like to see included in the guidance. Keith asked for ideas to include in the new TPI workplan and budget.

Questions/ideas follow:

- ARPA funding and who monitors this and if CVRPC was monitoring this. Keith replied that we offer assistance as well as VLCT and that the US Treasury is who is actually monitoring this.
- Joyce-Obtaining and locating EV chargers in towns and throughout the region? We have discussed this amongst staff. Have looked into possibly buying a data set that could allow us to analyze that data. We plan on doing this in the future.
- Michael H. spoke about the desire for corridor planning between Barre City and Montpelier for multimodal access.
- Steve L. asked if the Regional Transportation plan would be a stand alone plan or a chapter within the Regional Plan? Keith- The Regional Transportation Plan will be a chapter and the outline will be crafted in June and in September/October will present it to the TAC before taking to the select boards with the rough draft will be in January. Steve also asked about the state's corridor plans. Amanda H. of VTTrans replied that these are usually done when a larger project is also planned. Route 2 Moretown and Middlesex are next in our region. Planning to layout ideas for what the towns would like these corridors to become. Michael- Responded that establishing some kind of vision about what we would like the corridor to be and it may make sense to plan Route 2 and Route 302 corridors together. Amanda- Agreed that towns having a vision of what their community can be and mentioned task 7 Bike and Ped planning both inventorying what is on the ground and what the planning is in connecting gaps.

- 1 • Alice-Asked if Joyce was asking about advertising locations or finding locations. Joyce-
2 Planning the locations in towns and villages. Alice-Their town has been having them pop
3 up from private investment at stores, breweries/restaurants. And was wondering if
4 Michael had meant advertising bike trails locations. His reply was that no he meant no
5 bike trails specifically but transportation that is less car focused.
- 6 • Stephanie- In the tasks listed I don't see EV charging listed is it bundled into another
7 task. Keith-It is incorporated in climate mitigation planning. Amanda- It was a funny
8 struggle; our environmental team is primarily looking at climate footprint. Previously the
9 RPC were responding and working with the state's EV plan but RPCs are working in
10 some regions with towns to plan locations for EV charging. This task also has Travel
11 Demand Management which is trying to get people out of their vehicles and use other
12 modes of transit. Stephanie-So we could put a note under there that the TAC would like
13 the RPC to place more consideration under this core piece. Keith-Yes, we can do that.
- 14 • Gerry-I think the Transportation Planning Initiative seems to be pretty comprehensive.
15 Why is the calendar set on the Federal Fiscal Year? Keith-This is because most of the
16 funding comes from the Federal government. Keith also explained the task reporting
17 calendar and the dates are for either state meetings or reporting to the state. Gerry-I
18 assume the private industry will jump into this, being a capitalistic society that we are.
19 Keith-The current state numbers are around 3% EV usage and as that ramps up most
20 likely the private enterprises, such as gas stations will get into the program at an
21 increased rate. Towns may want to get involved in it at some locations, but as the
22 number increases, I would expect them to get more involved.
- 23 • Ron-What planning is being done on the grid infrastructure? Haven't seen anything in
24 the state plan as far as local distribution? Really thinks this planning needs to be
25 addressed. Stephanie-I believe this is part of the department of public services purview
26 and that they are developing process for this. Ron-Would like them to come to one of
27 our meetings and explain this process. Keith- I am aware of Phase 3 power lines in the
28 region but we don't have a complete map but it is mapped. Explaining the need for 3
29 phase for faster charging and this is partially one of the reasons you see such large
30 ranges in cost for installing chargers, due to need for 3 phase conversion. Joyce- The
31 department of public service is conducting surveys of the grid and Vermont Public
32 Power Suppliers Authority that puts out an annual report for how to handle the grid and
33 whether Vermont will be ready to handle the increased demand.
- 34 • Bob-Yes apart from EV not being a sustainability solution for dealing with the climate.
35 Has attended both Efficiency VT and the New England Power Consortium, that the
36 power companies aren't that concerned since they already own the rights of way and if
37 it comes to larger towers and stronger wires, they aren't that concerned. Level 2
38 chargers will do most of the work. Installed one in Plainfield for \$2000. Level 3's will be

1 for main corridors. The Chinese model of standardized batteries and swapping out
2 batteries is probably better and is a 7 min. turn around. Which is faster than any fast
3 charger. Thinking that electrifying America will save the planet, when conservation has a
4 better chance of doing that rather than mining exotic minerals all over the world.

- 5 • Michael- I just want to second what Bob said that there is a lot of industry pressure and
6 consumer pressure to make sure EVs work but mode shift is what we need to plan so
7 the idea that somehow, we transition to a future based on electrons rather than
8 hydrocarbons.
- 9 • Stephanie- Transportation Equity Planning task work. Keith- We are trying to implement
10 this in all our tasks, discussed our yearly report. Mentioned reaching out to stakeholders
11 and helping to facilitate stakeholder engagement. Creating opportunities for affected
12 communities to have a voice and a place to be heard. Amanda- Equity is included in
13 every task, the state's draft plan and working groups have a lot of recommendations for
14 the agency and RPCs can do more to increase outreach and equity. This is currently
15 written vaguely as the state finishes up the process of how to implement. Keith- Gave an
16 example of the during outreach meetings are very important to find out about issues
17 within a community. Michael- Spoke about the status quo of this plan and the need to
18 dramatically change our plan, we aren't doing enough, we are 5 years late for an
19 emergency. We should try for more drastic change. A lot of things happen between
20 creating a plan and making real change.

21 **TAC Member Round Table**

- 22 • Michael-Barre City already has a Rapid Rectangular Flashing Beacon-RRFB, but it is not
23 bright enough.
- 24 • Alice-She asked about a tool kit for traffic calming. Keith-I will send out a link to the slide
25 deck and will include it in the email with the minutes. It is more geared for town streets,
26 rather than the state highway system. Alice-As Waitsfield is moving to improvements in
27 the downtown areas so they are thinking of planning for traffic calming. Is it still really
28 hard to get an RRFB, VTrans requires a traffic study and to try everything else first?
29 Keith-Northfield is getting ready to try and install one and they are trying to engineer as
30 much of this as possible themselves to lower the cost. The state does require a 1111
31 permit and cement pads to anchor them into. You might want to reach out to them to
32 see if they have streamlined the process. You might want to reach out to Jeff Schulz.
33 Tom D.- spoke that Alice could contact him and they would set up a meeting with Jeff.
34 They don't have final approval yet but would be willing to discuss.
- 35 • Alice-Is there any date or timeline for the Route 17/100 intersection. They will be
36 bringing forward the final report to selectboard on June 5th. This is a background
37 investigation, compiling information on the area. Amanda- Is this the scope refinement

1 from the VPSP2 project. If that is the regional project refinement. This is pre-scoping,
2 there will be some report there will not be any decisions or designs made it is just trying
3 to understand the problem.

- 4 • Alice-You mentioned that CVRPC will be bringing Regional Plan drafts to Towns in
5 October. Keith-Yes, we will be doing presentations to all the selectboards in October
6 and November we will not have the draft done yet but will be between having the
7 outline and the first draft which is scheduled for January. Steve-Will this be the regional
8 transportation plan or the complete regional plan. Keith-The complete regional plan.
- 9 • Steve-We talked about the last meeting to hold a meeting in Waterbury for a sight visit.
10 Can start at the municipal meeting for a brief hybrid meeting, can walk up to Stowe
11 street. Can work with Keith to make sure it is accessible if people can't come. Would
12 love to show everyone the project. Asked that the TPI workplan and budget would work.
13 Keith-Said that would work for us, next month we would do the heavy work at June and
14 July would just being voting to accept. Stephanie approved. Steve said he would reserve
15 the meeting room then.

16 Stephanie thanked Amanda for attending.

17 **Adjourn**

- 18 • At 7:44PM Alan made a motion to adjourn Ron 2nd the motion.
19



MEMO

Date: June 22, 2022
To: Transportation Advisory Committee
From: Keith Cubbon, Planner
Re: Nomination of Officers

☒ **ACTION REQUESTED:** Express interest and nominate a chair and vice chair for the TAC. Voting to occur at the October TAC meeting

Background:

Officers are elected for one-year terms that begin in May of each year, therefore the elected officers will serve for an abbreviated term. The process proposed for this year is to give individuals an opportunity to express interest in taking on the role of chair or vice chair. The serving chair will then open the floor to nominations. Voting on the nominees will occur at the July meeting.

Per the approved Rules of Procedures for the TAC, the responsibilities of the officers are as follows:

The Chair will be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-Chair will provide support to the Chair as needed.



MEMORANDUM

Date: June 22, 2023
To: Transportation Advisory Committee
From: Keith Cubbon, Planner
Re: CVRPC TPI guidance and budget review

✉ ACTION REQUESTED: Discussion

As the CVRPC has drafted our VTrans TPI guidance for the FY24. We would like to take this opportunity to ask the Transportation Advisory Committee (TAC) to review the Transportation Planning Initiative Annual Work Program Guidance and Budget. The timeline for acceptance is spelled out below.

June -Review draft

July - Final presentation with TAC vote

August 4th 2023-submission deadline

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 24 draft work plan reflects the updated VTrans guidance on eligible tasks and budget. The CVRPC TAC is expected to vote on endorsing the FFY24 Work Program at its July Meeting.

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2024 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2023 to September 30, 2024

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 2024 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:

Enhance cooperative decision-making among state, regional, and local partners about the transportation system.

Better connect federal, regional, and statewide transportation planning.

Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.

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 2024 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. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 1.0.)*

Included are the following activities:

TPI Task 1.1.1.-TPI Monthly Meetings

Attend monthly TPI meetings and organize and host one meeting, annually

TPI Task 1.1.2.-TPI Program Performance Reporting

Complete annual TPI and VAPDA performance reporting, including:

1. tracking performance indicators during the year and submit to VTrans;
2. compiling a list of planning projects completed during the year and submit to VTrans
3. 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.
4. Develop work plans and budgets and participate in the mid-year review process.
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.

TPI Task 1.0- Additional tasks to be performed

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. Purchase supplies, equipment (traffic or pedestrian counters, ipad for data collection), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
6. Complete training to enhance knowledge and skills specific to transportation planning best practices.

Personnel: Executive Director, Senior Planners, 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 FY24 Annual Report and VAPDA SFY2025 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. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 2.0.)*

Included are the following activities:

TPI Task 2.1.1.-State Transportation Improvement Program

Solicit public input on the State Transportation Improvement Program (STIP) Hearing Support including:

1. assisting VTrans with sharing the public meeting notice with their TAC and affected municipalities.
2. participation in the public meeting

TPI Task 2.1.2-Travel Demand Management

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.

TPI Task 2.1.3.-Road Foreman Meetings & Vermont Local Roads Coordination

Coordinate, facilitate, and provide technical support for quarterly road foreman roundtables including communicating with Vermont Local Roads for opportunities for participation.

TPI Task 2.1.4.-Transportation Equity Planning and Implementation

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.

TPI Task 2.1.5.-Vermont Strategic Highway Safety Plan Education

Assist in public outreach and collaborate on events organized by the State Highway Safety

Office. Assist VTrans to identify stakeholders to engage on safety initiatives.

TPI Task 2.2.1.-Aviation Program Coordination

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

TPI Task 2.0- Additional tasks to be performed:

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

Personnel: Executive Director, Office Manager, Planners, 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. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 3.0.)*

Included are the following activities:

TPI Guidance Task 3.1.1-Regional Transportation Plan

Update the Regional Transportation Plan for Central Vermont Region

TPI Guidance Task 3.1.2.-State Modal Transportation Plan Coordination

Participate in working groups, steering committees, and/or advisory committees of VTrans managed planning projects, such as acting as a technical advisor.

TPI Guidance Task 3.1.3.-Environmental Policy and Planning

1. Advance the goals of statewide environmental policy and planning into transportation planning work and develop list of work completed to advance these projects through 2025.
2. Identifying wildlife corridors, roadway barriers and crossings, and other environmental transportation connections

TPI Guidance Task 3.1.4.-Climate Mitigation Planning

1. Assist VTrans in outreach to local officials and public, participate in working groups and committees on EV charging priorities and Carbon Reduction Strategy as requested by VTrans
2. Submit comments on the annual state EV charging plan.
3. Assist member communities in planning for locating EV charging infrastructure (From TAC)

TPI Guidance Task 3.1.5.-Public Transit Planning

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.

TPI Guidance Task 3.1.6.-Human Service Transportation Coordination

Support the enhancement of Human Services Transportation Coordination, including hosting and 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. Attending 2024 in-person E&D summit.

TPI Guidance Task 3.2.1.-Transportation Resiliency Planning

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. Provide input for upgrades and revisions for the TRP tool as requested.

TPI Guidance Task 3.2.2.-Corridor Planning

1. Participated and support VTrans with the development of the US-2 from Montpelier to Waterbury corridor plan.
2. Multimodal/ active transportation corridor planning within region especially Barre City to Montpelier corridor (From TAC)

TPI Guidance Task 3.2.3-Bicycle and Pedestrian Planning

Work with municipalities to improve bicycle and walking conditions through planning, zoning and the use of 'complete streets' concepts.

TPI Guidance Task 3.2.4-Intermodal Rail Access Planning

Continue working with communities to identify and market parcels that could be adapted for rail supportive uses under the pilot intermodal rail access planning.

TPI Guidance Task 3.2.5-Demonstration Projects

Support municipalities pursue demonstration projects on an as needed basis.

TPI Task 3.2.6.-Safe Routes to School

Support municipal work in the Safe Routes to School program as needed.

TPI Task 3.2.7.-Road Safety Audit

1. Coordinate outreach for meeting for Road Safety Audits per VTrans request
2. Review and comment on reports

TPI Task 3.0- Additional tasks to be performed:

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. Supporting development of Municipal Transportation Capital Improvement Plans.
10. Planning, coordination, and outreach associated with designated Scenic Byways
11. Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
12. Providing planning, technical assistance, and general grant support.

Personnel: Executive Director, 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. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 4.0.)*

Included are the following activities:

TPI Tasks 4.1.1-

Conduct vehicular traffic counts and submission to VTrans

TPI Tasks 4.1.2-

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. Utilize count data to inform adjustment factors for temporal and seasonal variation in bike/pedestrian activity in Vermont.

TPI Tasks 4.1.3-

Compile data on park and ride usage to track capacity. Counts shall be complete three times annually.

TPI Task 4.1.4

Annually collect for VTrans submit to FHWA, highway improvement data on the Town Highway Major Collector (TH MC) system

TPI Task 4.1.5-

Improve the accuracy of Town Highway road surface type information.

TPI Task 4.1.6-

Aid reporting by VTrans on municipal compliance with the Complete Streets Law.

TPI Task 4.1.7.-

Aid municipalities in maintaining bridge and culvert inventories based on the recommended prioritization criteria above. Work shall include:

1. Inputting municipal bridge or culvert data collected by the RPC into VTCulverts.
2. Host one training with municipal representatives utilizing the VTCulverts Training Module.

TPI Task 4.1.8.-

Complete field inventory of public transit bus stops.

TPI Task 4.1.9

Participate in the review of Federal Urban Area Boundary Adjustments.

TPI Task 4.0-Additional tasks to be performed

1. Monitor and maintain data for regional transportation facilities. Work shall include, but may not be limited to, turning movement, and transit ridership. 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.

Personnel: Executive Director, 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, ash tree inventories.

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. *(Unless otherwise noted, all activities below fall under TPI Guidance Task 5.0.)*

Included are the following activities:

TPI Task 5.1.1.-

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. Facilitate and participate in the public decision-making process for project development.

TPI Task 5.1.2.-

Complete New Project Summaries to provide VTrans with regional perspective before a project begins the initial stages of design

TPI Task 5.1.3-a. & b.

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.

TPI Task 5.0-Additional tasks to be performed

1. Conduct or participate in feasibility and project definition studies.
2. Identify local issues that relate to scoping analyses.
3. 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).

Personnel: Executive Director, 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:

TPI Task 6.2.1-

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, 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 25 Bicycle and Pedestrian Planning Integration Pilot Program.

Included are the following activities:

TPI Task 7.1.1

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 VTTrans 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. State-Owned Rail Trails

Objective:

Provide support to State Rail Trail councils, and help to develop Rail Trail Management Plans. Support trailhead improvement and development projects, emergency management access related planning activities, and community volunteer efforts.

TPI Task 8.1.1.-

1. Staff and support Lamoille Valley Rail Trail
2. Provide Municipal Support for existing or applying for additional grant funds

Personnel: Executive Director, Planners

TASK 9. Other Planning Activities

None

Sample Accomplishments

- Mapped all sidewalks within region ('23)

Exhibit II - Budget Detail by Task Category
FFY 2024 TPI Work Program

Regional Planning Commission: CVRPC

Date:

<u>Task #</u>	<u>Task Description</u>	<u>Agreement Amount</u>
Task 1	Administration	\$ 41,291.16
Task 2	Public Participation and Coordination	\$ 34,019.01
Task 3	Planning	\$ 85,954.61
Task 4	Data Collection & Management	\$ 54,604.53
Task 5	Project Development Planning	\$ 18,704.59
Task 6	Municipal Roads General Permit (MRGP) Support	\$14,754.38
Sub-Total	Tasks 1 - 6 only	\$ 249,328.28
Task 7	Bicycle and Pedestrian Planning Integration Program	\$ 36,493.79
Task 8	State Owned Rail Trails	\$ 276.93
Task 9	Other Planning Activities	\$ -
Total	All Tasks	\$ 286,099.00

Exhibit III – Budget Detail by Expense Category
FFY 2024 TPI Work Program

Regional Planning Commission: CVRPC

Date:

1. Regional Planning Commission Staff:

Staff Position	Hours	Rate (\$/hr)	Cost
Executive Director	262.00	\$61.54	\$ 16,123.48
Transportation Planner	1,135.00	\$37.14	\$ 42,153.90
Planner	753.00	\$38.63	\$ 29,088.39
GIS Tech	95.00	\$37.15	\$ 3,529.25
Administrative Staff	30.00	\$36.74	\$ 1,102.20
Natural Res. Planner	80.00	\$45.76	\$ 3,660.80
Land Use Planner	30.00	\$40.45	\$ 1,213.50
Comm. Dev. Planner	69.00	\$36.65	\$ 2,528.85
Energy Planner	92.00	\$33.48	\$ 3,080.16
Plan. Tech.	480.00	\$19.38	\$ 9,302.40
Plan. Tech.	480.00	\$19.38	\$ 9,302.40
Total Hours		Total Staff	\$ 121,085.33

2. Indirect Cost:

Indirect Rate (\$/hr)	Cost
125.00%	\$ 151,356.66

Total Indirect

3. Direct Costs:

	Cost
Contractual	\$ -
Travel	\$ 4,557.00
Supplies	\$ 300.00
Data/Ref	\$ -
Postage	\$ 800.00
Phone	\$ -
Copies/Printing	\$ -
Meetings	\$ 3,000.00
Equipment	\$ 5,000.00
Total Direct	\$ 13,657.00

4. Consultant(s):

	Cost
Contractual	\$ -
Travel	\$ -
Equipment	\$ -
Supplies	\$ -
	\$ -
Total Consultant(s)	\$ -

Total for All Expense Categories (1-4)	\$ 286,098.99
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Exhibit IV – Time by Task by Cost Summary
FFY 2024 TPI Work Program

Regional Planning Commission: CVRPC
Date:

A. PERSONNEL (Hours by Task):

Task #	Task Description	Executive Director	Trans Planner	Planner	GIS Tech	Admin Staff	Staff Comm. Dev.	Staff/Nat. resources	Staff/Planni ng Tech	Staff/Planni ng Tech	Staff/Land Use
1	Administration	30	120	145	0	5	0	0	5	5	0
2	Public Participation/ Coordination	15	200	141	0	25	0	0	0	0	5
3	Planning	155	290	190	25	0	30	25	135	135	20
4	Data Collection & Management	5	168	72	15	0	5	15	340	340	0
5	Project Development Planning	30	75	75	5	0	0	5	0	0	5
6	MRGP Support	5	90	50	10	0	4	10	0	0	0
Sub-Total (Tasks 1-6) (Hours)		240	943	673	55	30	39	55	480	480	30
7	Bicycle and Pedestrian Planning Integration Program	20	192	80	40		30	25			
8	State-Owned Rail Trails	2									
9	Other Activities	0									
Total (All Tasks) (Hours)		262	1135	753	95	30	69	80	480	480	30

B. OTHER DIRECT COSTS:

Task #	Task Description	Contractual	Travel	Supplies	Data/Ref	Postage		Phone			Copies/Printing
1	Administration	\$ -	\$ 4,557.00	\$ 300.00	\$ -	\$ 800.00		\$ -			\$ -
2	Public Participation/ Coordination										
3	Planning										
4	Data Collection/Management										
5	Project Development Planning										
6	MRGP Support										
Sub-Total (Tasks 1-6) (\$)											
7	Bicycle and Pedestrian Planning Integration Program										
8	State-Owned Rail Trails										
9	Other Activities										
Total (All Tasks) (\$)											

DIRECT COSTS. **Contract:** Audit; design and planning services as needed (problem evaluation); design/layout for transportation program materials. **Travel:** Mileage, rooms, meals, conference/workshop fees. **Supplies:** Office and mapping program. **Data/Ref:** Reference materials, portion of cost of new data. **Postage:** In support of the transportation program. **Phone:** Calls or data plans specific to transportation program activities. **Copies/Printing:** Reproduction costs, inclu legal notices, other associated costs. **Equipment:** Any eligible equipment purchased during the implementation of the grant agreement e.g. traffic counters and computer equipment.

C. COST PROPOSAL SUMMARY		Christian	vacant	Keith	Lincoln	Nancy	vacant	Brian	L Clare	M Sam	J
Rate		61.54	37.14	38.63	37.15	36.74	36.65	45.76	40.45	33.48	19.38

Task #	Task Description	Executive Director	Trans Planner	Planner	GIS Tech	Admin Staff	Comm. Dev.Staff	Staff/Nat. Res.	Land Use/Staff	Energy/Staff	Staff/Plan. Tech.
1	Administration	\$ 1,846.20	\$ 4,456.80	\$ 5,601.35	\$ -	\$ 183.70	\$ -	\$ -	\$ -	\$ -	\$ 96.90
2	Public Participation/ Coordination	\$ 923.10	\$ 7,428.00	\$ 5,446.83	\$ -	\$ 918.50	\$ -	\$ -	\$ 202.25	\$ 200.88	\$ -
3	Planning	\$ 9,538.70	\$10,770.60	\$ 7,339.70	\$ 928.75	\$ -	\$ 1,099.50	\$ 1,144.00	\$ 809.00	\$ 1,339.20	\$ 2,616.30
4	Data Collection/Management	\$ 307.70	\$ 6,239.52	\$ 2,781.36	\$ 557.25	\$ -	\$ 183.25	\$ 686.40	\$ -	\$ 334.80	\$ 6,589.20
5	Project Development Planning	\$ 1,846.20	\$ 2,785.50	\$ 2,897.25	\$ 185.75	\$ -	\$ -	\$ 228.80	\$ 202.25	\$ 167.40	\$ -
6	MRGP Support	\$ 307.70	\$ 3,342.60	\$ 1,931.50	\$ 371.50	\$ -	\$ 146.60	\$ 457.60	\$ -	\$ -	\$ -
Sub-Total (Tasks 1-6) (\$)		\$14,769.60	\$35,023.02	\$25,997.99	\$ 2,043.25	\$ 1,102.20	\$ 1,429.35	\$ 2,516.80	\$ 1,213.50	\$ 2,042.28	\$ 9,302.40
7	Bicycle and Pedestrian Planning Integration Program	\$ 1,230.80	\$ 7,130.88	\$ 3,090.40	\$ 1,486.00	\$ -	\$ 1,099.50	\$ 1,144.00	\$ -	\$ 1,037.88	\$ -
8	State-Owned Rail Trails	\$ 123.08	\$ -								
9	Other Activities	\$ -	\$ -								
Total (All Tasks) (\$)		\$16,123.48	\$42,153.90	\$29,088.39	\$ 3,529.25	\$ 1,102.20	\$ 2,528.85	\$ 3,660.80	\$ 1,213.50	\$ 3,080.16	\$ 9,302.40

Staff/Energy	Total Hours
0	310
6	392
40	1045
10	970
5	200
0	169
61	3086
31	418
	2
92	3506

Meetings	Equipment	Total Direct (\$)
\$ 3,000.00	\$ 5,000.00	\$ 13,657.00
		\$ -
		\$ -

g supplies used specifically for the transportation
iding photocopies. **Meetings:** Meeting room space,

Indirect rate
125%

K	
19.38	

Staff/Plan. Tech.	Total Staff	Indirect	Direct	Consultant 1	Total Cost
\$ 96.90	\$ 12,281.85	\$ 15,352.31	\$ 13,657.00		\$ 41,291.16
\$ -	\$ 15,119.56	\$ 18,899.45	\$ -		\$ 34,019.01
\$ 2,616.30	\$ 38,202.05	\$ 47,752.56	\$ -		\$ 85,954.61
\$ 6,589.20	\$ 24,268.68	\$ 30,335.85	\$ -		\$ 54,604.53
\$ -	\$ 8,313.15	\$ 10,391.44	\$ -		\$ 18,704.59
\$ -	\$ 6,557.50	\$ 8,196.88	\$ -		\$ 14,754.38
\$ 9,302.40	\$ 104,742.79	\$ 130,928.49	\$ 13,657.00		\$ 249,328.28
\$ -	\$ 16,219.46	\$ 20,274.33			\$ 36,493.79
	\$ 123.08	\$ 153.85			\$ 276.93
	\$ -	\$ -			
\$ 9,302.40	\$ 121,085.33	\$ 151,356.66	\$ 13,657.00		\$ 286,098.99