



## Central Vermont Regional Planning Commission

### TRANSPORTATION ADVISORY COMMITTEE

Tuesday September 24, 2024, 6:30 p.m.

In-Person: 29 Main St, Suite 4, Montpelier VT, 05062

Join Zoom Meeting via Computer, Tablet or Smartphone:

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

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

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#### Agenda

- 6:30 1) Meeting Commencement
  - a) Roll Call
  - b) Adjustments to the Agenda
  - c) Public Comment
  - d) Staff Announcement
- 6:40 2) Approval of July 2024 TAC Meeting Minutes (*Enclosed; Action*)
- 6:45 3) Review & Approval: FY 25 TPI Budget and Workplan
- 7:00 4) Discussion: VPSP2 – Program Status & Updating Project Priorities
- 7:15 5) TAC Member Round Table
  - a) Local concerns including project updates and other issues
- 7:30 6) Adjourn

#### **Next Meeting October 22, 2024**

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



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**Transportation Advisory Committee (TAC)**  
**Minutes**  
**Tuesday, July 23 ,2024**

<b>Attendees:</b>					
	Barre City			Northfield	Thomas Davis
	Barre Town	Stephanie Magnan (Chair)			Jeff Schulz, Alt
x	Berlin	Robert Wernecke	x	Orange	Lee Cattaneo
	Cabot	John Cookson		Plainfield	Bob Atchinson (Vice Chair)
x	Calais	David Ellenbogen	X	Roxbury	Gerry D'Amico
		Karin McNeill, Alt		Waitsfield	Don LaHaye
	Duxbury	Alan Quackenbush	X		Alice Peal, Alt
		Bill Whitehair, Alt.		Warren	Michael Bridgewater, Alt
	E. Montpelier	Adam Stanforth		Washington	Peter Carbee
x		Jen Devine, Alt			
	Fayston	Donald Simonini	X	Waterbury	Mike Hedges
	Marshfield	Todd Eaton			Doug Greason, Alt
x	Middlesex	Ronald Krauth	X	Williamstown	Richard Turner
x	Montpelier	Dona Bate		Woodbury	Chris Koteas
x	Moretown	Joyce Manchester	x		Michael Gray, Alt
				Worcester	Bill Arrand
<b>Staff: Keith Cubbon, Reuben MacMartin</b>					
<b>Guests: Monica White, Matthew Arancio</b>					

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David E. brought the meeting to order at 6:40pm.

**Roll Call**

- Roll was called and a quorum was present

**Adjustments to the Agenda**

- None

**Public Comments**

- None

1 **Staff Announcements**

- 2 • None

3 **Approval of June 2024 TAC Meeting Minutes**

- 4 • Dona B requested her statements regarding phone-based alerts relating to roads closed  
5 be amended to specify “VT-Alerts” and “511-Roads”  
6 ○ Reuben affirmed that this would be done.  
7 • Group voted, motion passed.

8 **Discussion: Flooding, Erosion, and Retiring Infrastructure**

- 9 • Keith walked the TAC through ongoing efforts relating to Plainfield and Worcester and  
10 the high probability of retiring (at least segments of) Brook Road and the realities of  
11 repetitive loss events and continually rebuilding in high risk locations. Plainfield looking  
12 at relocation of part of Village to higher elevation.  
13 ○ Reuben: Plainfield, for better or worse, will be a learning experience for how to  
14 have these conversations.  
15 • David E: Does State have guidelines for relocating roads?  
16 ○ Reuben: None I’m currently aware of.  
17 ○ Matt A: Need to check. Strategic Retreat conversations have been occurring and  
18 some other towns have begun to look at this.  
19 • Michael Gray: Woodbury has chronic problem locations. Previous site visits for  
20 evaluation of problems (VTrans, CVRPC, Stream Engineers). Is there some panel that can  
21 do a multi-location visit? Town has upsized culverts and done recommended work and is  
22 still seeing recurring problems at some locations. Could a dedicated group visit and go  
23 out with Road Commissioner?  
24 ○ Reuben: If we get a formal request we can and will put together a team and  
25 come out. This is our process and we are happy to help our towns.  
26 ○ Keith: We can coordinate with State to bring in relevant expertise.  
27 • Mike H: VTrans District Transportation Administrator (or representative) is tasked with  
28 annual visit to each town. Waterbury had dilapidated truss bridge that they surrendered  
29 and replaced with a road connection using bridge funds (eligible as it replaced the  
30 bridge function). Waterbury looking at abandoning a section of road that has alternate  
31 access.  
32 • Alice P: Fayston/Waitsfield North Fayston Road repeatedly flooded by Shephard Brook,  
33 some spots always hammered others get bypassed. Would get Floodplain Manager and  
34 River Scientists. New FEMA maps look at hydrological flows and underlying data have  
35 potential to forecast flooding and erosion probabilistically and inform future location of  
36 roads and homes.

- 1 • Joyce M: Experience from Moretown. Spot flooding, capricious rains, reduced  
2 predictability in volumes and locations of rain events. Personal experience of being cut  
3 off for tow days on a road that hasn't seen flooding in at least 75 years. Town hired  
4 private contractor for immediate repairs/temporary fixes. Contractor though upsizing  
5 culverts doesn't work because any culvert can get plugged. Can we ensure best  
6 practices education for road crews and contractors working on public roads? Do larger  
7 culverts work?  
8 ○ Mike H: During Irene 90% of bridge failures caused by debris leading to  
9 washouts. Sizing of culverts based on bank full width and allowances for regular  
10 flow around debris and movement of aquatic and terrestrial animals. True flood  
11 resistance would require replacing many culverts with long-span bridges.  
12 Building and maintaining that many bridges of that size becomes very expensive  
13 very fast.
- 14 • Lee C: In Orange 100 Feet of Maxfield Road lost to floods down to bedrock, replaced  
15 with temporary road. Isolated location that lost secondary access due to abandonment  
16 of another road 20 years ago. Multiple houses cut off for 4-5 days this last flood.  
17 Concerns about Emergency access. Potential for single-track roads? Make sure alternate  
18 access is a consideration in decisions around retiring roads/segments.  
19 ○ Keith: Agreed that careful consideration of access requirements will be necessary  
20 in any such decisions.
- 21 • Ron K: Culvert near home plugged in last couple of major rains and washed out around.  
22 ○ David E: Calais had road crew clearing debris from a key culvert during last storm  
23 to protect Beaver Baffle to protect road.
- 24 • Alice P: Repeated localized heavy rains leading to threat of landslides that could  
25 subsequently block streams (Fayston/Waitsfield Mill Brook risk). Upstream towns  
26 dictate downstream outcomes. Alice and Regional Wetlands Supervisor pointing to  
27 Middlebury and Otter Creek wetlands restoration. Would like to see Waitsfield follow  
28 suit to protect both themselves and Moretown.

29 **Discussion: TAC Role in O&D efforts**

- 30 • David E: Requested clarification on meaning of "O&D"  
31 ○ Reuben: Older and Disabled Persons, the set of services for dependent users.
- 32 • Monica W: Administered through Area Agencies on Aging, CVCOA in our region.  
33 Transportation services for older and disabled person lacking access to transportation.  
34 Serves medical, social, and personal trips. Funding comes through Area Agency on  
35 Aging. Primarily volunteer drivers, sometimes paid drivers.
- 36 • Reuben: We're trying to figure out how TAC can facilitate communication of service  
37 availability and provision of service (ie – assist volunteer driver recruitment). Looking for

1 ideas and willingness to transmit information to potential users and volunteers. Find out  
2 what existing efforts towns are undertaking.

- 3 • David E: Can TAC get brief summary language (2 paragraph) for posting to FPF?
  - 4 ○ Reuben: Can be generated and sent soon.
- 5 • Joyce M: Would like data on usage by town. Requests made vs fulfilled.
  - 6 ○ Monica: GMT should be able to do a data pull.
  - 7 ○ Reuben: Would like data element for regional plan as well.
- 8 • Alice P: Waitsfield Meals on Wheels has good recruitment, may have ideas. Free  
9 Wheelin service in Mad River Valley, has organization cars dedicated for medical trips,  
10 local volunteers use own vehicles for local trips in Valley. Capstone rural service with  
11 organization vehicles prepositioned for volunteer drivers.
  - 12 ○ Monica: Free Wheelin replication difficult because GMT FTA funding  
13 requirements around vehicle acquisition and driver vetting. Capstone program,  
14 Community Rides Vermont is a sub-grantee of GMT and sometimes get sent  
15 rides GMT can't service.
  - 16 ○ Alice P: VTrans program people can sign up for. Prior conversations around  
17 VTrans backend support and coordination to get Free Wheelin connected to ride  
18 requests.
  - 19 ○ Monica: Expects to find low ride request numbers in Valley due to Free Wheelin  
20 success. Working with CVCOA to coordinate volunteer recruitment and  
21 allocation between various programs.
- 22 • David E: Separate screenings for drivers for different service providers. Can this be  
23 consolidated into a single shared screening process? Microtransit: will we be getting  
24 any?
  - 25 ○ Monica: Shared screening is a good idea and should be viable, will investigate.  
26 MyRide is GMT's microtransit service for Montpelier and Hospital Hill. Currently  
27 GMT's only microtransit service.

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

- 29 • Mike H: Waterbury had RPC out re: bikeshare proposal, can he get some materials  
30 explaining the concept?
  - 31 ○ Reuben: will send description and concept map.
- 32 • Jen D: Are there thoughts on policy changes to create financing for a relocation  
33 incentive or voluntary buy-out program to get people away from hazard locations?
  - 34 ○ Keith: Hazard mitigation funding post-disaster to relocate affected properties.  
35 Currently 100% of funding is covered, normally 75%/25% split (town match is  
36 25%), State is covering match for properties registered by end of August.

1 Previously flooded properties now requiring disclosure: buy-outs will be best  
2 option for many as it pays the market value prior to disaster.

3 ○ Reuben: Good time to remind towns to take capital planning seriously. 80/20 is  
4 best you can expect for transportation funding. Towns need to take long-term  
5 capital planning seriously for having/finding match and emergency funds on  
6 hand.

7 ○ Keith: Latest flooding waiting of Federally Declared Disaster, if/when it declared  
8 town ERAF scores will determine town share of buy-outs. No word nor  
9 expectation of State stepping up.

10 ● Gerry D: Heavy use of acronyms in transportation derives from military reliance on  
11 acronyms and WWII returning to civilian life.

12 ● Lee C: People who rebuilt last year and got wiped out this year, eligible for buy-out?

13 ○ Keith: Unsure

14 ○ Dona B: If FEMA money is used to mitigate cause of damage from event,  
15 property will be eligible for future FEMA money from subsequent events so long  
16 as property owner addresses the identified risks. Buy-out process can take 3-5  
17 years. Buy-outs means permanently removed from tax rolls.

18 ○ David E: Cost of repair/mitigation vs cost of not.

19 **Adjourn**

20 ● At 7:45 PM Lee C made a motion to adjourn Mike H 2<sup>nd</sup> the motion.  
21 Motion passed.

**Exhibit II - Budget Detail by Task Category  
FFY 2025 TPI Work Program**

**Regional Planning Commission: CVRPC**

**Date:**

<b><u>Task #</u></b>	<b><u>Task Description</u></b>	<b><u>Agreement Amount</u></b>
Task 1	Administration	\$ 44,482.26
Task 2	Public Participation and Coordination	\$ 29,232.51
Task 3	Planning	\$ 100,371.43
Task 4	Data Collection & Management	\$ 59,830.81
Task 5	Project Development Planning	\$ 10,851.28
Task 6	Municipal Roads General Permit (MRGP) Support	\$ 8,404.71
<b>Sub-Total</b>	<b>Tasks 1 - 6 only</b>	<b>\$ 253,173.00</b>
Task 7	Bicycle and Pedestrian Planning Integration Program	\$ 28,919.33
Task 8	State Owned Rail Trails	\$ -
Task 9	Other Planning Activities	\$ -
<b>Total</b>	<b>All Tasks</b>	<b>\$ 282,092.33</b>

# CENTRAL VERMONT REGIONAL PLANNING COMMISSION

## FFY 2025 Transportation Planning Initiative

Federal Fiscal Year: October 1, 2024 to September 30, 2025

Approved by: TAC \_\_\_\_\_; Executive Committee 7/1/2024

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### EXHIBIT 1: WORK PROGRAM

#### Purpose and Summary

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2025 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 seven tasks, each corresponding to the VTrans FFY 2025 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, but not limited to 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:

- 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
- c) 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.
- d) Develop work plans and budgets and participate in the mid-year review process.
- e) 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, including but not limited to:*

- 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 (Ex. 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 SFY2024 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, but not limited to 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:

- a) assisting VTrans with sharing the public meeting notice with their TAC and affected municipalities.
- b) 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 Supervisors Meetings & Vermont Local Roads Coordination*

Coordinate, facilitate, and provide technical support for bi-yearly road supervisor 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, including but not limited to:*

- 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, including in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
- 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 Participate in emergency management training and activities to support a resilient transportation system.
- 10 Monitor current transportation projects by reviewing the five-year VTrans Capital Program and Project Development Plan, and the STIP.
- 11 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.
- 12 Training staff, Transportation Advisory Committee (TAC) and RPC members
- 13 Facilitate and participate in the public decision-making process for project development

Personnel: Executive Director, Office Manager, Planners, Planning Technician

Products: 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 networking of local community groups and neighborhood representatives needed to leverage public outreach efforts. Public participation and outreach activities will be ongoing throughout the agreement period.

### **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, but not limited to are the following activities:

#### *TPI Guidance Task 3.1.1-Regional Transportation Plan*

- a) Update the Regional Transportation Plan for Central Vermont Region

#### *TPI Guidance Task 3.1.2-State Modal Transportation Plan Coordination*

- a) 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*

- a) 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.
- b) Identifying wildlife corridors, roadway barriers and crossings, and other environmental transportation connections

#### *TPI Guidance Task 3.1.4.-Climate Mitigation Planning*

- a) 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
- b) Submit comments on the annual state EV charging plan.
- c) 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 Resiliency 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*

Participated and support VTrans with the development of the US-2 from Montpelier to Waterbury corridor plan.

- a. Participate in Corridor Management Planning efforts to integrate local and regional perspectives.
- b. Participate in Corridor Management Planning efforts to integrate local and regional perspectives.

*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*

Coordinate Road Safety Audits per VTrans request

*TPI Task 3.0- Additional tasks to be performed, including but not limited to:*

1. Design and execute demonstration projects with member municipalities to field test speed reduction strategies and lay the foundation for future village and downtown planning efforts.
2. Acquire and maintain a library of demonstration project materials to make demonstrations financially viable for member municipalities.
3. Assist member municipalities in assessing climate change impacts on local transportation infrastructure and developing appropriate responses including, but not limited to, mitigation, relocation, and retirement of existing facilities.
4. Maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
5. Coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
6. Provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
7. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
8. Preparing and supporting the preparation of regional, subarea, corridor, and local transportation plans such as assessment of transportation problems, feasibility studies, and alternatives analyses.
9. Coordinating and providing technical support for intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning.
10. 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.
11. Supporting development of Municipal Transportation Capital Improvement Plans.
12. Planning, coordination, and outreach associated with designated Scenic Byways
13. Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
14. Providing planning, technical assistance, and general transportation planning related grant support.
15. Multimodal corridor planning within region, especially Barre City to Montpelier corridor (From TAC).

**Personnel:** Executive Director, Planners, Planning Technicians

**Products:** Specific Products will include Four quarterly E&D/Mobility Committee meetings; E&D/Mobility Committee work plan; 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, but not limited to are the following activities:

#### *TPI Tasks 4.1.1-Traffic Counts*

Conduct vehicular traffic counts and submission to VTrans

#### *TPI Tasks 4.1.2-Bike and Pedestrian Count Data*

Support the annual collection of bike and pedestrian count data to develop a consistent data source and build a “snapshot” of biking and walking activity statewide.

#### *TPI Tasks 4.1.3-State and Municipal Park and Ride Counts*

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

#### *TPI Task 4.1.4-Highway Performance Monitoring System Data Program (TH MC)*

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

#### *TPI Task 4.1.5-Town Road Surface Data Verification*

Improve the accuracy of Town Highway road surface type information.

#### *TPI Task 4.1.6-Municipal Complete Streets Implementation Inventory*

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

#### *TPI Task 4.1.7.-Town Highway Bridge and Culvert Inventories*

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.

#### *TPI Task 4.1.8.-Public Transit Bus Stop Inventory*

Field inventory of public transit bus stops.

#### *TPI Task 4.1.9-Federal Urban Area Boundary Adjustments*

Participate in the review of Federal Urban Area Boundary Adjustments.

*TPI Task 4.0-Additional tasks to be performed, including but not limited to:*

1. Capture, monitor and maintain data for regional transportation facilities. 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:** Specific projects will include 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.

Included, but not limited to are the following activities:

### *TPI Task 5.1.1.-VSPS2*

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.

### *TPI Task 5.1.2.-New Project Summaries for Asset Management*

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. Project Definition and Development, and Construction Projects*

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, including but not limited to:*

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:** Specific projects will include 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-Municipal Roads General Permit Reporting*

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 Network Planning Support**

Objective:

Develop municipal and regional bicycle & pedestrian network maps that identify existing infrastructure and convey planning-level priorities identified by municipalities.

Included, but not limited to are the following activities:

*TPI Task 7.1.1-Bike and Pedestrian planning*

- a. Generate and/or update data to depict the region’s bicycle and pedestrian network, according to the provided guidance.
- b. Engage and assist municipalities in bicycle and pedestrian infrastructure planning.

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

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