



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday May 26th, 2026, 6:30 p.m.

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

Join Zoom Meeting via Computer, Tablet or Smartphone:

<https://us02web.zoom.us/j/86220375669?pwd=aXFEYklna0VYeTBORmlhd2tZV3VKdz09>

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

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Agenda

- 6:30 1) Meeting Commencement / Verify Recording
 - a) Roll Call
 - b) Adjustments to the Agenda
 - c) Public Comment
 - d) Staff Announcements
- 6:45 2) Approval of March 2026 TAC Meeting Minutes and April 2026 Meeting Notes (*Enclosed; Action*)
- 6:50 3) Upcoming FFY 27 TPI Budget and Workplan (*Enclosed; discussion*)
- 7:20 4) TAC Member Round Table
 - a) Local concerns including project updates and other issues
- 7:30 5) Adjourn

Next Meeting: June 23, 2026

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Central Vermont Regional Planning Commission

Transportation Advisory Committee (TAC)

Minutes

Tuesday, March 24, 2025

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

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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

- Stephen Whitaker raised concerns about the TAC's role in Act 250 review processes and opined that the TAC should be requesting jurisdictional opinions when it becomes aware of projects.

1 **Staff Announcements**

- 2 • CVRPC has extended two offers for summer planning tech positions, one of which has
3 been accepted.

4 **Approval of January 2026 Minutes**

- 5 • Robert W moved that November Minutes be approved without modification, Rich T 2nd
6 the motion.
7 ○ Group voted; Motion passed.

8 **Discussion: Governor’s Budget and State Construction Projects for 2026**

- 9 • Keith walked the TAC through the changes in funding by program area for the FY 27
10 Governor’s Budget and VTrans projects list.
11 ○ Points of note were increased funding for paving of state roads and decreases in
12 funds for town highway bridges, policy and planning work, and transportation
13 alternatives.
14 ○ Phil C expressed disappointment in the state’s lack of funding for community-
15 based mobility initiatives such as Gopher that provide point to point trips for
16 people who are unable to drive and/or lack access to a personal vehicle or
17 transit.
18 ○ Monica W explained that the Mobility for All program had been cut which
19 limited GMT and partners ability to deliver point to point rides.
20 ○ Alice P brought attention to Freewheeling: the Mad River Valley’s community
21 mobility program which is run entirely with local volunteers and donations.
22

23 **Discussion: TAC Rules and Procedures**

- 24 • Keith C led a discussion of the TAC Rules and Procedures as an orientation/refresher on
25 the role and responsibilities of the TAC, as well as the need for annual documentation
26 from towns of appointment of members.
27 • A subsequent discussion raised the question of the TAC in Act 250 review and the nature
28 of the ACT 250 process.
29

30 **Discussion: Federal Highway Administration (FHWA) Request for Information (RFI)**

- 31 • Staff solicited input in responding to the RFI that FHWA had issued the week prior to the
32 meeting related to the Rural Opportunities to Use Transportation for Economic Success
33 (ROUTES) program.
34 • The RFI consists of questions relating to unmet rural transportation needs and
35 challenges for rural communities to access transportation funding.

- 1 • Stephen Whitaker raised the issue of cellular network coverage and dead spots as points
2 of concern on rural roads.

3 **TAC Member Round Table**

- 4 • Michael G and Rich T both reported on the status of culvert project in Woodbury and
5 Williamstown respectively.
6 ○ Alice P offered that there may be water quality money available to help fund
7 culvert projects whose costs have ballooned in recent years.

8 **Adjourn**

- 9 • At 7:17 PM Alice P moved to adjourn Lee C 2nd the motion.
10 ○ Group voted; Motion passed.

11 **Action Items**

- 12 • Staff to share current draft Transportation Element for Regional Plan Update
13 • Staff to send out TAC Rules and Procedures to members for further review
14

15 Respectfully submitted by:
16 Reuben MacMartin, Senior Transportation Planner



**Central Vermont Regional Planning Commission
Transportation Advisory Committee (TAC)**

Notes

Tuesday, April 28, 2025

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Attendees:					
	Barre City			Northfield	Thomas Davis
	Barre Town				Jeff Schulz, Alt
X	Berlin	Robert Wernecke		Orange	Lee Cattaneo
X	Cabot	Sid Griggs	X	Plainfield	Bob Atchinson (Chair)
	Calais	David Ellenbogen	X	Roxbury	Gerry D'Amico
X		Jordan Keyes, Alt		Waitsfield	Don LaHaye
X	Duxbury	Alan Quackenbush	X		Alice Peal, Alt
				Warren	Jim Crafts
	E. Montpelier	Adam Stanforth			Jennifer Faillace
		Jen Devine, Alt		Washington	Peter Carbee
	Fayston		X	Waterbury	Mike Hedges (Vice Chair)
	Marshfield	Todd Eaton			Doug Greason, Alt
X	Middlesex	Ronald Krauth	X	Williamstown	Richard Turner
	Montpelier			Woodbury	Michael Gray
	Moretown	John Lynch			
			X	Worcester	Bill Arrand
Staff: Reuben MacMartin, Keith Cubbon					
Guests: Monica White (GMT), Marcella Dent (VTrans), Matthew Arancio (VTrans)					

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Bob A. brought the meeting to order at 6:35 PM.

Roll Call

- Roll was called and a quorum was NOT present.

Adjustments to the Agenda

- None

Public Comments

- None

1 **Staff Announcements**

- 2 • CVRPC has received proposals for the Williamstown and Marshfield projects.
3 Williamstown received one response from a qualified firm and will not need to conduct
4 a scoring and selection process. Marshfield received two responses, and staff are
5 currently setting up the selection process with town steering.
- 6 • CVRPC staff are conducting and continuing to schedule town consultations as part of the
7 Regional Safety Action Plan they are creating. These consultations are intended to fill
8 gaps in knowledge that are not covered by other available data and information
9 sources.
- 10 • CVRPC informed TAC of the severity of price increases for materials that will impede
11 State and Town efforts related to roadway maintenance.

12 **Approval of March 2026 Minutes**

- 13 • No Quorum

14 **Discussion: Process for Non – Metropolitan Local Official Participation in the Statewide**
15 **Transportation Planning Process**

- 16 • Matthew Arancio presented the State’s updated guidance for “Non – Metropolitan Local
17 Official Participation in the Statewide Transportation Planning Process” which defines
18 the role of Regional TACs and their members.
 - 19 ○ Ensuing conversation turned largely on the question of what role for TACs with
20 VPSP2 process currently suspended.

21 **TAC Member Round Table**

- 22 • Jordan K requested information on funding sources for municipal projects. Staff agreed
23 to share relevant documents.
- 24 • Ron K inquired about the status of the proposed crosswalk demonstration at Camp
25 Meade in Middlesex. Staff informed that they were waiting on feedback from the recent
26 technical review by VTrans and would keep Ron informed of project status as it evolves.
- 27 • Alice P reported on two recent serious crashes in Waitsfield Village, both involving
28 intoxicated drivers putting their vehicles through the walls of buildings. She also
29 updated TAC on the multiple deficient bridges that Waitsfield finds itself dealing with.

30 **Adjourn**

- 31 • At 7:22 PM Mike H moved to adjourn Alice P 2nd the motion.
32 ○ Group voted; Motion passed.

33 **Action Items**

- 34 • Staff to check on status of Waterbury Regional Safety Action Plan consultation
35 scheduling for Mike H

- 1 • Staff to share “Show Me the Money” and other information on funding sources with
- 2 Jordan K and other interested TAC members
- 3 • Staff to keep Ron K updated on status of Meade demonstration
- 4

5 Respectfully submitted by:
6 Reuben MacMartin, Senior Transportation Planner



MEMO

Date: May 21, 2026
To: CVRPC Transportation Advisory Committee
From: Reuben MacMartin, Senior Planner
Re: TPI Work Program

About the TPI Work Plan

The Transportation Planning Initiative (TPI) is a grant program run by VTrans that provides annual funding to the RPCs for regional transportation planning work. The CVRPC adopts a TPI work plan annually that defines the tasks CVRPC staff will work on in the coming federal fiscal year (FFY). Only those tasks included in the work plan are eligible for funding under the TPI.

Please review the Federal Fiscal Year 2026 (FFY 26) TPI Work Program, appended below, as a starting point for formulation of our FFY 27 Work Program. It is the position of staff that over the next two fiscal years a substantial portion of TPI funds should be allocated to the creation of a new consultant-led regional transportation plan, as the RPC's most recent full, stand-alone, regional transportation plan dates to 2008.

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 2026 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 six 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 5.2.-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 5.3-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

**Exhibit II - Budget Detail by Task Category
FFY 2026 TPI Work Program**

Regional Planning Commission: CVRPC

Date:

<u>Task #</u>	<u>Task Description</u>	<u>Agreement Amount</u>
Task 1	Administration	\$ 40,705.50
Task 2	Public Participation and Coordination	\$ 21,377.60
Task 3	Planning	\$ 142,079.87
Task 4	Data Collection & Management	\$ 46,373.47
Task 5	Project Development Planning	\$ 4,284.17
Task 6	Municipal Roads General Permit (MRGP) Support	\$ 2,254.39
Sub-Total	Tasks 1 - 6 only	\$ 257,075.00
Task 8	State Owned Rail Trails	\$ -
Task 9	Other Planning Activities	\$ -
Total	All Tasks	\$ 257,075.00

**Exhibit III – Budget Detail by Expense Category
FFY 2026 TPI Work Program**

**Regional Planning Commission: CVRPC
Date:**

1. Regional Planning Commission Staff:

Staff Position	Hours	Rate (\$/hr)	Cost
Executive Director	140	\$66.37	\$ 9,291.80
Transportation Sr. Planner	990	\$45.06	\$ 44,609.40
Transportation/EM Planner	740	\$47.05	\$ 34,817.00
Planner	595	\$36.41	\$ 21,663.95
Natural Res. Planner	35	\$35.47	\$ 1,241.45
Administrative Staff	45	\$41.09	\$ 1,849.05
Natural Res. Sr. Planner	50	\$51.11	\$ 2,555.50
Land Use Planner	140	\$44.49	\$ 6,228.60
Comm. Dev. Planner	140	\$43.71	\$ 6,119.40
Energy Planner	80	\$37.19	\$ 2,975.20
Plan. Tech. 1	400	\$19.38	\$ 7,752.00
Plan. Tech. 2	400	\$19.38	\$ 7,752.00
Plan. Tech. 3	0	\$19.38	\$ -
Total Hours	3,755.00	Total Staff	\$ 146,855.35

2. Indirect Cost:

Indirect Rate (\$/hr)	Cost
62.00%	\$ 91,050.32

3. Direct Costs:

	Cost
Contractual	\$ 3,966.17
Travel	\$ 5,000.00
Supplies	\$ 300.00
Data/Ref	\$ -
Postage	\$ 800.00
Phone	\$ -
Copies/Printing	\$ -
Meetings	\$ 3,000.00
Equipment	\$ 6,103.16
Total Direct	\$ 19,169.33

4. Consultant(s):

	Cost
Contractual	\$ -
Travel	\$ -
Equipment	\$ -
Supplies	\$ -
	\$ -
Total Consultant(s)	\$ -

Total for All Expense Categories (1-4)	\$ 257,075.00
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Exhibit IV – Time by Task by Cost Summary
FFY 2026 TPI Work Program

Regional Planning Commission: CVRPC
Date:

A. PERSONNEL (Hours by Task):

Task #	Task Description	Executive Director	Transportation Sr. Planner	Transportation /EM Planner	Planner	Natural Res. Planner	Administrative Staff	Natural Res. Sr. Planner	Land Use Planner	Comm. Dev. Planner	Energy Planner	Plan. Tech. 1	Plan. Tech. 2	Plan. Tech. 3	Total Hours
1	Administration	35	170	110	0	10	0	0	10	10	0	15	15	0	375
2	Public Participation/ Coordination	15	120	100	0	25	20	0	0	0	5	5	5	0	295
3	Planning	80	570	280	575	0	25	25	130	130	55	80	80	0	2030
4	Data Collection & Management	5	100	200	20	0	0	25	0	0	20	300	300	0	970
5	Project Development Planning	5	20	30	0	0	0	0	0	0	0	0	0	0	55
6	MRGP Support	0	10	20	0	0	0	0	0	0	0	0	0	0	30
Sub-Total (Tasks 1-6) (Hours)		140	990	740	595	35	45	50	140	140	80	400	400	0	3755
8	State-Owned Rail Trails														0
9	Other Activities														0
Total (All Tasks) (Hours)		140	990	740	595	35	45	50	140	140	80	400	400	0	3755

B. OTHER DIRECT COSTS:

Task #	Task Description	Contractual	Travel	Supplies	Data/Ref	Postage	Phone	Copies/Printing	Meetings	Equipment	Total Direct (\$)
1	Administration	\$ -	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 4,103.16	\$ 13,203.16
2	Public Participation/ Coordination										\$ -
3	Planning	\$ 3,966.17								\$ 2,000.00	\$ 5,966.17
4	Data Collection/Management										\$ -
5	Project Development Planning										\$ -
6	MRGP Support										\$ -
Sub-Total (Tasks 1-6) (\$)		\$ 3,966.17	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 6,103.16	\$ 19,169.33
8	State-Owned Rail Trails										\$ -
9	Other Activities										\$ -
Total (All Tasks) (\$)		\$ 3,966.17	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 6,103.16	\$ 19,169.33

DIRECT COSTS. Contract: Audit; design and planning services as needed (problem evaluation); design/layout for transportation program materials. **Travel:** Mileage, rooms, meals, conference/workshop fees. **Supplies:** Office and mapping supplies used specifically for the transportation program. **Data/Ref:** Reference materials, portion of cost of new data. **Postage:** In support of the transportation program. **Phone:** Calls or data plans specific to transportation program activities. **Copies/Printing:** Reproduction costs, including photocopies. **Meetings:** Meeting room space, legal notices, other associated costs. **Equipment:** Any eligible equipment purchased during the implementation of the grant agreement e.g. traffic counters and computer equipment.

C. COST PROPOSAL SUMMARY

Task #	Task Description	Executive Director	Transportation Sr. Planner	Transportation /EM Planner	Planner	Natural Res. Planner	Administrative Staff	Natural Res. Sr. Planner	Land Use Planner	Comm. Dev. Planner	Energy Planner	Plan. Tech. 1	Plan. Tech. 2	Plan. Tech. 3	Total Staff	Indirect	Direct	Consultant 1	Total Cost
1	Administration	\$ 2,322.95	\$ 7,660.20	\$ 5,175.50	\$ -	\$ 354.70	\$ -	\$ -	\$ 444.90	\$ 437.10	\$ -	\$ 290.70	\$ 290.70	\$ -	\$ 16,976.75	\$ 10,525.59	\$ 13,203.16		\$ 40,705.50
2	Public Participation/ Coordination	\$ 995.55	\$ 5,407.20	\$ 4,705.00	\$ -	\$ 886.75	\$ 821.80	\$ -	\$ -	\$ -	\$ 185.95	\$ 96.90	\$ 96.90	\$ -	\$ 13,196.05	\$ 8,181.55	\$ -		\$ 21,377.60
3	Planning	\$ 5,309.60	\$ 25,684.20	\$ 13,174.00	\$ 20,935.75	\$ -	\$ 1,027.25	\$ 1,277.75	\$ 5,783.70	\$ 5,682.30	\$ 2,045.45	\$ 1,550.40	\$ 1,550.40	\$ -	\$ 84,020.80	\$ 52,092.90	\$ 5,966.17		\$ 142,079.87
4	Data Collection/Management	\$ 331.85	\$ 4,506.00	\$ 9,410.00	\$ 728.20	\$ -	\$ -	\$ 1,277.75	\$ -	\$ -	\$ 743.80	\$ 5,814.00	\$ 5,814.00	\$ -	\$ 28,625.60	\$ 17,747.87	\$ -		\$ 46,373.47
5	Project Development Planning	\$ 331.85	\$ 901.20	\$ 1,411.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,644.55	\$ 1,639.62	\$ -		\$ 4,284.17
6	MRGP Support	\$ -	\$ 450.60	\$ 941.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,391.60	\$ 862.79	\$ -		\$ 2,254.39
Sub-Total (Tasks 1-6) (\$)		\$ 9,291.80	\$ 44,609.40	\$ 34,817.00	\$ 21,663.95	\$ 1,241.45	\$ 1,849.05	\$ 2,555.50	\$ 6,228.60	\$ 6,119.40	\$ 2,975.20	\$ 7,752.00	\$ 7,752.00	\$ -	\$ 146,855.35	\$ 91,050.32	\$ 19,169.33		\$ 257,075.00
8	State-Owned Rail Trails	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
9	Other Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total (All Tasks) (\$)		\$ 9,291.80	\$ 44,609.40	\$ 34,817.00	\$ 21,663.95	\$ 1,241.45	\$ 1,849.05	\$ 2,555.50	\$ 6,228.60	\$ 6,119.40	\$ 2,975.20	\$ 7,752.00	\$ 7,752.00	\$ -	\$ 146,855.35	\$ 91,050.32	\$ 19,169.33		\$ 257,075.00

Indirect rate
62%