



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday May 27, 2025, 6:30 p.m.

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

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
- 6:40 2) Approval of March 2025 TAC Meeting Minutes (*Enclosed; Action*)
- 6:45 3) Discussion: TPI FY 26 Guidance/Work Program (*Enclosed*)
- 7:15 4) TAC Member Round Table
 - a) Local concerns including project updates and other issues
- 7:30 5) Adjourn

Next Meeting April 22, 2025

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Transportation Advisory Committee (TAC)

Minutes

Tuesday, March 25, 2025

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

Bob A. brought the meeting to order at 6:34 PM.

Roll Call

- Roll was called and a quorum was present.

Adjustments to the Agenda

- None

Public Comments

- None

1 **Staff Announcements**

- 2 • Federal funds have been unfrozen and major projects, RAISE TOD Master Planning for
3 Northfield, Barre City, and Berlin (Riverton); and the Safe Streets and Routes for All
4 Regional Safety Action Plan, are being restarted
- 5 • A second round of summer tech interviews was necessary, with one hired and a second
6 offered

8 **Approval of October and November 2024 TAC Meeting Minutes**

- 9 • Typos on page 4, lines 5 and 11 were identified and corrected.
- 10 • Minutes were approved as corrected.

12 **Discussion: Vermont State Rail Plan**

- 13 • Zoe Neaderland presented an update on the Vermont State Rail Plan.
- 14 • The plan is approximately two-thirds complete.
- 15 • Key goals include maintaining and increasing state of good repair, expanding capacity
16 and use of rail, securing funding, improving intermodal connectivity, enhancing
17 resilience, and coordinating with other state plans.
- 18 • Initiatives are categorized into three tiers based on priority and current status.
- 19 • Discussion of extending Vermonter service to Montreal, adding passenger service to
20 Albany-Burlington route, extending Valley Flyer service, and improving resilience of rail
21 infrastructure.
- 22 • Emphasis on collaboration between VTrans, RPCs, and other stakeholders.
- 23 • Information on the rail plan is available on the VTrans website, including an interactive
24 web tool.

25 **TAC Member Round Table**

- 26 • **Active Transportation Corridor Project:** Feasibility study for a path from Warren to
27 Moretown is underway, with three alternative routes being considered. Project cost
28 estimated at \$15.1 million.
- 29 • **Green Mountain Transit:** Discussion of Green Mountain Transit potentially giving up
30 winter bus services in Waitsfield with Tri-Valley Transit possibly taking over.
- 31 • **Bridge over Dog River in Riverton:** Concern over the lack of a sidewalk in the new bridge
32 design, despite the existing sidewalk and pedestrian activity in the area. The issue
33 appears to stem from the town's lack of commitment to sidewalk maintenance.
- 34 • **Construction Season Updates:** Reminder to stay informed about upcoming construction
35 projects through VTransparency and the governor's recommended budget.

- **Town Bridge Maintenance:** Encouragement for towns to prioritize preventive maintenance on bridges to avoid costly repairs in the future.

Action Items

- **CVRPC Staff:** Follow up with Bob Wernecke regarding the Dog River bridge design and sidewalk issue.
- **All Members:** Share information about the State Rail Plan update with local officials.

Adjourn

- A 7:35 PM Mike H moved to adjourn Don L 2nd the motion.
 - Group voted; Motion passed.

Respectfully submitted by:

Reuben MacMartin, Senior Transportation Planner

DRAFT

Transportation Planning Initiative

Annual Work Program Guidance & Budget

Federal Fiscal Year 2026: October 1, 2025 – September 30, 2026

Workplans Due: August 15, 2025

Vermont Agency of Transportation

Policy, Planning, and Intermodal Development Division

219 North Main Street, Barre, VT 05641

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Executive Summary – Transportation Planning Initiative

The Transportation Planning Initiative (TPI) is a VTrans program that was established in 1992 and for over 30 years has been Vermont’s approach to combining Code of Federal Regulations and Vermont State Statute requirements to engage in FHWA-funded, State-administered transportation planning activities.

On an annual basis VTrans disperses FHWA-SPR funding through grant agreements to the State’s Regional Planning Commissions (RPCs), which are designated as the appropriate partner to engage in transportation planning activities through the TPI by Vermont State Statute ([19 VSA Chapter 1 - 10L](#)). Through the TPI, RPCs engage in a broad range of public outreach, planning, and data collection activities that are divided into tasks consistent with planning program directives grounded in [23 CFR § 450 Subpart B](#); activities also extend to supporting the Agency through technical assistance from a planning perspective in Statewide Modal Plan and project development, and other State priorities with a transportation planning nexus. Chittenden County Regional Planning Commission (CCRPC), Vermont’s only Metropolitan Planning Organization (MPO), also participates in the TPI with its grant agreement serving as the mechanism by which the MPO receives its Metropolitan Planning (PL) funds and incorporates TPI programmatic activities into its Unified Planning Work Program (UPWP).

At its core, the TPI is a continuing, cooperative, and comprehensive transportation planning process embodied in a strong relationship between VTrans and RPCs. Through this program, VTrans provides transportation planning program directives, funding, and technical assistance to RPCs that are in turn adapted to the complexities of their local contexts. Through this continued contact and central to the TPI, RPCs in turn assist the Agency in effectively identifying and engaging a broad range of stakeholders in the transportation planning process.

VTrans’ Regional Planning Team in the Policy, Planning, and Intermodal Development (PPAID) bureau oversees all sub-recipient monitoring activities associated with the TPI in a manner consistent with [23 CFR § 420 Subpart A](#), which also includes the following:

- development of a TPI Guidance document that serves as a basis for RPC annual work plans
- facilitation of questions concerning eligibility of programmatic activities
- review of RPC invoices and any required programmatic deliverables
- monitoring and relationship building via monthly individual RPC check ins, annual Mid-Year Evaluations, and the program’s signature Monthly TPI Meeting with all RPCs

Program Reference Documents		
Code of Federal Regulations	Vermont State Statute	VTrans
23 CFR § 420 Subpart A	19 VSA Chapter 1 - 10L	Program Manual *
23 CFR § 450 Subpart B		(*currently being updated)

Contact: Matthew Arancio, Planning Manager / matthew.arancio@vermont.gov

Structure of this Guidance Document

The guidance document will be updated on an annual basis to provide information for TPI workplans. For further programmatic information, please see TPI Manual. This document outlines grant development documentation requirements and timeline, and provides guidance for eligible work plan tasks in the following program areas:

Transportation Planning Initiative Program

1. Program Administration
2. Public Participation and Coordination
3. Planning
4. Data Collection and Management
5. Project Development Planning
6. Municipal Roads General Permit Support

Strategic State Transportation Initiatives

7. Unallocated for FFY26
8. State-Owned Rail Trail Support
9. Other Planning Activities

Strategic State Transportation Initiatives include planning activities and projects funded from separate funding sources than the TPI Program. These initiatives are included in the TPI grant agreement but may have different match requirements from those outlined in Tasks 1 through 6 above.

Each program area has designated task descriptions associated with it that contain a purpose statement, resources, a brief description, eligible activities and task contact. These activities support VTrans transportation planning and project development, and in some cases are required to satisfy state and/or federal regulations. If a task has a deliverable associated with it there will be a due date listed in the guidance. All tasks must be included in the work plan, although the level of effort and type of task engagement for the upcoming fiscal year may vary based on specific circumstances of each region.

RPCs should use this guidance to develop a work program that combines the VTrans program area tasks with other planning activities specific to their region. Questions regarding activity eligibility should be directed to the designated VTrans Planning Coordinator.

New this federal fiscal year:

- **Subject Matter Expert:** Some Tasks will have this, there will be someone within the agency with subject matter expertise in the area, but does not own the task as a job duty. SMEs are available for technical questions in regard to the Task, CC VTrans Planning Coordinator on communication with them.
- **Additional Tasks:** Approved planning activities specific to a region and not a program area core task will be designated as “Additional Tasks” and listed by program area after core tasks provided in this document. Example:

2. Public Participation and Coordination

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.

Grant Agreement Development Requirements & Timeline

The Agency of Transportation requires the following Exhibits to be submitted by the Regional Planning Commission to execute their Grant Agreement for the upcoming Federal Fiscal Year (FFY) in accordance with the timeline below.

Exhibit I – Narrative Work Plan (*See Appendix for a Narrative Workplan Template*)

Exhibit II – Budget Detail by Task Category

Exhibit III – Budget Detail by Expense Category

Exhibit IV – Time by Task by Cost Summary

Exhibit V – RPC Certificate of Indirect Costs Form

Exhibit VI – AOT Approval Letter of Indirect Costs

Exhibit VII –Procurement Self Certification

Exhibit VIII - Insurance

FFY26 Grant Agreement Development Timeline for Regional Planning Commissions:

May 15, 2025	FFY26 Guidance Document, Task Calendar & RPC Allocations Dispersed to RPCs from VTrans.
June 27, 2025	Draft Exhibits I, II, III, IV due to VTrans Planning Coordinator.
July 2025	Meet with VTrans Planning Coordinator to discuss Work Program goals for upcoming year.
August 15, 2025	Final Draft and all Exhibits due to VTrans Planning Coordinator.
August 15 – Sept. 30, 2025	Work with VTrans Planning Coordinator to resolve any questions or document procurement during Contract Admin phase.
June 30, 2026	Any amendments to FFY26 Workplan should be requested by this date. Information on amendment processes can be found in the manual.

Program Communication and Submittal of Task Deliverables

- Task Deliverables fall under Five Categories: Count Data, GIS web tool, Spreadsheet, Work Product, and TPI Monthly Round Table
- Regardless of deliverable category, please notify VTrans Planning Coordinator when Deliverable is submitted
- **CC your VTrans Planning Coordinator on all communications with Agency staff**

1.0 Program Administration Overview

Program Administration refers to all activities supporting the management of the TPI Program at the RPC level.

Task 1 Program Administration eligible activities include but are not limited to:

- Administering the TPI Grant Agreement with State through activities including but not limited to development of work plans and budgets; the participation in monthly check-ins, mid-year reviews and monthly TPI meetings; and, the submission of weekly reports to VTrans Planning Coordinators
- Maintaining financial records stipulated in the TPI Grant Agreement and monitoring work program expenditures
- Procuring equipment that supports program activities such as computers, software, and other equipment (e.g., traffic counters) - please note: anticipated purchases should be specified in the work program),
- Executing and managing consultant agreements and procurement of services,
- Participating in training to improve knowledge and skills specific to transportation planning best practices to address Work Plan Activities

Program
Administration Tasks
with Deliverables:

Task 1.2

1.1 TPI Monthly Meetings

Task Due Date: None

Task Timeframe: 1 meeting per month

Task Deliverable: Meeting Attendance

Task Contact: VTrans Planning Coordinator

Purpose: Maintain frequent and regular contact between the RPCs and VTrans to encourage information sharing, collaboration, and networking opportunities.

Task Resource: [TPI SharePoint Monthly Meeting Archive](#)

Task Information: Monthly TPI meetings are held on the third Thursday of each month, except for August and December. Meetings will be held in person or online; format and duration will be determined based on quantity and type of content being communicated.

RPC Role:

- Attend meetings in person or virtually
- Organize and host one meeting each year.

1.2 TPI Program Performance Reporting

Task Due Date: June 30, 2026
Task Timeframe: Year-round
Task Deliverable: Performance Indicator Spreadsheet & list of planning projects
Task Contact: VTrans Planning Coordinator

Purpose: Track the TPI program's evolution and performance over time.

Resources: [TPI Task Instructions](#)

Task Information:

Since 2016, annual TPI program transportation performance indicators have been provided in the Vermont Association of Planning & Development Agencies (VAPDA) Annual Report. RPCs are requested to track and submit annual performance indicators to VTrans. VTrans will then identify the performance indicators that will appear in the VAPDA Annual Report in consultation with the VAPDA Transportation Committee and/or chair.

VTrans Role

- Provide guidance on how indicators should be measured and reported, including descriptions of indicator definitions and reporting templates.
- Compile RPC reported performance, conduct data validation as needed and identify the subset of indicators to present in annual reports.
- Provide selected performance indicators to VAPDA on or before September 1st for inclusion in the VAPDA Annual Report.
- Incorporate selected performance indicators into the VTrans Fact Book.

VAPDA Role

- Include the selected TPI Program transportation performance indicators in the VAPDA Annual Report prepared to reflect the prior state fiscal year (SFY) accomplishments.

RPC Role

- Track performance indicators throughout the duration of the TPI Work Plan cycle.
- Compile and maintain a list of planning projects completed as part of the TPI Work Program.
- Submit completed performance indicator template by June 30, 2026.
- Submit a list of completed planning projects by June 30, 2026.

2.0 Public Participation and Coordination Overview

Public participation and coordination ensure stakeholders can participate in the regional transportation planning process through information sharing between local, regional, and state planning partners. Activities should help inform, educate, and gather input from participants about transportation issues, opportunities, and solutions, with a focus on ensuring input is received from a broad range of stakeholders. RPCs are encouraged to creatively combine communication tools to maximize reach and adapt these tools to the needs of the communities they serve.

Task 2 Public Participation and Coordination eligible activities include but are not limited to:

- Organizing, attending, and facilitating meetings specific to VTrans and TPI Program activities e.g., TAC and Road Foreman meetings
- Advising VTrans and, as appropriate, assisting municipalities with local questions, concerns and solutions regarding transportation projects and policies
- Facilitating outreach and publicizing meetings on behalf of VTrans and the TPI Program
- Training staff, Transportation Advisory Committee (TAC) and RPC members on transportation planning, VTrans, and TPI specific planning processes
- Creating newsletters and publications related to transportation planning activities, VTrans, or TPI Program activities
- Serving on VTrans, TPI Program, or other transportation planning related task forces and study committees
- Outreach on municipal roads codes and standards.

Public Participation and Coordination Tasks with Deliverables:

Task 2.2
Task 2.3
Task 2.5
Task 2.6
Task 2.7

2.1 State Transportation Improvement Program (STIP) Local Consultation

Task Due Date: None
Task Timeframe: October – December
Task Deliverable: Conduct outreach for & attend STIP Hearing
Task Contact: Matthew Langham | STIP Coordinator
Matthew.Langham@vermont.gov or (802) 622-1284

Purpose: Solicit public input regarding the Statewide Transportation Improvement Program (STIP), per federal regulation.

Resources: <https://vtrans.vermont.gov/about/stip>

Information: In accordance with Federal regulation (23 CFR 450.210(b)) and the VTrans' non-metropolitan consultation process, VTrans is responsible for developing a Statewide Transportation Improvement Program (STIP) for all areas of the state. The STIP is a four-year, fiscally constrained plan for obligation of federal transportation funds. It is closely linked to, and must be consistent with, a four-year capital budget for expenditures, which are annually provided to the Vermont General Assembly. In developing the STIP, affected local officials with responsibility for transportation shall be involved on a consultation basis for the portions of the program in non-metropolitan areas of the State. VTrans works with RPCs to facilitate and consolidate input.

Once each year VTrans, in cooperation with the RPCs, will hold a public hearing to solicit public comment on the STIP. This hearing may be held virtually to facilitate dispersed geographic access for public input. The public hearing will discuss amendments to the current year's STIP, arising either from legislative action or from other causes, and inputs to the coming year's STIP.

VTrans Role

- Develop the draft and final STIP.
- Provide notice of the public comment period and methods to submit comments.
- Facilitate public hearing(s) to solicit public comment on the STIP; hearing(s) will be scheduled during the public comment period (typically occurs October-December).

RPC Role

- RPCs should anticipate spending approximately 5-10 hours supporting this task.
- Assist VTrans to publicize the public hearings(s) and distribute the notice with the TAC and affected municipalities.
- Participate in a STIP public hearing.

2.2 Travel Demand Management (TDM) Promotion

Task Due Date: September 30, 2026 for SFY26 (July 1, 2025 – June 30, 2026)
Task Timeframe: Focused push 2-3 months prior to events
Task Deliverable: Report on TDM-related activities
Task Contact: Jeremy Whiting, Go!Vermont Program Manager
Jeremy.Whiting@vermont.gov or (802) 793-2878

Purpose: Promote travel by modes of transportation other than single occupancy vehicles through education and outreach.

Resources:

Promotional Materials - <https://www.connectingcommuters.org/resources/>
PYC Registration - <http://parkyourcarbon.org/>

Information: The **Park Your Carbon campaign (PYC)**, formerly branded as the Way to Go! Challenge (WTG), is an event highlighting, advocating, and incentivizing the use of sustainable transportation options. The focus of the event is to promote travel by modes other than single occupancy driving such as walking, bicycling, taking the bus, or carpooling. RPC participation in Park Your Carbon will help promote the campaign and the **Go!Vermont program** in all regions throughout the State.

VTrans Role

Provide resources to assist regions with the promotion of PYC, which may include:

- On-line pledge platform to facilitate participant registration,
- Event promotion on the Go!Vermont website,
- Outreach Materials (posters, brochures, email templates, social media posts, etc.), or
- Financial assistance with local marketing/advertising.

RPC Role

1. Each RPC is encouraged to tailor efforts to meet regional needs; RPC should anticipate this task taking no more than 40 hours. Conduct a minimum of four engagement activities that could include but are not limited to:
 - Coordinate with the consultant leading the statewide event,
 - Find and support Local Champions,
 - Promote with local and/or regional advertising,
 - Promote an inter-school and/or intra-regional challenge(s),
 - Assist with updating or creating a School Travel Plan, or
 - Market the benefits of commuting alternatives to business owners to encourage use by their employees.
2. Provide report on TDM-related activities conducted under Item #1 that were undertaken during the SFY26 (July-June) by September 30, 2026. The report should describe outreach efforts, number of schools/people participating, advertising efforts, materials shared, and a summary of any new challenges encountered

2.3 Road Foreman Meetings & Vermont Local Roads Coordination

Task Due Date:	June 30, 2026
Task Timeframe:	Bi-annual minimum; Quarterly preferred
Task Deliverable:	Input # of meetings & municipal vs non-municipal participation into Excel tracking sheet
Task Contact:	Todd Eaton, Vermont Local Roads (VLR) Todd.Eaton@vermont.gov or (802) 353-0110

Purpose: Educate municipal personnel (Highway Department/Public Works) on current topics. Increase awareness and engagement of municipal personnel and representatives in VLR or RPC trainings and Regional Road Foreman meetings.

Task Resources:

Website - <https://localroads.vermont.gov/>

Task Information: Regional Road Foreman meetings are an important resource for municipal staff and representatives, including road foremen or public works managers or administrators, clerks, legislative bodies, and municipalities. These regional meetings provide an opportunity to gain awareness of changes in state policy and standards, obtain relevant training and share ideas with neighboring communities. Each RPC regularly organizes meetings for municipal road foremen in their region. The table below provides examples of topics addressed at recent regional meetings.

Sign Standards, Inventories & Ordering	Winter Road Maintenance & Salt Brine Techniques	Hazard Mitigation Grant Opportunities
Highway Timesheet Program	Town Road & Bridge Standards	Town Mutual Aid Agreements
Hazardous Materials Awareness	Town Right of Way Issues	Japanese Knotweed & Poisonous Parsnip

The Vermont Local Roads (VLR) Program, hosted by VTrans, is an available technical resource for RPCs and municipalities by way of training, a listserv, one-on-one technical assistance, and other methods.

VTrans Role

- Provide regular training opportunities, advertised through the Vermont Local Roads Listserv.
- Notify RPC staff when aware of a personnel change in a municipal highway department.
- Regularly attend RPC hosted regional meetings; as needed, assist with agenda topics and presentations.
- Arrange annual check-ins with RPCs on current topics and upcoming training.

RPC Role

- Coordinate scheduling of regional meetings. Host at least two Regional Road Foreman meetings per year, although quarterly is encouraged; provide meeting notice to VLR, VTrans District personnel and VTrans Planning Coordinator.
- Notify VLR and VTrans District staff of municipal personnel changes (Road Foreman, Public Works Director, etc.) to enable outreach to new staff.
- Awareness of and participation in relevant training opportunities offered through the VTrans Training Center (VTTC) and VLR.

2.4 Vermont Strategic Highway Safety Plan Education (SHSP)

Task Due Date: None
 Task Timeframe: Periodic
 Task Deliverable: Participation in Safety Highway Office events & educational outreach
 Task Contact: Evelyn McFarlane | Highway Safety Plan Coordinator
Evelyn.Mcfarlane@vermont.gov or (802) 595-4661

Purpose: Raise the public's awareness and understanding of SHSP critical emphasis areas (CEAs) through engagement and education

Resources:

Website - [Highway Safety | Agency of Transportation \(vermont.gov\)](https://www.vermont.gov/highway-safety)

Plan - [2022-2026 Vermont Strategic Highway Safety Plan](#)

Information: The **Strategic Highway Safety Plan (SHSP)** provides a framework of implementation strategies and countermeasures for reducing fatalities and major crashes on the State's public highways. The emphasis areas for this task supports the RPC collaboration with the **Operations and Safety Bureau (OSB) Safe Systems Unit** to achieve the goals of the SHSP through coordination and education of local stakeholders and municipalities. Critical Emphasis Areas for 2022-2026 are shown in the graphic below.












VTrans Role:

- Provide and analyze crash data, both statewide and regionally.
- Coordinate with RPCs and local stakeholders to identify specific regional concerns.
- Provide RPCs with highway safety information and reports to disseminate to municipalities.
- Promote RPC workshops and summits (i.e., Walk Bike Summit) via the OSB Safe System Unit listserv.

RPC Role:

- Read Strategic Highway Safety Plan
- Assist with public outreach and dissemination of information with a focus on underserved communities.
- Participate in and collaborate on events organized by the OSB Safe Systems Unit
- Assist VTrans OSB Safe Systems Unit to identify stakeholders to engage on safety initiatives.

Emphasis Areas for the 2022-2026 SHSP

Infrastructure		Lane Departure
		Intersections
		Speed and Aggressive Driving
Behavioral		Occupant Protection
		Impaired Driving
		Distracted Driving and Alertness
Vulnerable Users and Roadway Users		Pedestrians and Bicyclists
		Motorcyclists
		Younger Drivers
		Older Drivers
Data and Emerging Topics		Data Analysis and Integration

2.5 Aviation Program Coordination

Task Due Date: July 31, 2026
Task Timeframe: Quarterly and as needed
Task Deliverable: Excel Tracking Sheet Input: # Local Airport Committee attended, # of State Aviation Council Meetings attended, # of Aviation representative attending TAC
Task Contact: VTrans Planning Coordinator

Purpose: Ensure long-term safety, viability and access for freight, passenger and airport support services through the intersection of intermodal roadway connections. This task is to enable RPCs with the ability to coordinate regional transportation planning with Vermont airports located in their region.

Subject Matter Expert: Evan Robinson | Aviation Program Manager
Evan.Robinson@vermont.gov | (802)-279-7146

Resources:

VAAC Website - <https://vtrans.vermont.gov/boards-councils/vaac>
Statewide Aviation Plan - [Vermont Airport System Plan](#)

Task Information: Over the past decade the state has made significant capital improvements in its airports and have been planning for the expansion of hangars and business development of SOV airports over the next decade. VTrans' Aviation Bureau recently completed a Master Permitting effort for pre-approval of hangar development on SOV owned Airport land and guidance for developers was released in Spring 2025. These changes will have impacts to the abutting road networks as aviation related projects move forward that may need coordination on local and regional levels. Transportation Planners must check with their VTrans Planning Coordinator before conducting aviation coordination activities beyond those eligible activities outlined below.

VTrans Role

- Facilitate outreach and education on the protection of airspace: Provide guidance material from Federal Aviation Administration (FAA); consult to develop State communication material.
- Educate appropriate RPC staff so airspace protection and ground transportation to airports remain in consideration, for example, for regional transportation plan updates.
- Coordinate regularly with RPCs on aviation related activities.
- Provide guidance and information regarding the process for town/state/federal approval of Restricted/Private Landing Areas.
- Provide guidance and general information that is published and accessible that outlines airport economic development initiatives and provides general guidance for development on airports.

RPC Role

- Airspace Protection: To ensure safety and accessibility for aircraft arrivals and departures (landing and take-off), an airport requires a specific amount of airspace surrounding the facility for safety requirements. The amount of airspace required will differ depending on topography and other site considerations; this space may extend beyond the municipality in which the airport is located.
 - Educate & conduct outreach to municipalities, as applicable, regarding how to incorporate airspace protection into local municipal plans, land regulations, and communications with developers to engage in best practices in land development that may require FAA notification.
 - Monitor for development occurring around the airport with respect to airspace protection and ground transportation to airports.
- Multimodal Connectivity

- Assist with the coordination of planning and public involvement activities during state-owned airport planning activities to ensure connectivity between modes.
 - Incorporate state aviation goals or contents into long range regional planning efforts.
- Attend Local Airport Commission meetings and provide support where needed.
- Attend at least 1 of 4 Vermont Aviation Advisory Council quarterly meetings (VAAC).
- Invite or enhance communication by having an aviation representative participate in Commission's TAC.

2.6 Human Services Transportation Coordination

Task Due Date: Workplan: June 30, 2026; Meeting Reporting: September 30, 2026
Task Timeframe: Year-round activity; Quarterly Committee Meetings
Task Deliverable: Committee Annual Workplan; # of O&D Committee Meetings
Task Contact: Ross MacDonald | Public Transit Program Manager
Ross.MacDonald@vermont.gov or (802) 522-7120

Purpose: This task implements a multi-year plan to build regional Human Service Transportation Coordination.

- Ensure adequate access to essential services is available to the public and underserved populations (including elders and persons with disabilities).
- Facilitate dialogue and funding decisions among public transit and human service providers to
 - coordinate services and needs of stakeholders,
 - develop infrastructure and operational solutions, and
 - identify gaps in the availability and connectivity of the transportation systems.

Resources:

O&D Information: [VTrans O&D Transportation Program webpage](#)

Sample Committee Workplan & RPC Information: Sharepoint

Information: Vermont's Older Adults and Persons with Disabilities (O&D) Transportation Program plays an important role in filling gaps in existing transportation services for older adults aged 60 and above as well as individuals with disabilities as defined by the Americans with Disabilities Act (ADA). As recognized in the [2020 Vermont Public Transit Policy Plan \(PTPP\)](#), this program maximizes ride potential with a coordinated approach by which Vermont's public transit providers work with human service agency partners to coordinate O&D trips through Medicaid, contracted service with community organizations and institutions, and transportation for the public. RPCs support these efforts through the coordination and facilitation of regional O&D Committees.

A Regional O&D Committee (or Regional Mobility Committees) is primarily responsible for discussing the level of service that the transit providers provide given the amount of funding remaining for the year. The role of the Committee will continue to evolve and incorporate recommendations from the 2020 PTPP to improve efficiencies, address deficiencies and integrate best practices.

This task implements a multi-year plan to build regional Human Service Transportation Coordination. The [VTrans O&D Transportation Program webpage](#) and the TPI O&D Teams Channel provide links to detailed task guidance, descriptions of the VTrans and Public Transit Provider Roles, example workplans and describe how the RPC tasks fit into the broader picture.

RPC Role

- Submit updated Committee Annual work plan, goals and objectives by **June 30, 2026**.
- Organize and facilitate regular Committee meetings at least 4 times a year by **September 30, 2026**
- RPCs shall be the leading agency for these meetings.
- RPCs are responsible for ensuring meetings comply with Vermont Open Meeting law and engage the full spectrum of providers of services and representatives of those needing rides.
- Include your VTrans Planning Coordinator and Public Transit Coordinator on Committee correspondence.
- Continue to expand scope of Regional O&D Committee to include Medicaid, Recovery & Job Access, and other client-based transportation services, with the view of evolving the committee into a Regional Mobility Committee concept in FFY26
- Coordinate with VTrans and Public Transit Provider(s) to expand tracking of denials and unmet needs

- Assist Committees with evaluating the data and potential.
- Help VTrans with centralized tracking of defined O&D basic information.
- Attend the annual O&D Summit (rotates between virtual and in-person).
- Assist VTrans with organizing the annual O&D Summit, particularly assisting with outreach and being a liaison to the O&D Committees.
- Participate in discussion of how to incorporate equity principles and practices into the O&D program and regional committees' practices.

2.7 Complete Streets Coordination

Task Due Date: March 31, 2026
Task Timeframe: Training: February - October | Reporting: October - February
Task Deliverable: Tally Sheet; Complete Streets training support
Task Contact: VTrans Planning Coordinator

Purpose: Partner with the Agency to provide training on complete streets to municipalities and support municipalities in complete streets compliance reporting to VTrans.

Subject Matter Expert: Sommer Bucossi | Active Transportation
Sommer.bucossi@vermont.gov or (802) 272-5029

Resources:
Complete Streets Guidance: [Complete Streets Guidance](#)
Reporting Forms: TPI Appendix

Task Information:

1. **Training:** Municipal Complete Streets training is directed by 2023 legislation, Act No. 62 Sec. 37, stating: The Agency of Transportation, in consultation with the Vermont League of Cities and Towns and regional planning commissions, shall design and implement a program to provide training on complete streets to municipalities. The purpose of this training is to provide learning opportunities to municipal staff that have a responsibility in ensuring complete streets principles are considered in local transportation plans and projects. The training will provide municipal staff with an understanding of what is meant by complete streets, how to document complete streets implementation, and what activities and design features are considered complete street elements.
2. **Reporting:** Vermont's Complete Streets Law (Act 34) went into effect July 1, 2011, and requires both the State and municipalities to consider the needs of all users (e.g., bicyclists, pedestrians, transit users) in all transportation plans and projects. The law requires that documentation be made "available for public inspection at the office of the municipal clerk and at the Agency of Transportation."

VTrans Role

- Design and provide training directly to municipalities through presentations and hands-on activities through established channels with Vermont Local Roads.
- Collect a summary of municipal compliance with the Complete Streets Law based on self-reporting by municipalities to the RPC. In accordance with 19 V.S.A. § 309d, the municipal documentation will be on file at VTrans and available upon request.

RPC Role

1. Help VTrans with development of municipal training: by identifying training locations where the context lends itself to a walk audit of complete streets principles and identifying municipal staff positions within each municipality that should attend the training, preferably someone with a role in road maintenance and/or design contracts.
2. Collect Municipal Complete Streets Compliance Forms from municipalities
 - Send letter (see Appendix) to Municipalities about complete streets reporting with compliance forms. A form should be provided for each municipal transportation project and/or project phase that was finalized in the previous Calendar Year (January to December). Municipalities can report projects with the same type of exemption or compliant checkboxes into a single form.
 - Compile information about implementation of the Complete Streets statute by municipality into the RPC Complete Streets Tally sheet Excel as compliance forms are received from municipalities.

3.0 Planning Overview

Planning activities involve extensive collaboration between RPCs and VTrans to develop and implement collective visions. Planning activities identify and evaluate transportation needs and opportunities and propose solutions to meet those needs that respect Federal regulations and Vermont statutes.

Task 3 Planning eligible activities include but are not limited to:

- Preparing and supporting the preparation of regional, subarea, corridor, and local transportation plans such as an assessment of transportation problems, feasibility studies, and alternatives analyses.
- Preparing, coordinating, and providing technical support for all statewide plans, such as intermodal, multimodal and freight transportation planning activities, both at the Federal and State level. Including supporting implementation of recommendations from statewide transportation plans.
- Assessing and forecasting travel demand based on land use, demographic projections, and other influencing factors; recommending strategies to manage travel demand and address network gaps.
- Identifying environmental transportation connections such as wildlife corridors, roadway barriers and crossings.
- Providing transportation planning technical assistance to municipalities.
- Evaluating system transportation issues (e.g., pedestrian access; parking and circulation, and traffic calming in state designated downtowns and villages).
- Planning, coordination, and outreach associated with designated Scenic Byways.
- Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
- As requested by VTrans, participate in working groups and/or committees for statewide and other VTrans planning processes, which may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs, town officials, and the general public.

Planning Tasks with Deliverables:

Task 3.6

Task 3.7

3.1 Regional Transportation Plan

Task Due Date: None
Task Timeframe: At least every 8 years
Task Deliverable: Draft submission to Planning Coordinator for review
Task Contact: VTrans Planning Coordinator

Purpose: Creation of regional transportation plan that captures long-term vision and aligns with municipal and state transportation planning efforts.

VTrans Role

- Review and comment on draft regional transportation plans and/or chapters for cohesion with statewide transportation plans

RPC Role

- Each RPC should update its regional transportation plan at least every eight years, pursuant to 24 V.S.A. § 4348, and is encouraged to consult the Regional Transportation Plan during the review of projects which fall under the requirements of Act 250.

3.2 Statewide Transportation Plan Coordination

Task Due Date: None
Task Timeframe: As defined by project
Task Deliverable: Outreach & participation as requested
Task Contact: VTrans Planning Coordinator

Purpose: Support communication and coordination, and provide regional perspective regarding ongoing VTrans planning efforts.

Subject Matter Expert: Dave Pelletier | Policy & Planning Manager
Dave.pelletier@vermont.gov or (802) 595-9675

Information: VTrans is the lead agency in the development of many statewide transportation plans including but not limited to the Rail Plan, Freight Plan, Park & Ride Plan, Public Transit Plan, Bike and Pedestrian Strategic Plan, Public Involvement Guide, Resilience Improvement Plan, and the Long-Range Transportation Plan. VTrans relies on its long-standing relationship with the RPCs to assist in the development of these plans.

In FFY26, VTrans will engage in the following state modal planning effort(s):

Freight Plan
Public Involvement Guide
Long-Range Transportation Plan

VTrans Role

- Oversee the update of the State Freight Plan, engage and consult with the RPCs throughout the project.
- Oversee the update of the Public Involvement Guide.
- Oversee the update of the Long-Range Transportation Plan and engage and consult with RPCs throughout the project (as time and resources permit).
- Solicit RPC participation in relevant working groups, steering committees, and/or advisory committees.

RPC Role

- Assist VTrans in outreach to local officials and the public on VTrans managed planning projects.
- Participate in working groups and/or committees, as requested by VTrans, which may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs and the public.
- Provide Regional Plan sections and/or language relevant to Statewide plan updates as requested.
- Provide data to support state level efforts.

3.3 Regional Planning Initiatives

Task Due Date:	Initiative Specific TPI Month
Task Timeline:	Year Round
Task Deliverable:	TPI Monthly Roundtable
Task Contact:	VTrans Planning Coordinator

Purpose: This task enables broader planning efforts tailored to a specific region under the umbrella of the following planning initiatives, please pick one or more efforts you anticipate your region engaging in the upcoming fiscal year.

1. Demonstration Projects (Noteworthy Efforts for October TPI Meeting):

Purpose: Provide technical assistance to municipalities in planning and implementing temporary and evaluative transportation-related demonstration projects on the federal-aid system.

Resources:

VTrans Website: [Demonstration Projects](#)

Information: Demonstration projects are a way for communities to evaluate the impact of a roadway change, such as to improve walking, bicycling, transit access, public spaces, and traffic flow, without making a permanent, and often expensive, investment.

It is incumbent upon the demonstration project applicant to make the necessary arrangements with the RPC for technical assistance in planning and purchasing eligible supplies. The decision to assist would be based upon available RPC resources.

VTrans Role

As the responsible party for the roadway, VTrans has the ultimate authority per 19 V.S.A. § 1111 to approve or deny a demonstration project in state highway ROW. It is essential that VTrans is engaged early and often in the demonstration project process. Even though demonstration projects are temporary, they often involve innovative design concepts. Engineering judgment and discretion play a role in the decision to implement a demonstration project; VTrans needs to have a full understanding of the risks associated with the project. VTrans staff can help applicants navigate State and Federal requirements.

RPC Role

Applicant responsibilities that an RPC may aid with can include:

- Prepare application materials and participate in consultation meetings, as outlined in guidance.
- Direct purchase, on behalf of municipalities, of common demonstration project consumable supplies/materials, such as tape and paint, in accordance with VTrans materials requirements, and using the RPCs approved procurement procedures. Materials eligible for reimbursement through TPI must demonstrate applicability to an approved demonstration project on State Highway Right-of-Way (i.e., approved Section 1111 Permit) or occur on a Class 1 Town Highway.
- Assist in public engagement plan development and implementation.
- Data tracking throughout the project lifecycle.
- Conduct a pre- and post- demonstration evaluation to determine project's success based on project goals as identified in the Section 1111 permit.

2. Corridor Planning:

Purpose:

- Identify short-term stakeholder recommendations to implement in combination with paving, bridge, and other asset management projects.
- Identify long-term needs that may be addressed through other VTrans and municipal programs.

Information: This task supports harmonization of projects in the Capital Program with regional and municipal needs and plans. This process is designed to combine asset management investments, particularly in the highway network, with stakeholder-identified needs. This is an undertaking for VTrans and RPCs to work collaboratively with municipalities, and other corridor stakeholders.

VTrans Role: Lead all technical work, report drafting, outreach efforts and project management.

RPC Role:

- As requested, provide available information, reports, data, etc. related to a selected project area.
- As requested, coordinate municipal and stakeholder engagement, including meeting logistical support and outreach to ensure participation by a broad range of local stakeholders.

3. Safe Routes to School (Noteworthy Efforts for June TPI Meeting)

Purpose: Promote access to resources and materials that support and encourage roadway safety around schools and provide support as a Regional Expert.

Subject Matter Expert: Active Transportation Unit | SafeRoutesToSchool@vermont.gov

Resources: VTrans SRTS Resource Center - <https://saferoutes.vermont.gov/>
List of Regional Experts - <https://saferoutes.vermont.gov/regional-experts>

Information: Safe Routes to School (SRTS) is a planning process where local stakeholders work together to identify barriers to safe walking and bicycling to school and develop a plan to address those barriers using a combination of non-infrastructure programs and infrastructure treatments. The Noteworthy Efforts should include A. Description of the outreach and assistance provided to schools regionwide and B. List of schools that received technical assistance by the RPC and description of services provided. If there are ad hoc successful efforts throughout the year, please share with Active Transportation team for inclusion in monthly SRTS newsletter.

VTrans Role

- Maintain the Vermont SRTS Resource Center platform, provide support services and tools to enable partner programming, and facilitate regional and statewide coordination.

RPC Role

- The RPC role is to provide a local and regional transportation planning perspective, to identify local and regional resources, and to facilitate connections to other relevant initiatives.
- General outreach to increase program awareness and participation of schools and municipalities (i.e. disseminate information, provide highlights for SRTS newsletter, etc.).
- Assist in targeted outreach to gather programmatic feedback on SRTS engagement.
- Conduct any of the following program support activities that could include but are not limited to:
 - Collect data to inform project planning and evaluation of project success.
 - Serve on a working group, individual school or district-wide, to aid program success.
 - Assist with the identification and engagement of relevant local and regional resources.
 - Support the creation of (or update to) a School Travel Plan.

3.4 Public Transit Planning

Task Due Date: None
Task Timeframe: Year Round
Task Deliverable: None
Task Contact: Ross MacDonald | Public Transit Program Manager
Ross.Macdonald@vermont.gov or (802) 522-7120

Purpose: Support the planning, provision, and performance of Vermont's public transportation system.

Subject Matter Expert: Ross MacDonald | Public Transit Program Manager
Ross.macdonald@vermont.gov or (802) – 522-7120

Resources: <https://vtrans.vermont.gov/public-transit>

Information:

TPI work programs should incorporate the following transit planning activities where appropriate:

- **Public Transit Route Performance Analyses:** Assist the public transit provider with developing strategies to increase ridership and decrease the cost of providing service on struggling routes. This may include, but is not limited to, tasks such as land use analyses, boarding analyses, route timing, surveys, and demographic analysis.
- **Transit planning and outreach assistance:** Assist regional public transit providers with any transit planning efforts and aid with outreach strategies and implementation. Example projects which could be included in this category include Rides to Wellness Initiative and the Recovery and Job Access Program.
- **Public Transit Board Membership:** Serve on the Board or related committees of a Public Transit Provider, bringing expertise from the TPI program and other RPC initiatives.
- **Microtransit studies:** Participate in microtransit pilot projects in various capacities. Please speak with your VTrans Planning Coordinator and relevant VTrans Public Transit Coordinator before proceeding.
- **Electric bus pilot studies:** Participate in electric bus pilot studies in various capacities. Please speak with your VTrans Planning Coordinator and relevant VTrans Public Transit Coordinator before proceeding.
- **Public Transit Asset Management Plan:** Assist VTrans with outreach activities related to this plan. We anticipate no more than 5 hours of RPC time will be required.

3.5 Environmental Policy & Planning

Task Due Date: None
Task Timeframe: Year Round
Task Deliverable: TPI Monthly Roundtable
Task Contact: VTrans Planning Coordinator

Purpose: Incorporate an environmental lens into transportation planning practices

Subject Matter Expert: Andrea Wright | Environmental Policy Manager
Andrea.wright@vermont.gov or (802) 917 -1586

Resources:

[EAB Ash Tree Management Plan 2021](#)
[VTrans Landscape Guide](#)
[Riparian Planting Toolkit](#)
[VTrans Landscape Architecture Resources](#)

Information:

Regional Planning Commissions (RPCs) are involved in various environmental planning and policy efforts that are often tailored to the needs of the region. RPC Transportation Planners may engage in work related to transportation aspects of environmental, cultural and natural resources, such as:

- Historic and Archeological Resources
- Emerald Ash Borer (EAB) management planning along highways
- Habitat (aquatic or terrestrial) and ecological connectivity planning
- Pollinator Habitat
- Endangered Species
- Water Quality (i.e. wetlands, rivers, floodplains)

RPCs may pursue additional environmental-based work related to activity areas, however they should confirm eligibility of their proposed tasks with their VTrans Planning Coordinator before proceeding.

VTrans Role

- Solicit RPC participation in relevant working groups, steering committees, and/or advisory committees.
- Provide guidance through developing trainings, sharing of documents and training at TPI meetings or as requested by RPCs on topics listed above

RPC Role

- Assist VTrans in outreach to local officials and the public on and support general environmental planning activities.
- As requested by VTrans, participate in working groups and/or committees, which may include meeting attendance, providing data, review and comment on document drafts and dissemination of information to TACs, town officials, and the public.
- Attend and encourage municipal staff to attend training related to general environmental topical areas (ie Highways and Habitats, Rivers and Roads, etc).

3.6 Active Transportation Planning

Task Due Date: September 30, 2026
Task Timeframe: Year Round
Task Deliverable: GIS Web Tool; TPI Monthly Round Table
Task Contact: VTrans Planning Coordinator

Purpose: Support the Active Transportation team through engagement in the implementation of the VTrans 2021 Bicycle and Pedestrian Strategic Plan (BPSP) and active transportation facility planning.

Subject Matter Expert: Amanda Holland | Active Transportation Unit
Amanda.Holland@vermont.gov or (802)-917-2152

Resources:

[VTrans Bicycle and Pedestrian Strategic Plan \(2021\)](#)

VTrans ArcGIS Feature Services for data layers: [Sidewalks](#) and [Bicycle Facilities Bike and Pedestrian Web Map \(BPPIP\)](#)

Information: Assist VTrans in the ongoing implementation of the 2021 BPSP through outreach and technical assistance to municipalities on planning efforts which improve conditions for bicycling and walking. The VTrans Bike and Pedestrian Strategic Plan (BPSP) is recommended reading to understand statewide goals and strategies, this will help inform work done as outlined in the RPC Role below.

VTrans Role

- Develop a platform to share active transportation network data which informs planning, design and prioritization of infrastructure.
- Facilitate discussions and provide technical assistance on active transportation planning activities.
- Update and perform regular maintenance on the Bike and Pedestrian Web application as data is submitted by RPCs.

RPC Role

Eligible activities under this task may include but are not limited to:

- Conduct Bicycle and Pedestrian planning as needed within region through regional level planning and/or technical support to individual municipalities
- Update bike/ped layers by collecting municipal bicycle and pedestrian facility data to maintain baseline facility information. RPCs are also encouraged to collect additional facility attributes to populate data schema fields.

3.7 Rail Planning Coordination

Task Due Date: March 31, 2026
Task Timeframe: Periodic; As needed
Task Deliverable: Spreadsheet with Priority Parcel(s)
Task Contact: VTrans Planning Coordinator

Purpose: Coordinate Regional planning with Statewide rail planning through public outreach and dissemination of information about state programs, availability of intermodal connections with passenger rail, and freight rail opportunities. Maintain viability of industrial zoned parcels with access to active freight rail for multimodal use now or in the future and encourage the reactivation of underused priority parcels.

Subject Matter Expert: Zoe Neaderland | Zoe.neaderland@vermont.gov
Faith Dall | Faith.dall@vermont.gov

Resources:

VRAC: <https://vtrans.vermont.gov/boards-councils/rail>
Operation Lifesaver: <https://sites.oli.org/state/vt#about>
Rail ROW, Sidings, & Spurs: [Rail Valuation Sheets](#)
Intermodal Rail Access Spreadsheet:
ACCD Webtool: Pending – more information in Fall

Information: There have been a number of significant changes and upgrades to the Vermont rail system in recent years with more planned. Through upgrades to rail infrastructure, Amtrak runs passenger rail service on two lines through the state and Vermont was selected for a Corridor Identification and Development Program (Corridor ID) study. These changes will impact roadways and create new intermodal connections to plan for at a regional level. Recommendations will be coming out of the 2025 Rail & Freight Plan updates which will require multi-tiered levels of support and coordination with RPC Transportation Planners. Increased coordination with the state, awareness of work being undertaken, and public outreach will be important to achieve the initiatives laid out.

More freight will be coming through Vermont in the coming decades. To increase the return on investment for Vermont, it is advantageous to protect and market existing rail spurs and appropriately zoned land with rail access to provide options for new or expanding rail-serviced businesses. This task continues to support an initiative stated in the 2025 Vermont Rail and Freight Plans. It is an important step towards bringing dormant parcels back into use for shipping, receiving, or transloading from rail. There are opportunities for shippers and receivers not immediately on the rail line to benefit from last mile trucking to freight rail.

For passenger rail to reach its full potential there is need to improve ground access to the stations and market these connections with Amtrak. This may include considering coordinated land use around the stations and improved multi-modal services.

VTrans Role

- Provide resources for task guidance and template for RPCs to enter information about industrial sites
- Track progress of RPC efforts for incorporation into future Rail and Freight Plan updates.
- Publicize task outcomes, for example a press release for annual National Train Day recognition (early May).

Eligible Activities:

- Assist with public outreach and dissemination of information
- Attend at least one of the quarterly VT Rail Advisory Committee (VRAC) Meetings
- Operation Lifesaver advertisement / presentation to increase safety around rail crossings and tracks
- Enhancing multi-modal access to Amtrak to seek solutions to the last mile issues, such as wayfinding and parking
- Engage in or support intermodal rail access planning through the following activities:
 - Create and/or update an inventory of parcels zoned for industrial and/or commercial uses that are or could be served by freight rail. Access spurs may be in working or non-working conditions.
 - Collaborate with municipalities/economic development partners to prioritize parcels based on the regional needs and identify potential locations to establish or enhance intermodal freight use. For example, improve a business's freight rail access or efficiency in truck/rail transfers this could include exploring transload improvements and/or siting.
 - Coordinate with state/local stakeholders to increase awareness of viable parcels and help market priority parcels in a strategic manner to encourage use of such locations. For example, coordinate with ACCD Department of Economic Development and VTrans.
- Distribute a VTrans press release and/or share RPC efforts on this task and the implementation of the Rail and Freight Plans to coincide with National Train Day, celebrated nationally on the Saturday closest to May 10th.
- Identifying industrial parcels to bring into use for the statewide Rail & Freight Plans may add support for efforts to ruminate brownfield issues.
- Sharing information with shippers and receivers about freight rail opportunities. This could be information about last mile access to transload sites or information about grants such as the 3-legged VTrans opportunity to improve sites that already have rail freight access.

3.8 Highway Safety Planning

Task Due Date: None
Task Timeframe: Ongoing
Task Deliverable: None
Task Contact: VTrans Planning Coordinator

Purpose: Support the Highway Safety Improvement Program (HSIP)

Subject Matter Expert: Jesse Devlin | Safe Systems Manager
Jesse.Devlin@vermont.gov | 802-793-0182

Information: The Highway Safety Improvement Program is a core Federal-aid program aimed at implementing data driven infrastructure improvements on all public roads to reduce fatalities and serious injuries. As VTrans works to manage this program there is a need for ongoing communication and coordination with municipalities regarding safety improvements.

VTrans Role:

- Conduct screening of roadway network and identify priority needs based on data
- Define projects, countermeasures, and priority locations for funding each year
- Provide limited technical assistance to municipalities regarding safety concerns and questions on local system roadways

RPC Role:

- Create general awareness among Transportation Advisory Committee (TAC) members of emerging highway safety concepts, including systemic safety.
- Review regional safety needs based on the screenings performed by VTrans and encourage municipalities to apply for safety grant opportunities.
- Coordinate and attend Road Safety Audit Reviews when requested by VTrans
- Explain and help facilitate VTrans assistance for municipalities both through technical support and coordination when appropriate on State Highways
- Provide technical assistance to municipalities regarding safety concerns and questions on local system roadways
- Support efforts to improve delivery of safety improvements on local-system roads, working to identify and develop an appropriate process that ensures compliance with Federal funding requirements without unduly burdening municipalities or delaying the work.

3.9 Transportation Energy Planning

Task Due Date: None
Task Timeframe: Year Round
Task Deliverable: None
Task Contact: VTrans Planning Coordinator

Purpose:

- Support communication and coordination regarding ongoing transportation energy efficiency planning efforts.
- Increase public awareness/education related to statewide carbon reduction targets and strategies to reduce greenhouse gas (GHG) emissions from the transportation sector as set by VT's Global Warming Solutions Act, and related Climate Action Plan and Comprehensive Energy Plan.
- Assist with the statewide deployment of electric vehicle charging infrastructure in Vermont including locating feasible sites, engaging the public, and strengthening state-local partnerships.

Subject Matter Expert: Andrea Wright | Environmental Policy Manager
Andrea.wright@vermont.gov or (802) 917 -1586

Resources:

[VTrans Environmental Policy and Sustainability](#)
[Vermont State Electric Vehicle Charging Plan](#)
[Vermont Carbon Reduction Strategy \(CRS\)](#)
[Vermont EV Charging Host & Service Provider Questionnaire](#)

Information: Consistent with existing regional energy planning activities, this task advances goals of Vermont's [Climate Action Plan](#) (2025) and [Comprehensive Energy Plan](#) (2022) and looks to implement available funding to reduce transportation carbon emissions, deploy electric vehicle (EV) charging infrastructure, and support increasing and equitable levels of EV adoption. Recent VTrans budgets have included both federal and state dollars in promotion of transportation energy efficiency strategies. The agency has developed plans that call for the deployment of Electric Vehicles Supply Equipment (EVSE) and promote vehicle efficiency and mode choices and had developed a tool to understand the greenhouse gas reduction effects of strategies and projects.

This task supports VTrans in the development and implementation of these plans. Maximizing funding opportunities and ensuring an equitable, energy efficient transportation ecosystem will require significant collaboration and coordination among state agencies and their regional and municipal partners.

VTrans Role:

- VTrans will provide support to RPCs in understanding strategies that can be taken to work towards an energy efficient transportation system, as requested.
- Work with Regions and municipalities to provide access to and an understanding of tools that are available to evaluate the effect of projects on greenhouse gasses, as requested.
- Review and update the statewide EV Charging Plan annually to reflect lessons learned, rapidly changing conditions, new priorities, and refined strategies.
- Coordinate with state, federal, and other partners and provide guidance to regional and local partners on funding opportunities.

RPC Role:

- Assist VTrans in outreach to local officials and the public on EV charging priorities and statewide transportation energy efficiency plans and priorities. Disseminate information to TACs and the general public.

- Encourage parties interested in hosting EV charging equipment at their property to document this interest in the [Vermont EV Charging Host & Service Provider Questionnaire](#) for future coordination.
- Coordinate with VTrans as needed as additional guidance becomes available.
- RPCs may pursue additional climate and energy-based work related to transportation planning. RPCs should confirm the eligibility of their proposed tasks with their Planning Coordinator before proceeding.

4.0 Data Collection & Management Overview

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.

Task 4 Data Collection & Management eligible activities include but are not limited to:

- Conducting recurring counts to aid in the assessment of facility performance. Counts may include, but are not limited to vehicles, bicycle and pedestrian, public transit ridership, and park & ride usage
- Assisting municipalities with town highway road, culvert, bridge, sidewalk, bicycle facilities, and roadway sign inventories and assessments
- Developing and maintaining 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.)
- Developing and implementing analytical methods to identify gaps in the connectivity of the transportation system.
- Evaluating safety concerns

Data Collection and Management Tasks with Deliverables:

Task 4.1

Task 4.2

Task 4.3

Task 4.4

Task 4.5

Task 4.6

Task 4.7

Task 4.8

4.1 Traffic Counts

Task Due Date: September 30, 2026
Task Timeframe: Year Round
Task Deliverable: Traffic Counts
Task Contact: Mandy Shatney | OSB, Data Section Manager
Mandy.shatney@vermont.gov or (802) 595-9341

Purpose: To compile and maintain records for all transportation related traffic count data paid for with federal funding.

Resource:

Count Submission Platform: <https://vtrans.ms2soft.com/>.

VTrans Role

- Provide the Traffic Count Spreadsheet Template for submitting with count data.
- Load RPC provided counts into the statewide database.
- Maintain online access to the statewide traffic count database at <https://vtrans.ms2soft.com/>.

RPC Role

- Upon request, providing counts to VTrans on Federal Functional class 6 rural and Federal Functional Class 7 to support MIRE requirements
- Provide VTrans with traffic counts conducted by the RPC that have a minimum duration of two full weekdays, excluding holidays. Data provided should consist of:
 - Raw traffic count data files, including automatic traffic recorder count files and turning movement count files.
 - A filled-out Traffic Count Spreadsheet (VTrans provided template).
- Submit data collected according to guidance by September 30, 2026 If no traffic or turning movement counts were conducted by RPC, please relay via email that no counts will be submitted for the year by your region

4.2 Bicycle and Pedestrian Count Data

Task Due Date: March 31, 2026 for Calendar Year 2025 (January 1- December 31)
Task Timeframe: Seasonal 7-day counts, 3 times a year at 4 locations
Task Deliverable: Submit bicycle & pedestrian count data collected in CY 2025
Task Contact: Amanda Holland
Amanda.holland@vermont.gov or (802)-917-2152

Purpose:

- Support the annual collection of non-motorized count data to develop a systematic approach to collecting bicycle and pedestrian volume data statewide.
- Inform policy, planning and engineering decision-making by the Agency and partner organizations.

Information:

The VTrans Active Transportation Program requests continued participation with the ongoing program to collect data on levels of bicycling and walking. The collection of on-the-ground volumes from a range of infrastructure types is a critical component to inform a variety of needs that include:

Tracking levels of walking & bicycling over time

Conducting before & after counts

Understanding determinants of nonmotorized travel

Controlling for exposure in traffic safety studies

Informing investments & prioritizing infrastructure

Calibrating travel demand models

Informing economic & health impacts

The following are the minimum expectations for RPCs when conducting bike and pedestrian counts:

Location	Identify and collect data at each of the following 4 types of sites: <ol style="list-style-type: none">1. A downtown or village sidewalk2. A shared use path3. An area where the volume is expected to be lower than average (e.g., less densely populated or where the bike/pedestrian facility network is relatively sparse)4. An on-road location (VTrans tube counter available for loan to RPCs).
Frequency	Each count location should be visited at least 3 times a year (once per season). If seasonal counts cannot be done during a particular season, preference should be given to skipping the fall or spring counts as both seasons have similar weather/usage profiles.
Duration	Each count should collect traffic for a full week to capture weekday vs weekend.
Method	If automatic counting is not an option, manual counts can be substituted

VTrans Role

- Provide data collection standards for non-motorized count collection.
- Upon request, provide technical assistance on data collection methods and site selection.
- Upon request, loan count equipment to RPCs to fulfill task requirements.
- Compile RPC count data and facilitate the analysis of the statewide dataset.

RPC Role

- Conduct bicycle and pedestrian counts according to the minimum guidelines provided above.
 - i. A permanent count can substitute for a short-term count provided it meets a location criteria.
 - ii. An alternate data collection plan may be proposed for approval; sampling plans must be comparable to the minimum guidelines and provide justification on how the proposal better addresses the program needs for the region.

4.3 State and Municipal Park & Ride Counts

Task Due Date: October 31, 2025; February 27, 2026; July 31, 2026
Task Timeframe: 3x a year
Task Deliverable: Parking Space occupancy counts
Task Contact: Dave Pelletier | Policy & Planning Manager
Dave.Pelletier@vermont.gov or (802) 595-9675

Purpose: Compile data on park and ride usage to track capacity, particularly as a lot gets close to capacity, and inform park and ride planning and scoping efforts.

Resources:

List of State & Municipal Park and Ride Facilities: <http://parkandrides.vermont.gov/>
Park & Ride Counts Excel Tracking Sheet: [Park & Ride Tracker](#)
VTrans Collector App for data submittal:

Information:

Each RPC is requested to conduct parking space occupancy counts at all existing state-owned Park-and-Ride facilities, and municipal Park-and-Ride lots constructed or improved with State funds, in their respective region.

Guidelines for conducting counts:

Frequency	State lots shall be conducted 3-times per year in July, October and February. Municipal lots shall be conducted 2-times per year in October and February.
Target Timing	Counts for all lots shall be conducted between the hours of 10:00 am and 3:00 pm on a Tuesday, Wednesday or Thursday.
Temporal Considerations	Counting should not occur during a holiday week or when special events are scheduled.

RPC Role:

Enter data into an ESRI GIS-based collection app (Collector or Field Maps) by the last business day of each month counts are completed. The RPC shall use VTrans Collector App for Submittal.

4.4 Town Highway Major Collector

Task Due Date: December 31, 2025
Task Timeframe: October- December (Post-Construction Season)
Task Deliverable: Template with any infrastructure updates/changes in Calendar Year
Task Contact: Dave Narkewicz | Asset Management
Dave.Narkewicz@vermont.gov | (802) 279-8304

Purpose: Assist the collection and transmission of municipal highway improvements along the Town Highway Major Collector (TH MC) system to inform federal reporting of the statewide highway network.

Resources:

Town Highway Major Collector: [Map](#)
Functional Class Maps: <https://vtrans.vermont.gov/planning/maps/maps>
Template for submittal: [TPI Sharepoint Task 4.4](#)

Information:

The Highway Performance Monitoring System (HPMS) is a national program for providing data that reflects the extent, condition, performance, use, and operating characteristics of the Nation's highways. It is the key source of data for Conditions & Performance (C&P) Report to Congress. Each State is responsible for collecting and submitting required data yearly. See www.fhwa.dot.gov/policyinformation/hpms.cfm for more background information on HPMS.

Highway improvement data, necessary for support of the HPMS program, includes information on any improvements related to major projects such as realignment or reconstruction, other projects such as paving as well as lane and/or shoulder widening.

This data also includes surface type, lane width, shoulder width, and any notes relating to changes in posted speed zones, new signals, revised signal timings, or removed signals on a TH MC.

VTrans expects the update of this information will require minimal time given the prior RPC efforts to establish the basic inventory, this task is for routine maintenance and updates to the inventory.

VTrans Role

- Provide template spreadsheet/form for entering the data (SOV Teams Channel).
- Provide guidance about what information and roadways should be included in the RPC submittal.
- Submit information annually to FHWA.

RPC Role

- Collect highway improvement data on the TH MC system from municipalities for activities that occurred in the calendar year (January – December).
- Submit information on infrastructure updates/changes in the provided template by December 31, 2025. If municipalities did not report changes to the TH MC system, communicate the non-report to satisfy task completion.

4.5 Town Road Surface Data Verification

Task Due Date: September 30, 2026
Task Timeframe: Year Round
Task Deliverable: Review & verification of TH Surface Types against TH Classes
Task Contact: Johnathan Croft | Mapping Section Chief
Johnathan.croft@vermont.gov or (802) 828-2600

Purpose: Improve the accuracy of data depicting municipally maintained town highways to inform mapping and modeling applications.

Resources:

Application for Task Submission: [VTrans Road Surface Type Review](#)

User Guide: [VTrans Road Centerline Spatial Data User Guide](#)

Information:

Road surface type is a variable that informs both local and state planning efforts. Locally this information informs road inventories, asset management and capital budgeting activities. At the Agency, this data provides a validated paved and unpaved surface type to aid in town highway mapping, informs the Model Inventory of Roadway Elements (MIRE), and improves transportation calculations (ex. modeling for vehicles miles traveled where mileage of paved or unpaved local roads are categorized differently).

VTrans has made strides to confirm and maintain the records for state-maintained facilities, however the Agency has not reviewed all the municipally maintained highways. To improve the accuracy of the surface classification for Class 2, 3, and 4 town highways, VTrans seeks input from the RPCs to confirm the data quality of the highway network. For example, an RPCs may identify a 1.0-mile segment of town highway in which the road surface has been upgraded from gravel to pavement.

VTrans Role

- Provide guidance on surface type determination and mechanism to convey data updates.
- Provide the Road Surface Type Review web application for use in flagging surface type changes.
- Provide access to the road centerline data (nightly features service) and associated User Guide.
- Communicate with municipalities during mileage updates on road centerline issues flagged by RPCs in their task review.

RPC Role

- To assist with estimating time expectations, refer to the list mileages of each roadway class by Town and RPC summarized on the [VTrans Mapping Publications Page](#).
- Review and verify the surface classification (6 categories) for ALL Class 2, 3, and 4 town highways per municipality in the region. RPCs should prioritize changes to paved surfaces or removal of paved surfaces.
- Report road centerline issues identified during surface type review, such as changes to alignment, missing town highways, segments that have been taken out of service, or other inaccuracies that present themselves in the VTrans RDS data layer.
- Submit comments on the road surface data in the provided application. RPCs should target completing this task by **September 30, 2026**.

4.6 Town Highway Bridge & Culvert Inventory

Task Due Date: December 31, 2025
Task Timeframe: October – January (post-construction season)
Task Deliverable: Culvert Inventory recorded in VTCulverts
Task Contact: Matthew Arancio | Planning Manager
Matthew.Arancio@vermont.gov or (802) 793-7489

Purpose: Maintain an inventory of town highway bridges and culverts to support asset management and capital planning for municipalities.

Resources:

VT Culverts online platform www.VTCulverts.org

Information:

Each RPC is requested to assist municipalities in maintaining an inventory of the town highway culverts and bridges with spans less than 20 feet. RPCs will:

- collect inventory data in a manner consistent with the Vermont Center for Geographic Information (VCGI) bridge and culvert standards,
- record data in the VTCulverts online platform,
- and incorporate available Agency of Natural Resources (ANR) bridge and culvert geomorphic compatibility assessments.

RPCs should utilize the following criteria to guide the prioritization of municipal inventory efforts:

- Municipal inventories where the last full inventory is at least 10 years old, and the partial inventory update is over 4 years old.
- Municipal structures (bridge or culvert) that are under 20 ft (shorts and ultra-shorts).
- The verification and/or inventory of all structures under 20 ft should be a high priority for RPCs that have not completed this effort.
- Municipalities that experienced damage from recent federally declared disasters and the inventory has not been reviewed to confirm current condition.
- Municipalities that need assistance in tracking structures that experience repeat damage from flooding or erosion.

VTrans Role

- Support RPCs designated with maintaining the VTCulverts platform.
- Collate RPC reporting on status of municipal inventories and utilization of the VTCulverts platform.

RPC VTCulverts Platform Support Role

- Staff (Chris Dubin, CCRPC & Jeff Nugent, WRC) will continue to manage the database and provide technical assistance to RPCs.

RPC Role

- Aid municipalities in maintaining inventories based on the recommended prioritization criteria above. RPCs should assess opportunities to conduct a partial or full inventory of structures to meet the needs of the municipality.
- Input municipal bridge or culvert data (full inventory or individual structure updates) collected by the RPC into VTCulverts.
- Train and support municipal representatives on the use of the VTCulverts online platform to review and update their asset inventory.
- Report on the status of each municipality's inventory, as of the prior Calendar Year (January – December) by December 31, 2025. See template for specific reporting criteria.

4.7 Public Transit Bus Stop Inventory

Task Due Date:	September 30, 2026
Task Timeframe:	Periodic; update if infrastructure changes (condition or presence)
Task Deliverable:	Submit data updates in web application
Task Contact:	Dan Currier Public Transit Coordinator Dan.j.currier@vermont.gov or (802)- 279 - 5236

Purpose: Evaluate public transit bus stop facilities to inform improvements that target accessibility and mobility.

Resources:

[2021 VTrans Bicycle and Pedestrian Strategic Plan](#)
TPI Sharepoint Rural Bus Stop Inventory

Information:

VTrans is required by the Federal Transit Administration (FTA) to ensure that recipients and subrecipients of Section 5307, 5310, 5311 and other FTA assistance comply with all federal and state requirements as it pertains to Title VI and ADA. VTrans also requires that service to individuals with disabilities be equivalent to the service provided to other individuals with respect to response time, fares, geographic service area, hours and days of service, and capacity. Vehicles and transit facilities are required to be accessible to and usable by individuals with disabilities, including individuals using wheelchairs.

VTrans supports Vermont's public transit providers with improvements to bus stops by adding shelters and signage. In 2020/2021 two VTrans plans identified inventorying bus stops as part of their strategy to improve accessibility and mobility: ADA Transition Plan & VTrans Bicycle and Pedestrian Strategic Plan (provided above). VTrans is looking to inform investment in bus stops and deepen understanding of the statewide condition of assets. To accomplish this, an inventory is required of public transit bus stop locations and condition assessments, accessibility (ADA), connectivity to adjacent sidewalk networks, proximity to crosswalks, and amenities (e.g., shelters, bicycle parking, benches, etc.).

VTrans Role

- Provide guidance, Bus Stop Audit Manual – Rural, and training as needed to task completion.
- Support inventory application and publish updated bus stop locations to Public Transit AGO Group

Public Transit Providers Role

- Mapped bus stop locations and data shared on the Vermont Open Geodata Portal ([Public-Transit Stops from GTFS Data-Feeds](#)).
- Assist in locating bus stops missing from inventory and other aspects of field inventory as needed.

RPC Role

- Each RPC should anticipate being able to inventory between 6-10 bus stops an hour.
- Maintain inventory of facilities in region according to the provided guidance. Enter changes to facility condition and/or accessibility as needed using the VTrans Collector app.
- Coordinate inventory efforts with Public Transit Providers, particularly regarding bus stop locations and other inventories.

4.8 Resilience Data

Task Due Date: September 30, 2026
Task Timeframe: Year-round, periodic
Task Deliverable: Updated TRPT Damage Variables, Resilience Projects List
Task Contact: Otis Ellms-Munroe | Environmental Planning Coordinator
Otis.ellmsmunroe@vermont.gov or (802)-793-3504

Purpose:

- Update the TRPT vulnerability scoring by adding damages from 2023 and 2024 declared events.
- Increase public awareness/education about VTrans Resilience Improvement Plan (RIP) and efforts to address the priority resilience locations identified in the Plan.
- Gain a situational awareness of the tools and data presently utilized and use them to inform regional and municipal planning.

Resources:

Transportation Resilience Planning Tool ([TRPT](#))

Reducing Repeat Damages of Vermont's Roads and Structures [Tool](#) and [Report](#)
[Resilience Improvement Plan \(RIP\)](#)

Information:

In 2023, the VT Agency of Transportation completed the rollout of the Transportation Resilience Planning Tool (TRPT). The (TRPT) is a web-based application that identifies bridges, culverts, and road embankments that are vulnerable to damage from floods, estimates risk based on the vulnerability, and criticality of roadway segments, and identifies potential mitigation measures based on the factors driving the vulnerability. The VTrans RIP incorporates the TPRT risk scores and repeat damages data into a methodology to identify highest priority locations to address resilience in both the state and local transportation systems.

TRPT vulnerability scores are generated in part based on past damages. Currently, most of this damage data is from Tropical Storm Irene and does not include transportation damages from more recent events. There is a need to review and process Detailed Damage Inspection Reports (DDIRs) from 2023 and 2024 so that they can be fed into the TRPT and used to update the vulnerability scoring to ensure the TRPT remains current as a statewide, regional, and municipal planning tool.

VTrans Role

- Provide support to RPCs in understanding the RIP and the methodology used to prioritize.
- Assist with identifying and understanding eligibilities of funding opportunities to address RIP prioritized locations.
- Provide Initial Damage Assessment (IDA) GIS data and guidance for the non-federal aid system.

RPC Role

- Assist with assigning failure mode and vulnerability process variables to 2023 and 2024 DDIRs to inform updates to the TRPT vulnerability scoring.
- Consult the RIP and TRPT when assisting municipalities with Local Hazard Mitigation Plan and other project lists.
- Enter comments into the Reducing Repeat Damage webtool to capture local knowledge on repeat damage locations.
- Provide a list of planned or completed projects in RIP priority locations if any.

4.X Federal Urban Area Boundary Adjustments – ARCHIVED

Task Due Date: N/A
Task Timeframe: N/A
Task Deliverable: N/A
Task Contact: N/A

THIS TASK WILL NOT BE UTILIZED UNTIL NEXT CENSUS, THANK YOU FOR THE WORK COMPLETED BETWEEN 2022 & 2024.

Purpose: Ensure Federal urban area boundaries are reviewed and modified as necessary following the 2020 Decennial Census to inform the 2024 Highway Performance Monitoring System (HPMS) process.

Information: Every 10 years, following the Decennial Census, the U.S. Census Bureau (Census) generates urban areas (population of 5,000 to 49,999) and urbanized areas (population of 50,000 or more). The federal urban area boundaries are assessed and modified based on current population and number of housing units; this process is the input period to define designated urban area boundaries. The current federal urban area boundaries were last adjusted and approved in 2014, following the 2010 census.

VTrans facilitates the adjustment process in consultation and coordination with the MPO and the RPCs. This task entails the review and adjustment of the federal urban area boundaries based on population changes and changes in the methodology used by the Census Bureau in defining the urban and urbanized areas. VTrans will assess and adjust the Federal urban area boundaries to ensure they encompass all the newly created Census designated urban areas prior to consultation with the MPO and RPCs. **RPCs must provide boundary review and update by April 15, 2024, and submit changes to VTrans.** Upon completion, the boundaries must be approved by the Governor or designee and the FHWA Division Office by December 31, 2024. These approved boundaries will be utilized for the 2024 HPMS data submissions. *This task was initiated in FFY23 (10/2022) with the expectation that **RPCs will complete boundary review by April 15, 2024, and VTrans will submit the federal urban area updates to FHWA for approval by the first quarter of FFY25 (12/2024).***

VTrans Role

- Provide guidance on the urban area boundary adjustment process, methods to adjust the boundaries and the other elements of urban area boundaries.
- Provide data to compare existing boundaries, Census defined urban areas and VTrans proposed adjusted boundaries.
- Coordinate with RPCs on data exchange of adjusted boundaries.
- Submit the proposed adjusted urban area boundaries to FHWA Division Office for approval.

RPC Role

- Review the Census defined urban areas and the VTrans version of the proposed adjusted urban area boundaries; provide comments on where additional adjustments may be needed.
- Consult with municipalities on the proposed boundary adjustments and the changes to expect to the boundaries from the 2010 version.
- Review the final proposal of adjusted boundaries prior to submittal to FHWA.
- *Submit revisions to boundaries according to the guidelines and timelines provided by **December 31, 2024.***

5.0 Project Development Overview

RPCs support VTrans statewide project development by ensuring local and regional context are integrated into project scopes and designs for eventual implementation, which, broadly speaking, involves collaborating with program and project managers from VTrans' Asset Management Bureau and Project Delivery Bureau. In addition to providing support to VTrans during project development and construction, RPCs also may provide technical assistance to constituent municipalities throughout the process, from prioritization to project development.

Task 5 Project Development eligible activities include but are not limited to:

- Participating in VTrans Asset Management Bureau programs such as VPSP2, New Project Summaries, and other project prioritization activities
- Participating in VTrans Highway Division Scope Refinement and Online Shared Review (OLSR) project specific review and coordination, including the coordination of public outreach and engagement
- Participating in VTrans Municipal Assistance Bureau projects by assisting in the development of municipal applications and providing regional transportation perspective in active projects
- Assisting municipalities in transportation related grant applications including application preparation and initiation

5.1 Vermont Project Selection and Project Prioritization (VPSP2)

Task Due Date: September 30, 2026
Task Timeframe: Key periods for project review task activity by RPC & TAC:
March 1 – March 31: RPC Scoring
August 1 – September 30: RPC review of draft list
Task Deliverable: As Requested
Task Contact: Matthew Arancio | Planning Manager
Matthew.arancio@vermont.gov or (802) -793-7489

Purpose: Incorporate local and regional priorities in the selection of projects funded in the VTrans Capital Program.

Subject Matter Expert: Jennifer Royer | Asset Management Bureau
Jennifer.royer@vermont.gov or (802) 498-3633

Resources:
SOV Microsoft Team “AOT-VPSP2 Team”
VTrans [VPSP2](#) – project selection webpage

Information: The Vermont Project Selection and Project Prioritization (VPSP2) identifies and prioritizes VTrans Capital Program projects for development and implementation through performance-based, data driven measures and stakeholder input.

This framework targets three objectives:

1. Identify and utilize criteria that provide “transportation value” within potential and planned VTrans projects.
2. Develop a mechanism for local consultation and input in the selection and prioritization of transportation projects.
3. Provide a defined, consistent, and transparent process for selecting and prioritizing the projects to be integrated into the VTrans’ Capital Program.

VTrans Role

- Facilitate meetings with Agency and RPC stakeholders.
- Provide guidance and training on the prioritization process to enable RPCs to fulfil their role of consultation and engagement of local stakeholders.
- Lead implementation of prioritization process
- Develop materials that outline the VPSP2 process and tools to summarize selected projects (for future VPSP2 years).

RPC Role

- Attend meetings and trainings related to the prioritization process and execution.
- Implement the prioritization process as appropriate with consultation of local stakeholders (municipalities and TAC) including review of provided draft project list and submitting regional scoring and information according to the timelines provided
- As requested, assist the VTrans consultant in the Regional Project Refinement process with facilitating the advancement of the regional project priority.
- As needed, review and provide feedback on VPSP2 (i.e., guidance materials, incorporation of additional transportation modes, etc.).

5.2 New Project Summaries (NPS)

Task Due Date: As Requested
Task Timeframe: Duration of RPC input period is 2 weeks from VTrans Request
Task Deliverable: NPS Questionnaire
Task Contact: Ryan Darling | Asset Management Bureau
ryan.darling@vermont.gov or (802)-793-4847

Purpose:

- Assemble a framework of location specific information to inform the initial stages of design for a capital project.
- Incorporate local and regional perspectives into the Agency's pre-design information gathering process.

Resources:

- NPS Questionnaire as sent by agency per project
- SFY24 & SFY25 Transportation Program for list of incorporated projects
<https://vtrans.vermont.gov/about/capital-programs>

Information: VTrans Asset Management Bureau (AMB) is responsible for budgeting and programming projects. Once a new project is programmed in the Transportation (Capital) Program, AMB initiates a New Project Summary (NPS) process to document the transportation issues and concerns that may exist in a corridor. NPS are for projects that have funding secured and outreach is limited to internal partners and RPCs. RPCs decide the level of outreach and engagement with stakeholders based on regional knowledge and relationships.

What NPS captures	The process is a high-level review of the asset, maintenance, safety, and local and regional concerns within the project area. During the process, AMB reviews relevant data in the corridor and consults with internal Agency partners. While issues may arise as the project progresses through design phases, the intent is to provide a basic framework for the project at the onset of the design.
What NPS is not	The process is not intended to define or scope a project.

VTrans Role

- Responsible for all technical work and management of process.
- Lead development of New Project Summary documentation.
- Provide RPCs with specific questions to address during the NPS review.

RPC Role

RPCs should anticipate 3-8 hours per NPS based on level of municipal coordination conducted.

- Provide input on NPS questionnaire with an emphasis on regional and local context.
- Inform VTrans of relevant plans and planning efforts specific to the corridor.
- Submit regional and local input through the NPS questionnaire according to timeline defined at onset of request. CC VTrans Planning Coordinator on submittal.

5.3 VTrans Project Outreach and Coordination Parts A & B

Overview:

VTrans partners with RPCs to develop and implement public outreach plans prior to, during, and following project definition and/or during construction of state highway, interstate highway, bridge, bicycle & pedestrian, rail, aviation, transit, or other high impact projects. This partnership with the RPC helps to ensure heightened public understanding and engagement throughout project development and construction.

RPCs typically assist VTrans in tailoring outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, helping to engage key players in the community, and bringing a regional perspective to how the project will affect a community. For high-impact projects, a Public Information Consultant (PIC) may be engaged through the Agency's Public Information Services contract to assist Project Managers and Resident Engineers in collaboration with RPCs. RPCs are expected to continue to coordinate with VTrans on outreach for projects during the construction phase.

RPCs should anticipate a minimum of 20-25 hours; effort will depend on the number of projects per RPC.

5.3A Project Definition and Development

Task Due Date:	Year Round
Task Deliverable:	Participate in VTrans project outreach and coordination efforts as requested
Task Timeframe:	Concentrated push project
Task Contact:	Project Manager assigned to VTrans Project, and/or PIO; VTrans Planning Coordinator

Purpose: Coordination of stakeholder engagement during project definition and development stages.

Task Information: <https://vtransparency.vermont.gov/>

VTrans Role:

- Request support from RPCs in developing and implementing the outreach process for a specific project(s) in or adjacent to their region. Activities may include:
 - Develop a stakeholder list,
 - Brainstorm effective involvement strategies for the impacted community(ies) and managing project related disruptions
 - Completion of the Local and Regional Concerns Questionnaire.
- Conduct meetings with RPC support. Ensure that the appropriate VTrans project managers, technical experts and consultants are available to participate in and support the meetings
- Provide RPCs with all necessary project documents, graphics, plans, maps, timelines, etc.

RPC Role:

- Identify key local/regional stakeholders and help to ensure key stakeholders are engaged.
- Ensure outreach plan is tailored to the local community.
- Help VTrans to identify and understand local and regional issues and concerns.
- Assist municipalities in completing Local and Regional Concerns Questionnaire
- Participate in information gathering discussions with identified stakeholders, when appropriate.

- Attend Regional Concerns and Alternatives meetings held with municipality(ies).
- Review and provide comments on Scoping, Preliminary, and Final project plans as appropriate.
- Coordinate with adjacent RPCs when a project will have cross-regional impacts.
- As necessary, assist VTrans with communications to municipality(ies) to ensure completion of required submittals (e.g., questionnaire, preferred alternatives acceptance letters, cost share agreements etc.)
- As needed, assist the municipality to identify and notify affected stakeholders (property owners, businesses, etc.) who may be impacted by a road closure.

5.3B Construction Projects

Task Due Date:	Year Round
Task Deliverable:	Participate in VTrans project outreach and coordination efforts as requested
Task Timeframe:	Concentrated push before project
Task Contact:	Project Manager, Resident Engineer, and/or PIO VTrans Planning Coordinator

Purpose: Coordination of outreach to facilitate heightened public awareness of impacts during project construction.

VTrans Role

- Coordinate with RPC on outreach with the intention of reducing regional mobility impacts, minimizing disruption to residents and businesses, and coordinating traffic management.

RPC Role

- Update any information provided during the Project Definition and Development stage that may need updating– for example changes in contact information and any changes to local context.
- Help VTrans identify and understand local and regional issues and concerns.
- Alert VTrans if any potential issues are developing.

6.0 Municipal Roads General Permit Support Overview

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. In January 2023, municipalities began the second cycle of this 5-year permit. It is the responsibility of the municipality to take corrective action on the non-complying road segments prioritized in the REI, annually report to DEC progress on compliance, and maintain the REI (e.g., update status of segments or assess segments as needed).

RPCs may continue to engage in outreach and education efforts for municipalities in coordination with DEC and VTrans staff. Limited training, workshops, and other communication will be consistent with identified DEC guidance and program requirements. RPCs may also engage in limited planning activities to support municipal MRPG efforts, the primary manner through which MRGP planning activities are completed should be through the Better Roads program in coordination with DEC's program and guidance.

7.0 Unallocated Task for FFY26

8.0 State-Owned Rail Trails Overview

Task Due Date: May 31, 2026:

- Develop annual priorities based on Management Plans and Council-identified needs.

September 30, 2026:

- Organize & facilitate at least 6 trail specific Rail Trail Council meetings.
- Organize & facilitate the annual statewide Rail Trail Council meeting (can be in coordination with the Walk-Bike Summit).
- Organize & facilitate Rail Trail Coordination meetings.
- Assist AOT with annual trail user surveys (survey notification)
- Assist AOT with annual Small Culvert Inventories
- Support the Trail Friendly Business Program (deliverables found in the TFBP Annual Calendar of Action Steps)

Task Timeframe: Year Round

Task Deliverable: - See “Task Due Date” above
- NRPC, RRPC, & NVDA: Assist with development of Management Plan

Task Contact: Jackie Cassino | Rail Trail Program Manager
Jackie.Cassino@vermont.gov or (802) 505-8193

Purpose: Ensure a collaborative and consistent approach to the management of State Rail Trails through the support and management of Rail Trail Councils in accordance with the [Vermont Rail Trails Council Guidance](#). Rail Trail Councils statewide shall support the development and implementation of their respective Management Plans.

Resources: [Vermont Rail Trails Council Guidance](#)
[Rail Trail Management Plans](#)
[Trail Friendly Business Program](#)

Information: The primary function of a Rail Trail Council is to support engagement with trail communities, coordinate volunteers and local initiatives, assist in trail promotion and outreach, support project development and implementation, encourage educational programming, and provide eyes and ears on the Trails through its membership. Rail Trail Councils will advise VTrans on trail management and use issues, support trailhead improvement and development projects, support the rail trail count program deployment, support emergency access related planning activities, direct community volunteer efforts through support of the Trail Ambassador Program, and assist in the development, launch, and management of the Trail Friendly Business Program. Joint RPC/VTrans organization and facilitation of monthly Rail Trail – RPC coordination meetings (six hosted by RPCs & six hosted by VTrans).

State-Owned Rail Trails	Beebe Spur Rail Trail – 4.0 miles Delaware & Hudson Rail Trail – 19.8 miles Lamoille Valley Rail Trail – 93.0 miles Missisquoi Valley Rail Trail – 26.3 miles
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VTrans Role

- The VTrans Rail Trail Program Manager will be the primary point of contact for support, questions, and reporting of trail issues for all Rail Trail Councils.
- Support the Rail Trail Councils through regular meeting attendance, technical support, and connect with funding sources. (*ongoing*)

- Joint organization and facilitation of monthly Rail Trail- RPC coordination meetings, VTrans will host six per year.
- Revise the Rail Trails Councils Guidance document (*as needed*)
- Complete the BSRT, DHRT, and MVRT Management Plans. (*ongoing*)
- Continue to develop and implement the rail trails count program. (*ongoing*)
 - Install trail counters on the MVRT and DHRT.
 - Develop and launch the Trail Count Dashboard.
 - Provide trail count updates upon request.
 - Support the RPCs with supplemental counts upon request, utilizing the Rail Trail Count Program Guidance.
- Manage the Rail Trail System website (*ongoing*)
- Manage the Rail Trails Marketing Plan (*ongoing*)
- Support the development of the Trail Friendly Business Program (TFBP). Specific tasks outlined in the TFBP Annual Calendar of Action Steps. (*ongoing*)
- Provide technical assistance for communities developing and/or improving rail trail trailheads.
- Provide technical assistance and support for small culvert inventories.
- Revise Trailside Amenities Design Guidelines (*FY25-26*)

RPC Role

- RPC staff to meet with VTrans monthly.
- Joint organization and facilitation of monthly Rail Trail- RPC coordination meetings, RPC will host six per year.
- Provide municipal support (e.g., existing grant projects or assistance applying for additional grant funds).
- Provide staff support for the Rail Trail Councils according to the VTrans guidance.
- Organize and facilitate regular Rail Trail Council meetings at least six times per year.
- Organize and facilitate the Statewide Rail Trail Council meeting. This can be in coordination with the Walk-Bike Summit.
- Provide technical support and municipal assistance for the development of Rail Trail trailheads and/or improvements (as needed).
- Complete Tasks in Rail Trail Business Friendly Program Annual Calendar of Action Steps.
- Assist AOT with Small Culvert inventories.
- Assist AOT with the Trail Ambassador Program (Continue pilot on the LVRT).

1. Rail Trail Council(s)

- Organize the annual Statewide Rail Trail Council meet up.
- Staff and provide support to the Rail Trail Councils; Councils should meet at least six times during FFY26.
- Educate Rail Trail Council members on the Vermont Rail Trails Council Guidance memo. Recommend revisiting the memo and/or relevant Rail Trail Councils bylaws, rules & procedures annually.
- Recruit individuals across diverse disciplines to participate in each Rail Trail Council and establish Councils with diverse representation (refer to Guidance).
- Provide administrative support duties to the Council such as: scheduling regular meetings; taking and posting meeting notes and/or minutes; keeping updated contact list of active volunteers and members; assisting interested communities in grant applications for trailside improvements; etc.
- Identify appropriate volunteer needs and roles, setting expectations for volunteers, and assigning tasks. Example activities may include but are not limited to: assisting with the implementation of the Trail Friendly Business Program and the Rail Trail Ambassador Program, establishing a trail friendly business program; volunteers assisting with invasive species inventory and management; Green Up Day or other beautification efforts; intercept surveys or other more in-depth user inventories or counts; trailside amenity maintenance.

2. *Rail Trail Friendly Business Program*

- Support the management of the Trail Friendly Business Program. Task details and deliverables are located in the TFBP Annual Calendar of Action Steps.

3. *Count Program*

- Assist with trail user and intercept surveys; refer to the Rail Trail Count Program Guidance memo.

4. *Small Culvert Inventories*

- Assist AOT in the completion of small culvert inventories on rail trails. This will include an annual half-day field training/orientation, rail trail culvert inventory, data collection, and a monthly status report (which can be completed during a regular Coordination meeting).

5. *Management Plan(s) and related documents*

- Participate in the development of Rail Trail Management Plans. Develop annual priorities based on Management Plans and Council identified needs.
- As needed, assist AOT with revisions to the Rail Trail Facility Design Guidelines.

9.0 Other Planning Activities Overview

This task captures transportation planning activities that apply to a specific RPC or sub-set of RPCs to carry out a strategic initiative. These initiatives may evolve, occur at infrequent intervals, or may arise during the Fiscal Year. These initiatives are included in the TPI grant agreement if applicable to the RPC.

Examples include but are not limited to:

- Walk-Bike Summit Hosting
 - Older Adults & Persons with Disabilities (O&D) Summit
- VTCulverts support
- Planning and Environment Linkages (PEL)