

#### 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=aXFEYkJna0VYeTBORmlhd2tZV3VKdz09

Meeting ID: 862 2037 5669- Passcode: 692202

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Download Zoom here: <a href="https://zoom.us/download">https://zoom.us/download</a>

#### **Agenda**

		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 <a href="mailto:chartrand@cvregion.com">chartrand@cvregion.com</a> at least 3 business days prior to the meeting for which services are requested.



## Transportation Advisory Committee (TAC) Minutes

Tuesday, July 25, 2023

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

Staff: Keith Cubbon, Christian Meyer

**Guests: Steve Lotspeich** 

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

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#### **Roll Call**

ullet Roll was called and a quorum was present

#### 11 Adjustments to the Agenda

None

#### Public Comments

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

#### Staff Announcements

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

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

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

#### **Voting for Officers**

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

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

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

#### **TPI Workplan and Budget**

Motion was made to accept the FFY 2024 Workplan and Budget by Robert with a 2<sup>nd</sup> from Rich. Motion passed.

#### **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 2<sup>nd</sup> the motion. Motion passed.

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Following the meeting Steve gave a walking tour of Waterbury downtown

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# 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:

		Approved	Amended	
Task	Task Description	Amount	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
	1		\$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 Alle	ocation						
Task	Task Description	CVRPC Share <sup>1</sup>	VTrans Share <sup>2</sup>				
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,							

#### Notes:

<sup>&</sup>lt;sup>1</sup> CVRPC share comes from annual appropriations from the Vermont Agency of Commerce and Community Development (Municipal & Regional Planning Fund) and CVRPC's member municipalities.

<sup>&</sup>lt;sup>2</sup> VTrans share comes from federal transportation funds provided by the U.S. Department of Transportation Federal Highway Administration and state transportation funds appropriated by the Vermont Legislature.

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

#### Exhibit 4: Time-Task-Cost Summary

A. Person	nel (Hours)	Bonnie	Christian	Brian	Vacant	Clare	Vacant	Sam	Keith	Blaine	Nancy	Vacant	Vacant	
		Exec	Transportation	Natural Resources	Land Use	Land Use	Transportation	Energy/Climate	Emerg Mngmt	Land Use	Office	Planning	Planning	
Task #	Task Description	Director	Sr Planner I	Sr Planner II	Sr Planner III	Sr Planner IV	Planner I	Planner II	Planner III	Asst Plan I	Manager	Technician I	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 (\$) <sup>1</sup>	9%	32%	2%	0%	3%	10%	2%	5%	1%	2%	17%	17%	

0.094095941 0.107749077 0.306273063 0.430258303 0.057195572 0.004428044

Task #	Task Description	Contract	Travel	Supplies	Data/Ref	Postage	Phone	Copy/Print	Meetings	Equipment	Total
1	Administration		\$3,000.00	\$300.00	\$0.00	\$800.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$7,100.00
2	Public Participation & Coordination										\$0.00
3	Planning	\$40,123.69									\$40,123.69
4	Data Collection & Management										\$0.00
5	Project Development Planning										\$0.00
6	Municipal Roads General Permit (MRGP) Support										\$0.00
	Sub-Total (Tasks 1-6) Expenses										\$47,223.69
7	Strategic Initiative	\$35,099.85									\$35,099.85
8	Other Planning Activities										\$0.00
	Total	\$75,223.54	\$3,000.00	\$300.00	\$0.00	\$800.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$82,323.54

#### C. Cost Proposal Summary (\$)

		Exec	Transportation	Natural Resources	Land Use	Land Use	Transportation	Energy/Climate	Emerg Mngmt	Land Use	Office	Planning	Planning				
Task#	Task Description	Director	Sr Planner I	Sr Planner II	Sr Planner III	Sr Planner IV	Planner I	Planner II	Planner III	Asst Plan I	Manager	Technician I	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	\$1,587.75	\$8,167.75	\$0.00	\$0.00	\$0.00	\$1,240.20	\$0.00	\$0.00	\$0.00	\$184.95	\$107.65	\$107.65	\$11,395.95	\$11,966.45	\$7,100.00	\$30,462.40
2	Public Participation & Coordination	\$635.10	\$8,388.50	\$0.00	\$0.00	\$394.20	\$1,860.30	\$183.18	\$238.86	\$0.00	\$924.75	\$0.00	\$0.00	\$12,624.89	\$13,256.81	\$0.00	\$25,881.70
3	Planning	\$11,114.25	\$5,077.25	\$768.00	\$0.00	\$1,971.00	\$3,100.50	\$1,221.20	\$1,592.40	\$366.50	\$924.75	\$3,014.20	\$3,014.20	\$32,164.25	\$33,774.80	\$40,123.69	\$106,062.74
4	Data Collection & Management	\$635.10	\$9,713.00	\$1,536.00	\$0.00	\$0.00	\$4,134.00	\$305.30	\$3,821.76	\$366.50	\$0.00	\$7,320.20	\$7,320.20	\$35,152.06	\$36,912.90	\$0.00	\$72,064.96
5	Project Development Planning	\$635.10	\$4,415.00	\$192.00	\$0.00	\$591.30	\$826.80	\$152.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,812.85	\$7,153.85	\$0.00	\$13,966.70
6	Municipal Roads General Permit (MRGP) Support	\$127.02	\$441.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$568.52	\$596.98	\$0.00	\$1,165.50
	Sub-Total (Tasks 1-6) (Costs)																\$249,604.00
7	Strategic Initiative	\$635.10	\$2,869.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,504.85	\$3,680.30	\$35,099.85	\$42,285.00
8	Other Planning Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total	\$15,369.42	\$39,072.75	\$2,496.00	\$0.00	\$2,956.50	\$11,161.80	\$1,862.33	\$5,653.02	\$733.00	\$2,034.45	\$10,442.05	\$10,442.05	\$102,223.37	\$107,342.09	\$82,323.54	\$291,889.00

105.00% Indirect Rate		66.6900	46.3600	40.3200	51.0200	41.3900	43.4100	32.0600	41.8000	38.4800	38.8400	22.6100	22.6100 Total Employee Indirect	
	Indirect per employee	\$16,138.98	\$41,028.60	\$2,620.80	\$0.00	\$3,104.25	\$11,720.70	\$1,955.66	\$5,935.60	\$769.60	\$2,136.20	\$10,965.85	\$10,965.85	\$107,342.09

#### Notes

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.

<sup>&</sup>lt;sup>1</sup> Contract : Audit; design and planning services as needed (problem evaluation); design / layout for transportation program materials

		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%