



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday September 26, 2023, 6:30 p.m.

hybrid meeting-due to flood damage to building's elevator

Join Zoom Meeting via Computer, Tablet or Smartphone:

<https://us02web.zoom.us/j/86220375669?pwd=aXFEYkNaOVYeTBORmlhd2tZV3VKdz09>

Meeting ID: 862 2037 5669- **Passcode:** 692202

Dial in via Phone: +1 929 436 2866

Find your local number: <https://us02web.zoom.us/u/kbEE5qK91g>

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

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 July 2023 TAC Meeting Minutes (*Enclosed; Action*)
- 6:40 3) Memo 1 FFY 23 Budget adjustment (*Action*)
- 6:45 4) Memo 2 FFY 23 Workplan with budget adjustment (*Action*)
- 6:50 5) TAC Member Round Table
 - a) Local concerns including project updates and other issues
- 7:00 6) Adjourn

Next Meeting October 24, 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, July 25, 2023

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

Stephanie brought the meeting to order at 6:30pm.

Roll Call

- Roll was called and a quorum was present

Adjustments to the Agenda

- None

1 **Public Comments**

- 2 • Alice Peal gave an update on GMT damage to Berlin facility and that they are currently
3 working from the National Life Building parking lot and had returned all services
4 possible (some routes are being impacted by road closures)

5 **Staff Announcements**

- 6 • Keith gave an update on hiring for a new transportation planner to get back up to full
7 staffing for transportation work. First interview would be this week.

8 **Approval of May 2023 TAC Meeting Minutes**

- 9 • Jerry made a motion to accept the June minutes with Don as 2nd. Discussion ensued
10 about minor typos and need to try and keep the minutes shorter. Motion passed.

11 **Voting for Officers**

- 12 • The committee was asked for additional nominations for officers. Seeing none. Robert
13 made a motion to accept the officers nominated with Joyce as 2nd. Motion passed. With
14 Chair-Stephanie Magnan and vice-chair Bob Atchinson.

15
16 **TAC Member Round Table**

- 17 • Ronald-discussed the lack of cones and markers for damaged roads in Middlesex
18 • There was a discussion of MRGP work in ditches and in most areas being helpful in
19 preventing damages. Bob mentioned in Plainfield the stone was washed out of armored
20 ditches and created dams that then caused water to cut into the roadways
21 • Discussion of road standards and need to increase standards to help mitigate disaster
22 damages. Also proper enforcement of floodplain to keep debris/flotsam from entering
23 the river. David had a question about rectangular and trapezoidal culverts that weren't
24 allowed in 2011 but was unsure if allowed currently. Keith -mentioned that FEMA has
25 accepted Vermont road standards so culverts can be upsized when damaged due to
26 disaster and still qualify for FEMA funding.
27 • Peter notified group of Hands Mill Dam loss in Washington and caused damages
28 downstream along the Jail Branch.

29
30 **TPI Workplan and Budget**

- 31 • Motion was made to accept the FFY 2024 Workplan and Budget by Robert with a 2nd
32 from Rich. Motion passed.

33
34 **Speaker/Presentation**

- Steve Lotspeich gave the group a 10 minute presentation on the Waterbury downtown revitalization project. Explained the funding that supported it and the need to work with partners and multiple grant sources.

Adjourn

- At 7:15 PM Don made a motion to adjourn Robert 2nd the motion. Motion passed.

Following the meeting Steve gave a walking tour of Waterbury downtown

DRAFT



MEMO

Date: September 7, 2023
To: Executive Committee
From: Keith Cubbon, Planner
Re: Amendments to the FFY2023 CVRPC TPI Work Program

✉ **ACTION REQUESTED:** Endorse the proposed adjustments to the FFY 2023 CVRPC TPI budget.

CVRPC is proposing to adjust its Federal Fiscal Year 2023 (FFY23) 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 and work done. This adjustment is to create efficiencies realized under task 4 data collection and to maximize staff time in data collection. Additional adjustments are loosely linked to the redistribution of hours for Task 6. Changes are summarized below:

- **Task 1:** Increased for equipment purchases.
- **Task 2:** No change.
- **Task 3:** No change.
- **Task 4:** While this task is staying mostly constant, funds are being shifted to Task 1 for equipment purchases to maximize staff time and be able to meet TPI requirements for bike and pedestrian counts as well as replace 2 faulty pinnacle tube counters for road counts.
- **Task 5:** Minor change to cover over expenditure of Task 6.
- **Task 6:** Minor change due to helping to complete Barre City initial REI.
- **Task 7:** N/A

Each of these changes will shift funds among tasks but will not change the overall 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

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

| Task | Task Description | Approved Amount | Amended Amount | Difference |
|--------------|---|---------------------|---------------------|------------|
| Task 1 | Administration | \$30,462.40 | \$40,738.43 | 34% |
| Task 2 | Public Participation & Coordination | \$25,881.70 | No change | 0% |
| Task 3 | Planning | \$106,062.44 | No change | 0% |
| Task 4 | Data Collection & Management | \$72,064.96 | \$61,788.93 | -14% |
| Task 5 | Project Development Planning | \$13,966.70 | \$12,132.20 | -13% |
| Task 6 | Municipal Roads General Permit (MRGP) Support | \$1,165.50 | \$3,000.00 | 157% |
| Task 7 | Strategic Initiative | \$42,285.00 | \$0.00 | 0% |
| TOTAL | | \$291,889.00 | \$291,889.00 | |

u found below

| Equipment | Cost | Number | total |
|---------------------------------|--------|---|-------------|
| Trafx trail counters | \$2490 | Package deal of 3 counters and necessary equip. | \$2490 |
| Trafx trail counters | \$590 | 7 additional counters | \$4130 |
| Jamar Pinnacle Tube counters | \$995 | 2 | \$1990 |
| Jamar Tube counter repair | | 2 | \$463.03 |
| Eco Counter Battery replacement | | 2 | \$1203 |
| | | | \$10,276.03 |

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

Exhibit 2: Budget Detail by Task Category

| Task | Task Description | Total Cost |
|-----------------------|---|--------------|
| Task 1 | Administration | \$40,738.43 |
| Task 2 | Public Participation & Coordination | \$25,881.70 |
| Task 3 | Planning | \$106,062.74 |
| Task 4 | Data Collection & Management | \$61,788.93 |
| Task 5 | Project Development Planning | \$12,132.20 |
| Task 6 | Municipal Roads General Permit (MRGP) Support | \$3,000.00 |
| Sub-Total (Tasks 1-6) | | \$249,604.00 |
| Task 7 | Strategic Initiative | \$42,285.00 |
| Task 8 | Other Planning Activities | \$0.00 |
| Total | | \$291,889.00 |

Exhibit 3: Budget Detail by Expense Category

| TABLE 1. RPC Staff Position | Rate SFY22 | Total Hours | Total Cost |
|---------------------------------|------------|-------------|--------------|
| Exec Director | \$63.51 | 242 | \$15,369.42 |
| Transportation Sr Planner I | \$44.15 | 885 | \$39,072.75 |
| Natural Resources Sr Planner II | \$38.40 | 65 | \$2,496.00 |
| Land Use Sr Planner III | \$48.59 | 0 | \$0.00 |
| Land Use Sr Planner IV | \$39.42 | 75 | \$2,956.50 |
| Transportation Planner I | \$41.34 | 270 | \$11,161.80 |
| Energy/Climate Planner II | \$30.53 | 61 | \$1,862.33 |
| Emerg Mngmt Planner III | \$39.81 | 142 | \$5,653.02 |
| Land Use Asst Plan I | \$36.65 | 20 | \$733.00 |
| Office Manager | \$36.99 | 55 | \$2,034.45 |
| Planning Technician I | \$21.53 | 485 | \$10,442.05 |
| Planning Technician II | \$21.53 | 485 | \$10,442.05 |
| Total | | 2,785 | \$102,223.37 |

| TABLE 2. Indirect Costs | | 105.00% | |
|---------------------------------|-----------------------|--------------------|---------------------|
| RPC Staff Position | of Hourly Rate | Total Hours | Total Cost |
| Exec Director | \$66.69 | 242 | \$16,138.98 |
| Transportation Sr Planner I | \$46.36 | 885 | \$41,028.60 |
| Natural Resources Sr Planner II | \$40.32 | 65 | \$2,620.80 |
| Land Use Sr Planner III | \$51.02 | 0 | \$0.00 |
| Land Use Sr Planner IV | \$41.39 | 75 | \$3,104.25 |
| Transportation Planner I | \$43.41 | 270 | \$11,720.70 |
| Energy/Climate Planner II | \$32.06 | 61 | \$1,955.66 |
| Emerg Mngmt Planner III | \$41.80 | 142 | \$5,935.60 |
| Land Use Asst Plan I | \$38.48 | 20 | \$769.60 |
| Office Manager | \$38.84 | 55 | \$2,136.20 |
| Planning Technician I | \$22.61 | 485 | \$10,965.85 |
| Planning Technician II | \$22.61 | 485 | \$10,965.85 |
| Total | | 2785 | \$107,342.09 |

| TABLE 3. Direct Costs | Total Cost |
|------------------------------|--------------------|
| Contract | \$75,223.54 |
| Travel | \$3,000.00 |
| Supplies | \$300.00 |
| Data/Ref | \$0.00 |
| Postage | \$800.00 |
| Phone | \$0.00 |
| Copy/Print | \$0.00 |
| Meetings | \$3,000.00 |
| Equipment | \$0.00 |
| Total | \$82,323.54 |

| Fund Allocation | | | |
|------------------------------|---|--------------------------------|---------------------------------|
| Task | Task Description | CVRPC Share¹ | VTrans Share² |
| Task 1 | Administration | \$3,046.24 | \$27,416.16 |
| Task 2 | Public Participation & Coordination | \$2,588.17 | \$23,293.53 |
| Task 3 | Planning | \$10,606.27 | \$95,456.47 |
| Task 4 | Data Collection & Management | \$7,206.50 | \$64,858.46 |
| Task 5 | Project Development Planning | \$1,396.67 | \$12,570.03 |
| Task 6 | Municipal Roads General Permit (MRGP) Support | \$116.55 | \$1,048.95 |
| Sub-Total (Tasks 1-6) | | \$24,960.40 | \$224,643.60 |
| Task 7 | Strategic Initiative | \$0.00 | \$42,285.00 |
| Task 8 | Other Planning Activities | \$0.00 | \$0.00 |
| Subtotal by Share | | \$24,960.40 | \$266,928.60 |
| | | | |
| Agreement Total | | | \$291,889.00 |

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.

Exhibit 4: Time-Task-Cost Summary

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2023 Transportation Planning Initiative

August 2022

| A. Personnel (Hours) | | Bonnie | Christian | Brian | Vacant | Clare | Vacant | Sam | Keith | Blaine | Nancy | Vacant | Vacant | |
|-----------------------|---|---------------|-----------------------------|---------------------------------|-------------------------|------------------------|--------------------------|---------------------------|-------------------------|----------------------|----------------|-----------------------|------------------------|-------------|
| 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 Hours |
| 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 |
| | | 12% | 45% | 3% | 0% | 4% | 14% | 3% | 7% | 1% | 3% | 25% | 25% | |
| B. Direct Costs (\$)¹ | | 9% | 32% | 2% | 0% | 3% | 10% | 2% | 5% | 1% | 2% | 17% | 17% | |

| | | Original | Amendment | % Change |
|--------------------------------------|---|---------------------|---------------------|-----------------|
| 1 | Administration | \$30,461.70 | \$40,738.43 | 34% |
| 2 | Public Participation & Coordination | \$25,881.02 | \$25,881.70 | 0% |
| 3 | Planning | \$106,067.74 | \$106,067.74 | 0% |
| 4 | Data Collection & Management | \$72,061.72 | \$61,788.93 | -14% |
| 5 | Project Development Planning | \$13,966.34 | \$12,132.20 | -13% |
| 6 | Municipal Roads General Permit (MRGP) Support | \$1,165.47 | \$3,000.00 | 157% |
| Sub-Total (Tasks 1-6) (Hours) | | \$249,604.00 | \$249,604.00 | 0% |
| 7 | Strategic Initiative | \$42,285.00 | \$42,285.00 | 0% |
| | Other Planning Activities | \$0.00 | \$0.00 | 0% |
| Total | | \$291,889.00 | \$291,889.00 | 0% |