



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday July 22, 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) Election of FY 26 TAC Officers (*Action*)
- 6:45 3) Approval of May 2025 TAC Meeting Minutes (*Enclosed; Action*)
- 7:10 4) Approval of FFY 26 TPI Workplan (*Enclosed; Action*)
- 7:20 5) TAC Member Round Table
 - a) Local concerns including project updates and other issues
- 7:30 6) Adjourn

TAC Field Trip Will be Held on the Afternoon Tuesday July 29th, 2025

Next Meeting September 23, 2025

Persons with disabilities who require assistance or alternate arrangements to participate in programs or activities are encouraged to contact Nancy Chartrand at 802-229-0389 or chartrand@cvregion.com at least 3 business days prior to the meeting for which services are requested.

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



Transportation Advisory Committee (TAC)

Minutes

Tuesday, May 27, 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)	X	Roxbury	Gerry D'Amico
		Karin McNeill, Alt		Waitsfield	Don LaHaye
X	Duxbury	Alan Quackenbush	X		Alice Peal, Alt
		Bill Whitehair, Alt.		Warren	Jim Crafts
	E. Montpelier	Adam Stanforth	X	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)					

Bob A. brought the meeting to order at 6:32 PM.

Roll Call

- Roll was called and a quorum was present.

Adjustments to the Agenda

- None

Public Comments

- None

Staff Announcements

- Field work has begun for the region including traffic counts and road erosion inventories.
- Regional Safety Action Plan and Network Analysis project is underway and will be looking to the TAC to act as stakeholder representatives for the towns.

Approval of March 2025 TAC Meeting Minutes

- Robert W moved that minutes be approved, 2nd by Alice P.
 - Group voted; Motion passed.

Discussion: TPI FY 26 Guidance/Work Program

- Reuben M presented the TPI FY 26 Guidance and draft work program
- The group discussed transportation planning documents.
 - Bob A clarified the location of rail information in the plan.
 - Joyce M raised concerns about the lack of federal funding and state incentives for electric vehicles, questioning what the RPCs would do in light of these challenges.
 - Reuben M responded that CVRPC will continue to assist municipalities in planning and looking for funding.
 - Alice P explained that VTrans could still develop plans for reducing emissions and promoting electric vehicles, but would need to wait for federal funding and potential restart of state programs.
 - CVRPC confirmed that their transportation work was currently stable and funded at the same level as the previous year.
 - Mike H suggested that the TAC have Andrea Wright as a guest speaker on energy and emissions funding.
 - Alice P suggested that STIP presenter (VTrans Finance) speak to the TAC regarding current and expected funding picture.
 - CVRPC agreed that the suggested speakers would be helpful to clarify VTrans funding, policy, and priorities. CVRPC agreed to reach out to VTrans to schedule speakers.
 - CVRPC noted that the committee needs to finalize guidance and work plan documents by the end of July to secure Executive approval by September for October implementation.
 - David E endorsed the idea of speakers and asked about how traffic count locations were determined.

- Keith explained that towns request locations and the state maintains a database
- David inquired about the document's reference to 3 seasonal 7-day counts per year at 4 locations.
- Reuben explained that this is a minimum requirement of the program and towns can request priority locations they'd like to see counted.
- Keith clarified that they are conducted per region rather than per town, with staff selecting the locations unless already counting in a specific place. Keith shared that they have been conducting counts in the Mad River Valley for almost 9 years, noting that historical data with established baselines allow for more robust analyses of emergent patterns.
- Alice P asked about transit planning work, specifically seasonal buses.
 - Reuben M explained that this falls under the transit planning support task, and that analyses of regional shuttles could be added to workplan if requested.

TAC Member Round Table

- **Crosswalk Demonstration Project Review:** Ron K asked about the proposed crosswalk demonstration project near Red Hen. Reuben M explained that the project, which aims to calm traffic and measure driver response to a mock-up of the Walkable Middlesex locally preferred alternative, involves flexible delineators and temporary asphalt tape, is currently under review by transportation engineers and aims to be installed for three weeks this summer, potentially between July and September. Ron K expressed concerns about the safety of the location due to the S-turn and heavy traffic and requested to be kept informed about the project's progress.
- **Road Flooding and Infrastructure Repairs:** Alice reported on recent flooding in Waitsfield, where heavy rains caused significant road damage and closures, including a major washout on Butternut Hill Road. She emphasized the need for better maintenance of culverts and bridges to prevent future issues, noting that efforts to secure federal funding have been unsuccessful. Mike shared Waterbury's efforts to mitigate muddy roads, particularly on Perry Hill, using pavement grindings and additional gravel. Robert reported that Berlin will soon have a new bridge installed on Payne Turnpike North, reconnecting Fisher Road and Route 62 after a two-year closure.
- **Gerry D inquired about the status of the TPI:** CVRPC explained the agenda item was informational and requested that any proposed amendments be brought to the June meeting for inclusion in the work plan.

- **Field Trip Planning:** Gerry D inquired about a July field trip. The group discussed the possibility of a field trip in July, with Alice suggesting a visit to see rail switches (per Zoe N's TAC presentation) and Mike mentioning the Stowe Street Bridge project in Waterbury as a potential site. The conversation ended with Peter making a motion to adjourn, which was seconded by Robert and approved by the group. Bob A mentioned ongoing pavement work on Route 2 between Danville and Marshfield.

Adjourn

- A 7:30 PM Peter C moved to adjourn Robert W 2nd the motion.
 - Group voted; Motion passed.

Action Items

- Reuben to coordinate with Andrea Wright from VTrans for a potential guest speaker appearance at a future TAC meeting to discuss environmental planning and transportation energy issues.
- Reuben to explore inviting the VTrans Director of Finance to present on the State Transportation Infrastructure Program and funding processes at a future TAC meeting.
- TAC members to review the TPI FY26 Guidance/Work Program document and provide any feedback or suggestions at the June meeting.
- Keith to follow up with David Ellenbogen et al via email with the correct link for the traffic count data website.
- TAC members to propose ideas for the July field trip, considering options such as railroad infrastructure, the Stowe Street Bridge project in Waterbury, or other ongoing projects in the region.

Respectfully submitted by:

Reuben MacMartin, Senior Transportation Planner



Transportation Advisory Committee (TAC)

Minutes

Tuesday, June 24, 2025

Attendees:					
	Barre City			Northfield	Thomas Davis
X	Barre Town	Phil Cecchini			Jeff Schulz, Alt
X	Berlin	Robert Wernecke		Orange	Lee Cattaneo
	Cabot	John Cookson	X	Plainfield	Bob Atchinson (Chair)
X	Calais	David Ellenbogen (Vice Chair)	X	Roxbury	Gerry D'Amico
		Karin McNeill, Alt	X	Waitsfield	Don LaHaye
	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		Waterbury	Mike Hedges
	Marshfield	Todd Eaton			Doug Greason, Alt
	Middlesex	Ronald Krauth	X	Williamstown	Richard Turner
	Montpelier	Dona Bate	X	Woodbury	Michael Gray
X	Moretown	Joyce Manchester			
				Worcester	Bill Arrand
Staff: Reuben MacMartin, Keith Cubbon Guests: Monica White (GMT), Marcella Dent (VTrans), Andrea Wright (VTrans), Hilary DelRoss (VTrans), Otis Ellms-Munroe (VTrans)					

David E. brought the meeting to order at 6:49 PM.

Roll Call

- Roll was called and a quorum was not present.

Adjustments to the Agenda

- None

Public Comments

- Monica W. provided updates on GMT adjustments to the MyRide service and the restoration of fixed-route service between Montpelier and Hospital Hill in Berlin. Monica

1 also informed Committee that Tri-Valley Transit would be taking over GMT Central VT
2 service in 2026.

3 **Staff Announcements**

- 4 • Keith C. introduced planning techs and informed that road erosion inventories have
5 been completed.
- 6 • Reuben M. reported that FY 26 TPI workplan was well underway and that there would
7 be funding and staff time available to conduct studies for towns. Requested that TAC
8 members advise their towns and gather requests to be voted on at a future TAC.

10 **Approval of March 2025 TAC Meeting Minutes**

- 11 • No quorum present

12 **Presentation: VTrans Environmental Policy & Sustainability**

- 13 • Andrea W. provided an overview of Vermont's climate action initiatives, focusing on
14 emissions reductions, resilience, and carbon sequestration. She highlighted the closure
15 of several EV incentive programs due to depleted funding and discussed Vermont's
16 adoption of California's zero-emission vehicle regulations, which are currently paused
17 due to concerns about vehicle availability. Andrea also explained that a climate policy
18 study found that joining a cap-and-invest program would not meet Vermont's 2030
19 emissions targets, though it remains a priority recommendation in the updated Climate
20 Action Plan.
- 21 • Hilary D. presented an overview of Vermont's state investments in charging
22 infrastructure, focusing on fast charging stations. She highlighted that while Vermont
23 leads in charging ports per capita, it lags in fast charging availability. Hilary discussed the
24 progress made under the NEVI program, which required stations every 50 miles along
25 highways, with 11 awards given for 15 priority locations. However, the FHWA rescinded
26 Vermont's approved state plans in 2025, pausing contracts and obligating only 2 million
27 dollars in state funds for two projects in Randolph and Wilmington.
- 28 • Otis E-M. discussed the Protect program, which provides \$37 million in formula funds
29 for resilience projects, with \$28 million already apportioned to 12 construction projects.
30 He highlighted the Transportation Resilience Planning Tool (TRPT) and the Resilience
31 Improvement Plan, which identifies priority locations for infrastructure improvements.
32 Otis also mentioned upcoming updates to these tools to include recent damage data
33 and new projects. The agency is working on several research projects, including
34 quantifying the resilience benefits of MGRP best management practices and exploring
35 nature-based solutions for transportation infrastructure.

- Alice P. inquired about resources available for municipalities to develop their own resilience improvement plans, to which Otis and Andrea responded that planning grants are available and VTrans staff can provide assistance.
- David E. and Andrea W. discussed the increase in EV registrations in Vermont between September and December 2023, attributing it to new lease incentives and higher EV incentives. They also explored the concept of a cap-and-invest program, with Andrea explaining the need for it to be regional due to economic constraints and potential leakage issues.
 - David E. mentioned an upcoming webinar on the topic, and Andrea recommended reviewing the executive summary of a climate policy study for more information.

Discussion: Additions to FY 26 Workplan

- Central reminded attendees to submit any town-specific priorities for the fiscal year 26 work plan, as the draft would be reviewed by VTrans soon.

TAC Member Round Table

- **Williamstown Culvert Replacement:** Rich T reported that Williamstown is proceeding with a \$400,000 funding package to construct a replacement box-culvert/aquatic organism passage with site prep to start this autumn and construction expected to be completed in 2026.
- **Upcoming TAC Field Trip:** Davide E. confirmed plans for an upcoming field trip to Waterbury, which will include a hybrid meeting at the town office starting at 6 PM, followed by a visit to the Stowe Street Bridge reconstruction site, with carpooling arrangements to be coordinated.

Adjourn

- A 7:53 PM Don L moved to adjourn Alice P 2nd the motion.
 - Group voted; Motion passed.

Action Items

- All TAC Members: Submit town priority projects to Central VT staff for inclusion in the FY26 work plan by end of June
- VTrans Team: Send final Climate Action Plan materials once finalized over the summer
- Central VT Staff: Coordinate logistics and share details for July field trip to Stowe Street Bridge, including parking arrangements and carpooling plans
- Central VT Staff: Share PDF of VTrans presentation slides with meeting attendees

Respectfully submitted by:

Reuben MacMartin, Senior Transportation Planner

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

FFY 2026 Transportation Planning Initiative

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

Approved by: TAC _____; Executive Committee _____

EXHIBIT 1: WORK PROGRAM

Purpose and Summary

This document describes the Central Vermont Regional Planning Commission (CVRPC) Transportation Planning Initiative (TPI), Federal Fiscal Year 202 Work Program. The transportation program is continually adapted to meet the needs of our 23 municipalities, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that CVRPC staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics. The regional transportation planning program is intended to achieve the following goals:

- Enhance cooperative decision-making among state, regional, and local partners about the transportation system.
- Better connect federal, regional, and statewide transportation planning.
- Provide technical assistance to municipalities and expand their ability to implement transportation planning best practices.
- Deliver results that advance VTrans strategic and long-range transportation plans.

Under the CVRPC TPI Work Program, regional staff create the Transportation Element of the Regional Plan, facilitate the prioritization of VTrans projects, engage municipalities in the VTrans planning processes, provide transportation planning services to municipalities, transmit local input into state planning processes, and study transportation problems.

The current Work Program continues the above activities. In addition, activities have been added to strengthen the transportation/land use linkage, assist municipalities to plan for a resilient transportation system, and plan for Clean Water initiatives.

This work program is presented under seven tasks, each corresponding to the VTrans FFY 2026 TPI guidance materials and direction from VTrans. The narrative for each task includes a description of the proposed goals, objectives, and activities to be undertaken the resulting products.

TASK 1. PROGRAM ADMINISTRATION

Objective:

The purpose of this task, is to effectively execute the management and administrative functions related to conducting the regional transportation planning process and includes development of work programs, work related to the consultant selection process, and maintain financial records and develop reports in conformance to all applicable federal and state laws, regulations and guidance.

Included, but not limited to are the following activities:

TPI Task 1.1-TPI Monthly Meetings

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

TPI Task 1.2-TPI Program Performance Reporting

Complete annual TPI and VAPDA performance reporting, including:

- a) Tracking performance indicators during the year and submit to VTrans;
- b) Compiling a list of planning projects completed during the year and submit to VTrans
- c) Submit completed performance indicator template by June 30, 2026
- d) Submit a list of completed planning projects by June 30, 2026
- e) Conduct financial and progress reporting to meet federal and VTrans requirements, such as preparation of monthly billings, monthly progress reports, and weekly status reports regarding work accomplishments and financial status.

TPI Task 1.0- Additional tasks to be performed, including but not limited to:

- 1 Hire, train, and supervise staff, and hire, supervise, and evaluate consultants as necessary to undertake the work program.
- 2 Prepare and update policies and procedures to maintain compliance with state and federal laws, procedures, and requirements.
- 3 Participate in a commission-wide audit, in conjunction with other CVRPC programs and in conformance with federal standards.
- 4 Develop an indirect cost proposal.
- 5 Purchase supplies, equipment (Ex. traffic or pedestrian counters, iPad for data collection), and software directly related to TPI activities and necessary to complete the work program; repair and maintain equipment as necessary.
- 6 Complete training to enhance knowledge and skills specific to transportation planning best practices.

Personnel: Executive Director, Senior Planners, Planners, Planning Technicians, Office Administrators

Products: Administrative activities will be ongoing throughout the agreement period. Specific products will include procurement documentation, monthly invoices, progress reports, an annual audit report, indirect cost proposal, related proposals, subcontracts, work programs, budgets, updated policies, and the CVRPC FY26 Annual Report and VAPDA SFY2026 Annual Report that includes transportation performance measures.

TASK 2. PUBLIC PARTICIPATION AND COORDINATION

Objective:

To ensure that the public, business owners, and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. Additionally, this task shall support a regional approach to transportation planning, promoting cooperation, coordination and the exchange of information across modes, providers and jurisdictional boundaries, consistent with FHWA's planning requirements.

Included, but not limited to are the following activities:

TPI Task 2.1-State Transportation Improvement Program

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

Support including:

- a) Assist VTrans to publicize the public hearings(s) and distribute the notice with the TAC and affected municipalities.
- b) Participate in a STIP public hearing.

TPI Task 2.2-Travel Demand Management

Participate and coordinate Travel Demand Management initiatives to meet the needs of Central Vermont, including participating, coordination and outreach as part of the Park Your Carbon Challenge.

- a) Conduct a minimum of four engagement activities (see guidance for recommendations)
- b) Provide report on TDM-related activities conducted during the SFY26 (July-June) by September 30, 2026.

TPI Task 2.3-Road Supervisors Meetings & Vermont Local Roads Coordination

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

- a) Coordinate scheduling of regional meetings. Host at least two Regional Road Foreman meetings per year; provide meeting notice to VLR, VTrans District personnel and VTrans Planning Coordinator.
- b) Notify VLR and VTrans District staff of municipal personnel changes (Road Foreman, Public Works Director, etc.) to enable outreach to new staff

- c) Awareness of and participation in relevant training opportunities offered through the VTrans Training Center (VTTC) and VLR

TPI Task 2.4- Vermont Strategic Highway Safety Plan Education

Assist in public outreach and collaborate on events organized by the State Highway Safety Office. Assist VTrans to identify stakeholders to engage on safety initiatives.

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

TPI Task 2.5- Aviation Program Coordination

Coordinate the region's participation in the VTrans Aviation Program, including participation in State Aviation Council meetings and exploration of a State Airport Committee for the Edward F. Knapp Airport

- a) Airspace Protection:
 - a. 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.
 - b. Monitor for development occurring around the airport with respect to airspace protection and ground transportation to airports.
- b) Multimodal Connectivity
 - a. Assist with the coordination of planning and public involvement activities during state-owned airport planning activities to ensure connectivity between modes.
 - b. Incorporate state aviation goals or contents into long range regional planning efforts.
- c) Attend Local Airport Commission meetings and provide support where needed.
- d) Attend at least 1 of 4 Vermont Aviation Advisory Council quarterly meetings (VAAC).
- e) Invite or enhance communication by having an aviation representative participate in Commission's TAC

TPI Task 2.6- Human Services Transportation Coordination

Coordinate implementation of a multi-year plan to ensure adequate access to essential services is available to the public and underserved populations (including elders and persons with disabilities).

- a) Submit updated Committee Annual work plan, goals and objectives by June 30, 2026.
- b) Organize and facilitate regular Committee meetings at least 4 times a year by September 30, 2026
- c) RPCs shall be the leading agency for these meetings.
- d) 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.
- e) Include your VTrans Planning Coordinator and Public Transit Coordinator on Committee correspondence.
- f) 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
- g) Coordinate with VTrans and Public Transit Provider(s) to expand tracking of denials and unmet needs
- h) Assist Committees with evaluating the data and potential.
- i) Help VTrans with centralized tracking of defined O&D basic information.
- j) Attend the annual O&D Summit (rotates between virtual and in-person).
- k) Assist VTrans with organizing the annual O&D Summit, particularly assisting with outreach and being a liaison to the O&D Committees.
- l) Participate in discussion of how to incorporate equity principles and practices into the O&D program and regional committees' practices.

TPI Task 2.7- Complete Streets Coordination

Partner with VTrans to provide training on complete streets to municipalities and support municipalities in complete streets compliance reporting to VTrans

- a) Assist VTrans with development of municipal training
- b) Collect Municipal Complete Streets Compliance Forms (see guidance)

TPI Task 2.0- Additional tasks to be performed, including but not limited to:

- 1 Coordinate transportation planning activities with adjacent regional commissions, public

transit providers, economic development agencies, human service providers and advocates, housing organizations, VTrans, and other organizations.

- 2 Publish and advertise informational materials regarding activities of the Regional Transportation Planning Program and related VTrans planning efforts. Media can include newsletters, website and social media content, and other materials to enhance understanding of the planning process, evaluation of needs, and development of transportation solutions.
- 3 Meet regularly with VTrans staff to discuss the development, implementation and progress of programs and activities of interest to the region's member municipalities.
- 4 Monitor the development of legislation affecting local and regional transportation; communicate information as appropriate.
- 5 Coordinate and facilitate the Central Vermont Transportation Advisory Committee (TAC) and coordinate its activities with local officials, groups, and other regional TACs and its involvement in statewide modal and policy plans.
- 6 Engage the public in the identification of transportation problems and solutions, including in the Regional Plan update as it pertains to various modes of transportation, goals for transportation planning, and future transportation needs.
- 7 Serve on various transportation-related task forces and study committees.
- 8 Attend meetings of local boards and commissions on transportation related topics including safety improvements, capital planning, infrastructure planning, etc.
- 9 Participate in emergency management training and activities to support a resilient transportation system.
- 10 Monitor current transportation projects by reviewing the five-year VTrans Capital Program and Project Development Plan, and the STIP.
- 11 Obtain in-house reference materials, such as periodicals, manuals and textbooks, on transportation planning, engineering, and related topics, for use by staff, local officials and the public.
- 12 Training staff, Transportation Advisory Committee (TAC) and RPC members
- 13 Facilitate and participate in the public decision-making process for project development

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

Products: Complete streets reporting; O&D workplan and hosting O&D Committee meetings; Airport Committee and Aviation Council participation and tracking of aviation participation in TAC; Participation in Highway Safety Office events and initiatives; Host and track participation in Road Foreman meetings; TDM activity reporting; STIP outreach and participation in annual hearing.

TASK 3. PLANNING

Objective:

Under this task, the Region will integrate multi-modal transportation needs identified by existing and future land use patterns, socioeconomic characteristics and trends, environmental challenges and other driving factors into regional and local plans and solutions and propose solutions to meet those needs that respect Federal and State regulations and Vermont statutes. This will include considering planning activities through the lens of 26 V.S.A. § 4302, which stipulates that state agencies are responsible for supporting and reinforcing Vermont's historic settlement pattern of compact village and urban centers separated by rural countryside, under this task transportation planning activities should be considered through this lens. Furthermore, under this task CVRPC shall integrate the goals identified in the 2040 Vermont Long Range Transportation Plan.

Included, but not limited to are the following activities:

TPI Guidance Task 3.1-Regional Transportation Plan

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

TPI Guidance Task 3.2-State Modal Transportation Plan Coordination

- a) Participate in working groups, steering committees, and/or advisory committees of VTrans managed planning projects, such as acting as a technical advisor.
- b) Assist VTrans in outreach to local officials and the public
- c) Provide Regional Plan language relevant to Statewide plans as requested
- d) Provide data to support state level efforts

TPI Guidance Task 3.3-Regional Planning Initiatives

- 1. Demonstration Projects (Noteworthy Efforts for October TPI Meeting):
Provide technical assistance to municipalities in planning and implementing temporary and evaluative transportation-related demonstration projects on the federal-aid system.
 - a. Prepare application materials and participate in consultation meetings, as outlined in guidance.
 - b. With purchase approval from VTrans, 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.
 - c. Assist in public engagement plan development and implementation.
 - d. Data tracking throughout the project lifecycle.

- e. 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:
Identify short-term stakeholder recommendations to implement in combination with asset management projects and long-term needs that may be addressed through other VTrans and municipal programs.
 - a. As requested, provide available information, reports, data, etc. related to a selected project area.
 - b. 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):
Promote access to resources and materials that support and encourage roadway safety around schools and provide support as a Regional Expert.
 - a. General outreach to increase program awareness and participation of schools and municipalities (i.e. disseminate information, provide highlights for SRTS newsletter, etc.).
 - b. Assist in targeted outreach to gather programmatic feedback on SRTS engagement.
 - c. Conduct any of the following program support activities that could include but are not limited to:
 - i. Collect data to inform project planning and evaluation of project success.
 - ii. Serve on a working group, individual school or district-wide, to aid program success.
 - iii. Assist with the identification and engagement of relevant local and regional resources.
 - iv. Support the creation of (or update to) a School Travel Plan.

TPI Guidance Task 3.4-Public Transit Planning

- a) Public Transit Route Performance Analyses: Assist GMT with developing strategies to increase ridership and decrease the cost of providing service on struggling routes. May include land use, boarding, and routing analyses; surveys; and demographic analysis.
 - a. Conduct a study of seasonal transit services
- b) Transit planning and outreach assistance: Assist GMT with any transit planning efforts and aid with outreach strategies and implementation.
- c) Public Transit Board Membership: Serve on the GMT Board and related committees.
- d) Transit studies: Participate transit pilot projects in appropriate capacities.
- e) Electric bus pilot studies: Participate in electric bus pilot studies in appropriate capacities.

- f) Public Transit Asset Management Plan: Assist VTrans with outreach activities related to this plan.

TPI Guidance Task 3.5-Environmental Policy & Planning

- a) Assist VTrans in outreach to local officials and the public on and support general environmental planning activities.
- b) Participate in working groups and/or committees as requested by VTrans
- c) Attend and encourage municipal staff to attend training related to general environmental topical areas (ie Highways and Habitats, Rivers and Roads, etc).

TPI Guidance Task 3.6-Active Transportation Planning

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.

- a) Conduct Bicycle and Pedestrian planning as needed within region through regional level planning and/or technical support to individual municipalities
- b) Update bike/ped layers by collecting municipal bicycle and pedestrian facility data to maintain baseline facility information.

TPI Guidance Task 3.7-Rail Planning Coordination

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.

- a) Enhancing multi-modal access to Amtrak to seek solutions to the last mile issues, such as wayfinding and parking
- b) Assist with public outreach and dissemination of information
- c) Attend at least one of the quarterly VT Rail Advisory Committee (VRAC) Meetings
- d) Operation lifesaver advertisement/presentation
- e) Distribute VTrans press release and/or share RPC efforts on this task
- f) Share information with shippers and receivers about freight rail opportunities
- g) Engage in or support intermodal rail access planning through the following activities:
 - a. 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.
 - b. 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.

- c. 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.
- d. Identify industrial parcels to bring into use for the statewide Rail & Freight Plans that have brownfield issues

TPI Guidance Task 3.8-Highway Safety Planning

Support the Highway Safety Improvement Program (HSIP)

- a) Create general awareness among Transportation Advisory Committee (TAC) members of emerging highway safety concepts, including systemic safety.
- b) Review regional safety needs based on the screenings performed by VTrans and encourage municipalities to apply for safety grant opportunities.
- c) Coordinate and attend Road Safety Audit Reviews when requested by VTrans
- d) Explain and help facilitate VTrans assistance for municipalities both through technical support and coordination when appropriate on State Highways
- e) Provide technical assistance to municipalities regarding safety concerns and questions on local system roadways
- f) 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.

TPI Task 3.9-Transportation Energy Planning

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.

- a) Assist VTrans with outreach to local officials and general public on EV charging and statewide transportation energy efficiency priorities
- b) Encourage parties interested in hosting EVSE to document interest in the [Vermont EVSE Host & Service Provider Questionnaire](#)
- c) Coordinate with VTrans as additional guidance becomes available
- d) Pursue additional climate and energy-related work conditional on confirmation of eligibility

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

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

Personnel: Executive Director, Planners, Planning Technicians

Products: Updates to the Regional Transportation Plan; Rail Plan priority parcels list; Participation in Monthly TPI Roundtable.

TASK 4. Data Collection and Management

Objective:

Data collection and management tasks support balanced planning efforts by grounding decision making in observations made directly in the field. These efforts involve documenting and uniformly reporting transportation facility location, condition, performance, and usage, to provide a comprehensive perspective on statewide, regional, and local transportation infrastructure needs and opportunities to VTrans, RPCs and municipalities.

Included, but not limited to are the following activities:

TPI Tasks 4.1-Traffic Counts

Conduct vehicular traffic counts and submission to VTrans

TPI Tasks 4.2-Bike and Pedestrian Count Data

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

TPI Tasks 4.3-State and Municipal Park and Ride Counts

Compile data on park and ride usage to track capacity.

TPI Task 4.4-Highway Performance Monitoring System Data Program (TH MC)

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

TPI Task 4.5-Town Road Surface Data Verification

- a) 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.
- b) 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.
- c) Submit comments on the road surface data in the provided application. RPCs should target completing this task by September 30, 2026.

TPI Task 4.6-Town Highway Bridge and Culvert Inventories

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

- a) Inputting municipal bridge or culvert data collected by the RPC into VTCulverts.
- b) Host one training with municipal representatives.

TPI Task 4.7-Public Transit Bus Stop Inventory

Field inventory of public transit bus stops.

TPI Task 4.8-Resilience Data

- a) Assist with failure and vulnerability variables for 2023 and 2024 Detailed Damage Inspection Reports (DDIRs) to update the Transportation Resilience Planning Tool (TRPT)
- b) Consult the Resilience Improvement Plan (RIP) and TRPT in assisting municipalities with Local Hazard Mitigation Plans (LHMPs) and other projects
- c) Provide input for Reducing Repeat Damage tool
- d) Provide list of any planned or completed projects in RIP priority locations

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

- 1. Capture, monitor and maintain data for regional transportation facilities. Data may be gathered by using recommended equipment and state standards or by the purchase of relevant data sets where appropriate.
- 2. Assist municipalities with town highway road, culvert, bridge, sidewalk, bicycle facilities and roadway sign inventories and assessments.
- 3. Develop and maintain statistics, GIS data and analyses used to support transportation planning and project development (journey to work data, Longitudinal Employer-Household Dynamics, existing land use, land use regulations, floodplains, river corridors, farmland, critical wildlife habitat and hazardous materials, etc.)
- 4. Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.

Personnel: Executive Director, Planners, Planning Technicians

Products: Specific projects will include traffic, bike, parking, and pedestrian counts; updated TRPT variables and resilience projects list; field inventory of bus stops, input municipal bridge and culvert data into VTCulvert online platform, provide town highway surface and class data, town highway major collector infrastructure updates.

TASK 5. Project Development Overview

Objective:

Evaluate recommendations for capital projects identified through the planning processes in greater detail. Project development activities provide continuity between planning and implementation and provide a framework for on-going public participation as specific design alternatives, costs and impacts are explored. Establishing regional priorities for transportation projects is also a critical step because it ensures that regional goals are incorporated into project funding decisions and the implementation schedule.

Included, but not limited to are the following activities:

TPI Task 5.1.-VSPS2

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

- a) Attend meetings and trainings related to the prioritization process and execution.
- b) 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
- c) As requested, assist the VTrans consultant in the Regional Project Refinement process with facilitating the advancement of the regional project priority.
- d) As needed, review and provide feedback on VPSP2 (i.e., guidance materials, incorporation of additional transportation modes, etc.).

TPI Task 5.1.2.-New Project Summaries for Asset Management

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

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

TPI Task 5.1.3-a. & b. Project Definition and Development, and Construction Projects

Assist VTrans in tailoring public outreach plans to the local context by helping to develop stakeholder lists, identifying outreach methods that may be unique to a certain locale, in helping to engage key players in the community, and in bringing a regional perspective to how the project will affect a community. Provide continued coordination for better public awareness during project construction.

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

- f. Attend Regional Concerns and Alternatives meetings held with municipality(ies).
 - g. Review and provide comments on Scoping, Preliminary, and Final project plans as appropriate.
 - h. Coordinate with adjacent RPCs when a project will have cross-regional impacts.
 - i. 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.)
 - j. As needed, assist the municipality to identify and notify affected stakeholders (property owners, businesses, etc.) who may be impacted by a road closure.
- b) Construction Projects
- a. 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.
 - b. Help VTrans identify and understand local and regional issues and concerns.
 - c. Alert VTrans if any potential issues are developing.

TPI Task 5.0-Additional tasks to be performed, including but not limited to:

1. Conduct or participate in feasibility and project definition studies.
2. Identify local issues that relate to scoping analyses.
3. Assist and review communities' Municipal Assistance projects that can be funded and developed outside the statewide prioritization system (such as Transportation Alternatives, Bike/Ped and other locally managed projects).

Personnel: Executive Director, Planners

Products: Specific projects will include regional project prioritization list and map; scoping and feasibility studies as applicable; New Project Summaries input; Project assistance as applicable; participation in project outreach efforts as requested; NPS questionnaire input.

TASK 6. Municipal Roads General Permit Reporting

Objective:

As stipulated in Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) issued the Municipal Roads General Permit (MRGP) in January 2018. As part of the MRGP, municipalities are required to provide two components: a comprehensive Road Erosion Inventory (REI) of hydrologically-connected road segments and an associated Implementation Table Portal. The purpose of this task is to assist municipalities with tasks that support compliance with the MRGP.

Included are the following activities:

TPI Task 6.0-Municipal Roads General Permit Reporting

Assist municipalities with compliance with the MRGP by providing outreach, education and administrative assistance; data collection and management assistance and grant preparation.

Personnel: Executive Director, Planners

Products: Program reporting; ongoing collaboration with DEC on MRGP requirements