



Central Vermont Regional Planning Commission

TRANSPORTATION ADVISORY COMMITTEE

Tuesday June 23rd, 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

Dial in via Phone: +1 929 436 2866

Find your local number: <https://us02web.zoom.us/u/kbEE5qK91g>

Download Zoom here: <https://zoom.us/download>

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, April 2026 Meeting Notes, and May 2026 Meeting Notes (*Enclosed; Action*)
- 6:50 3) TAC Member Survey (*Enclosed; discussion*)
- 6:55 4) Elect TAC Officers (*Action*)
- 7:00 5) FFY 26 TPI Proposed Budget Adjustment (*Enclosed; Action*)
- 7:10 6) Upcoming FFY 27 TPI Budget and Workplan (*Enclosed; discussion*)
- 7:20 7) TAC Member Round Table
 - a) Local concerns including project updates and other issues
- 7:30 8) Adjourn

Next Meeting: July 28, 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



Central Vermont Regional Planning Commission

Transportation Advisory Committee (TAC)

Notes

Tuesday, May 26, 2025

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Attendees:					
	Barre City			Northfield	Thomas Davis
	Barre Town				Jeff Schulz, Alt
	Berlin	Robert Wernecke		Orange	Lee Cattaneo
X	Cabot	Sid Griggs	X	Plainfield	Bob Atchinson (Chair)
X	Calais	David Ellenbogen	X	Roxbury	Gerry D'Amico
		Jordan Keyes, Alt		Waitsfield	Don LaHaye
	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		X	Woodbury	Michael Gray
X	Moretown	John Lynch			
				Worcester	Bill Arrand
Staff: Reuben MacMartin, Keith Cubbon, Brian Voigt Guests: Monica White (GMT), Marcella Dent (VTrans), Matthew Arancio (VTrans), Bryan Davis (CCRPC), Rita Seto (TRORC), Stephen Whitaker					

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

Roll Call

- Roll was called and a quorum was NOT present.

Adjustments to the Agenda

- None

Public Comments

- Stephen W raised concerns about Country Club Road and the city's claim that it doesn't trigger Act 250 review. He argued that the committee should amend its rules to allow review of projects of regional impact regardless of Act 250 review, citing traffic

1 congestion issues near Route 2. Stephen requested that the committee address
2 changing its procedures at the next meeting and mentioned escalating the jurisdictional
3 opinion to expedite the process.

4 **Staff Announcements**

- 5 • Brian V presented an update on the Regional Safety Action Plan survey, which will
6 include a map interface for respondents to identify transportation-related issues. The
7 survey is nearly ready but still needs some technical adjustments, including improving
8 color contrast for accessibility.
- 9 • Keith C announced that field techs will be starting June 1st, initially working on road
10 erosion inventories followed by bridge and culvert surveys later in the summer. Traffic
11 counters start being deployed Thursday, May 28th.
- 12 • The group discussed plans for publicizing the survey once it launches, with staff
13 confirming they will provide guidance on promoting it through town websites and
14 newsletters.

15 **Approval of March 2026 Minutes and April 2026 Notes**

- 16 • No Quorum

17 **Discussion: Upcoming FFY 27 TPI Budget and Workplan**

- 18 • Marcella Dent presented on the State's TPI program including current status and
19 timelines as well as updates to the guidance content and structure.
- 20 • Reuben M stated his intention of including creation of a new full, stand-alone Regional
21 Transportation Plan in the FFY 27 TPI workplan. He explained that the effort is
22 realistically expected to span multiple fiscal years and is necessary because the last
23 comprehensive regional transportation plan dates to 2007.

24 **TAC Member Round Table**

- 25 • Ron K requested a status update on the Camp Meade demonstration project proposal.
26 ○ Reuben informed Ron that he had recently received feedback from VTrans and
27 that the hope was that it would represent the last hurdle before moving into
28 sorting the logistics and liability questions of implementation. Reuben assured
29 that he would inform Ron of any substantial progress in the future.
- 30 • John L raised concerns about coordinating extension of water and wastewater lines to
31 Gallagher Acres in Moretown at the same time the town builds a sidewalk for which it is
32 currently seeking funding.
33 ○ Reuben agreed with John's assessment that the two projects should be
34 synchronized and that he would be happy to discuss further with town staff
35 and/or administration.

- 1 ○ Mike H and Alice P both noted problems with phase length at the signal for the
- 2 VT-100 approach to the VT-100/US-2 intersection in this area.
- 3 ○ David E expressed the need/strong support for the creation of a sidewalk to
- 4 Crossett Brook Middle School on VT-100. There was broad consensus that this
- 5 was a good idea.
- 6 • Alice P inquired of Monica W about the disposition of the seasonal bus service in the
- 7 Mad River Valley after Tri-Valley Transit takes over services from GMT.
- 8 ○ Monica explained that changes are not expected in the near future.
- 9 • Rich T expressed a desire for another summer field excursion and his appreciation for
- 10 Mike H coordinating the TAC visit to the Stowe Street Bridge construction site in
- 11 summer of 2025.

12 **Adjourn**

- 13 • At 7:39 PM Rich T moved to adjourn Mike H 2nd the motion.
- 14 ○ Group voted; Motion passed.

15 **Action Items**

- 16 • Staff to finalize and distribute testable beta map-based survey for function testing by
- 17 TAC members.
- 18 • Staff to investigate potential projects of interest for TAC summer field trip.
- 19 • Staff to keep Ron K updated on status of Meade demonstration.

20

21 Respectfully submitted by:

22 Reuben MacMartin, Senior Transportation Planner

VTRANS RPC TRANSPORTATION ADVISORY COMMITTEE SURVEY 2026

A similar TAC survey was conducted in 2017. VTrans and RPCs are looking for feedback on the current TAC groups to recommend best practices of running a TAC. This is to continue offering benefits to the Towns.

1. Which RPC TAC are you involved with?

2. Who do you formally represent on the TAC?

(Municipality, transit agency, bike/ped organization, economic development organization, rail, aviation, rail, housing, environmetnal, senior citizens/council on aging, other)

3. Do you report back to the Legislative Body via attendance at a Selectboard meeting or email after a TAC meeting?

4. Within the last 3 years:

a) What have you found most rewarding about participating in the TAC?

b) What have you found most frustrating or disappointing about participating in the TAC?

c) What suggestions do you have for making your TAC participation more rewarding and productive?

4. Other Comments



MEMO

Date: June 23, 2026
 To: Transportation Advisory Committee
 From: Reuben MacMartin, Senior Planner
 Re: Amendments to the FFY2026 CVRPC TPI Work Program

CVRPC will adjust its Federal Fiscal Year 2026 (FFY26) Transportation Planning Initiative (TPI) Work Program budget tables. While the work program activities will remain unchanged, CVRPC is revising its proposed budget to better align task allocations with staffing trends, work completed to date and anticipated demand for staff time through the remainder of the fiscal year. Overall, the amount proposed to shift between tasks is \$19,085.63. Changes are summarized below:

- **Task 1:** Decreased due to significant underutilization to date.
- **Task 2:** Increased due to higher than anticipated demand for meeting support activities.
- **Task 3:** Increased due to higher than anticipated demand for support from towns and agencies.
- **Task 4:** Decrease due to offset from Road Erosion Inventory Contracts.
- **Task 5:** Decrease due to VTrans suspending development of new projects.
- **Task 6:** Decrease due to reduced demand.

The following is a summary of the budget adjustments by task:

Task #	Task Description	Current Budget	Proposed Budget	Change	% Change
Task 1	Administration	\$ 40,705.50	\$ 34,785.12	\$ (5,920.37)	-14.5%
Task 2	Public Participation and Coordination	\$ 21,377.60	\$ 23,234.77	\$ 1,857.17	8.7%
Task 3	Planning	\$ 142,079.87	\$ 159,308.33	\$ 17,228.46	12.1%
Task 4	Data Collection & Management	\$ 46,373.47	\$ 36,954.79	\$ (9,418.68)	-20.3%
Task 5	Project Development Planning	\$ 4,284.17	\$ 1,664.79	\$ (2,619.38)	-61.1%
Task 6	MRGP Support	\$ 2,254.39	\$ 1,127.20	\$ (1,127.20)	-50.0%
Total	Tasks 1 - 6	\$ 257,075.00	\$ 257,075.00	\$ -	0%

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

CVRPC FFY 26 TPI Expenditure Through May vs Original Amounts and Proposed Amounts

Original

Task #	Task Description	Agreement Amount	Est Spent (May 31)	Consultants	Labor Effort After		Pct Staff Remaining
					Consultants	Remaining	
Task 1	Administration	\$ 40,705.50	\$ 22,192.75		\$ 40,705.50	\$ 18,512.75	45.5%
Task 2	Public Participation and Coordination	\$ 21,377.60	\$ 16,363.74		\$ 21,377.60	\$ 5,013.86	23.5%
Task 3	Planning	\$ 142,079.87	\$ 66,908.25	\$ 65,000.00	\$ 77,079.87	\$ 10,171.62	13.2%
Task 4	Data Collection & Management	\$ 46,373.47	\$ 10,089.07		\$ 46,373.47	\$ 36,284.40	78.2%
Task 5	Project Development Planning	\$ 4,284.17	\$ 540.04		\$ 4,284.17	\$ 3,744.13	87.4%
Task 6	MRGP Support	\$ 2,254.39	\$ 473.72		\$ 2,254.39	\$ 1,780.67	79.0%
Sub-Total	Tasks 1 - 6 only	\$ 257,075.00	\$ 116,567.57	\$ 65,000.00	\$ 192,075.00	\$ 75,507.44	39.3%

Proposed

Task #	Task Description	Agreement Amount	Est Spent (May 31)	Consultants	Labor Effort After		Pct Staff Remaining
					Consultants	Remaining	
Task 1	Administration	\$ 34,785.12	\$ 22,192.75		\$ 34,785.12	\$ 12,592.38	36.2%
Task 2	Public Participation and Coordination	\$ 23,234.77	\$ 16,363.74		\$ 23,234.77	\$ 6,871.03	29.6%
Task 3	Planning	\$ 159,308.33	\$ 66,908.25	\$ 65,000.00	\$ 94,308.33	\$ 27,400.08	29.1%
Task 4	Data Collection & Management	\$ 36,954.79	\$ 10,089.07		\$ 36,954.79	\$ 26,865.72	72.7%
Task 5	Project Development Planning	\$ 1,664.79	\$ 540.04		\$ 1,664.79	\$ 1,124.75	67.6%
Task 6	MRGP Support	\$ 1,127.20	\$ 473.72		\$ 1,127.20	\$ 653.48	58.0%
Sub-Total	Tasks 1 - 6 only	\$ 257,075.00	\$ 116,567.57	\$ 65,000.00	\$ 192,075.00	\$ 75,507.44	39.3%



MEMO

Date: June 23, 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 Draft Federal Fiscal Year 2027 (FFY 27) TPI Work Program and BUdget, appended below, as a starting point for formulation of our Final 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 comprehensive regional transportation plan, as the RPC's most recent full, stand-alone, regional transportation plan dates to 2008. The production of this plan is expected to require substantial staff time as well as some consultant effort for specialized tasks requiring specialized software tools or skillsets.

Transportation Planning Initiative

CVRPC Draft Annual Work Program & Budget

Federal Fiscal Year 2026: October 1, 2026 – September 30, 2027

Workplans Due: August 1, 2027

Vermont Agency of Transportation

Policy, Planning, and Intermodal Development Division

219 North Main Street, Barre, VT 05641

Contents

- Executive Summary – Transportation Planning Initiative..... 3
- Structure of this Guidance Document 4
- Grant Agreement Development Requirements & Timeline 5
- Program Communication and Submittal of Task Deliverables 5
- 1.0 Program Administration Overview 6
- 2.0 Public Participation and Coordination Overview..... 7
 - 2.1 State Transportation Improvement Program (STIP) Local Consultation 8
 - 2.2 Road Foreman Meetings & Vermont Local Roads Coordination 9
 - 2.3 VTrans Project Outreach and Coordination..... 10
 - 2.4 Human Services Transportation Coordination..... 12
 - 2.5 Rail Trail Council Meetings & Coordination 14
 - 2.6 Transportation Advisory Committee (TAC)..... 15
- 3.0 Planning Overview 16
 - 3.1 Statewide Transportation Plan Coordination 17
 - 3.2 Rail Planning Coordination 18
 - 3.3 Rail Trail Planning Support..... 19
- 4.0 Data Collection & Management Overview 21
 - 4.1 Traffic Counts 22
 - 4.2 Non-Motorized Count Collection..... 23
 - 4.3 State and Municipal Park & Ride Counts..... 24
 - 4.4 Town Highway Major Collector..... 25
 - 4.5 Town Road Surface Data Verification..... 26
 - 4.6 Town Highway Bridge & Culvert Inventory 27
 - 4.7 Public Transit Bus Stop Capital Planning..... 28
 - 4.8 Rail Trail Program Counts and Inventories 29
 - 4.9 Active Transportation Asset Data Collection 31
 - 4.10 TPI Program Performance Reporting 32
- 5.0 Municipal Roads General Permit Support Overview 33
- 6.0 Other Planning Activities Overview..... 34

Executive Summary – Transportation Planning Initiative

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

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

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

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

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

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

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

Structure of this Guidance Document

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

Transportation Planning Initiative Program

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

Strategic State Transportation Initiatives

6. Other Planning Activities

The Transportation Planning Initiative contains five program areas for RPCs to structure their work plan with. These five core areas are funded through a portion of AOT's State Planning and Research budget from FHWA outlined on page four of this document. Strategic State Transportation Initiatives include planning activities and projects funded through other funding sources than the TPI Program. These initiatives are included in the TPI grant agreement but may have different match requirements from those outlined in Tasks 1 through 5 above.

Each program area begins with an overview that outlines the purpose of the program area and a reference to the CFR that pertains to TPI Program funding. Each program area will have subtasks that support statewide transportation planning and project development or are required to satisfy state and/or federal regulations. The subtasks each have designated task descriptions which contain a purpose statement, resources, a brief description, eligible activities, due date, and task contact. Level of effort and type of task engagement for the upcoming fiscal year may vary based on specific circumstances of each region.

For regionally based work that supports the Transportation Planning Process but is not specifically requested by VTrans, RPCs should develop, in coordination with their PC, tasks outlining the work they will accomplish during the federal fiscal year. These tasks shall be developed in accordance with previously approved TPI activities or new ones developed in accordance with the CFR and this guidance document.

RPCs should use this guidance document to develop a work program that combines the VTrans program area tasks with other planning activities specific to their region. Questions regarding activity eligibility should be directed to the designated VTrans Planning Coordinator. At the close of the federal fiscal year, RPCs will submit a summary memo of work completed during the work plan period.

Grant Agreement Development Requirements & Timeline

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

Exhibit I – Narrative Work Plan

Exhibit II – Budget Detail by Task Category

Exhibit III – Budget Detail by Expense Category

Exhibit IV – Time by Task by Cost Summary

Exhibit V – RPC Certificate of Indirect Costs Form

Exhibit VI – AOT Approval Letter of Indirect Costs

Exhibit VII – Procurement Self Certification

Exhibit VIII - Insurance

FFY26 Grant Agreement Development Timeline for Regional Planning Commissions:

May 15, 2026	FFY26 Guidance Document, Task Calendar & RPC Allocations Dispersed to RPCs from VTrans.
June 2026	Meet with VTrans Planning Coordinator to discuss Work Program goals for upcoming year. Draft Exhibits I, II, III, IV due to VTrans Planning Coordinator.
July 3, 2026	Draft Exhibits I, II, III, IV due to VTrans Planning Coordinator
August 14, 2026	Final Draft and all Exhibits due to VTrans Planning Coordinator.
August 14 – Sept. 30, 2026	Work with VTrans Planning Coordinator to resolve any questions or document procurement during Contract Admin phase.
June 30, 2027	Any amendments to FFY27 Workplan should be requested by this date. Information on amendment processes can be found in the manual.

Program Communication and Submittal of Task Deliverables

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

1.0 Program Administration Overview

Program Administration refers to all activities supporting the management of the TPI Program including but not limited to:

- Administering the TPI Grant Agreement with the State through activities including development of work plans and budgets; the participation in monthly check-ins, mid-year reviews and monthly TPI meetings; and, the submission of weekly reports to VTrans Planning Coordinators
- Maintaining financial records stipulated in the TPI Grant Agreement; monitoring work program expenditures; and, preparing and submitting invoices
- Procuring equipment that supports program activities such as computers, software, and other equipment (e.g., traffic counters) - please note: anticipated purchases should be specified in the work program),
- Executing and managing consultant agreements and procurement of services
- Participating in training to improve knowledge and skills specific to transportation planning best practices to address Work Plan Activities

2.0 Public Participation and Coordination Overview

Facilitating public participation in the statewide transportation planning process is a [core requirement of the FHWA funding](#) that is disbursed via the TPI; [per state statute](#), this requirement is fulfilled by RPCs in partnership with VTrans. The cornerstone of this public participation in the state transportation planning process are RPC Transportation Advisory Committees (TACs), where RPCs inform, educate, and gather input from TAC members about transportation issues and opportunities; coordinate state, regional, and local transportation plans and planning processes; and provide transportation planning technical assistance and best practice updates.

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

- Maintaining an active TAC; in addition to the activities mentioned above, training staff, Transportation Advisory Committee (TAC) and RPC members on transportation planning, VTrans, and TPI specific planning processes
- Organizing, attending, and facilitating meetings specific to VTrans and TPI Program activities including but not limited to:
 - the Annual STIP
 - Road Foreman meetings
- Facilitating outreach and engagement on behalf of VTrans and the TPI Program for:
 - Vermont Strategic Highway Safety Plan
 - Human Services Transportation
 - Aviation Program Coordination
 - Complete Streets Coordination
- Advising VTrans and, as appropriate, assisting municipalities with local questions, concerns and solutions regarding statewide transportation planning and process
- As appropriate, provide outreach on the Operation Lifesaver training to external stakeholders
- Providing Complete Streets related education and support to municipalities regularly (e.g., newsletter outreach; pre- and post-construction season check ins)
- As needed, facilitating Aviation Coordination between Local, Regional, & State through air space protection, planning for multi-modal connectivity, coordination with Local Airport Commission, and inclusion of aviation representative on TAC if available

Public Participation and Coordination Tasks with Deliverables:

Task 2.2
Task 2.5
Task 2.6

2.1 State Transportation Improvement Program (STIP) Local Consultation

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

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

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

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

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

VTrans Role

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

RPC Role

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

2.2 Road Foreman Meetings & Vermont Local Roads Coordination

Task Due Date: June 30, 2027
Task Timeframe: Bi-annual minimum; Quarterly preferred
Task Deliverable: Input # of meetings & municipal vs non-municipal participation into Excel tracking sheet
Task Contact: Todd Eaton, Vermont Local Roads (VLR)
Todd.Eaton@vermont.gov or (802) 353-0110

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

Task Resources:

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

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

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

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

VTrans Role

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

RPC Role

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

2.3 VTrans Project Outreach and Coordination

Task Due Date: Year Round

Task Timeframe: Participation in VTrans project outreach & coordination efforts as requested

Task Deliverable: Concentrated push before project

Task Contact: VTrans Project Manager and/or PIO; VTrans Planning Coordinator

Purpose: VTrans partners with RPCs to develop and implement public outreach plans prior to, during, and following project definition and/or during construction of state highway, interstate highway, bridge, bicycle & pedestrian, rail, aviation, transit, or other high impact projects. This partnership with the RPC helps to ensure heightened public understanding and engagement throughout project development and construction. RPCs frequently provide similar support to municipalities on projects funded through VTrans paving program (Class 1 THs), Town Highway Bridge Program, and Municipal Assistance.

Resources: <https://vtransparency.vermont.gov/>

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

For projects occurring within municipal jurisdictions such as Class 1 Town Highway paving projects and Town Highway bridges, the municipality is the lead partner responsible for outreach. RPCs may provide support on these projects in support of the municipality in line with activities conducted for state projects.

VTrans Role

- Coordinate with RPC outreach with the intention of reducing regional mobility impacts, minimizing disruption to residents and businesses, and coordinating traffic management
- Request support from RPCs in developing and implementing the outreach process for a specific project(s) in their region.
- As needed, conduct meetings with RPC support.
- Provide
- RPCs with all necessary project documents, graphics, plans, maps, & timelines, etc.
- Coordinate with RPC on outreach with the intention of reducing regional mobility impacts, minimizing disruption to residents and businesses, and coordinating traffic management.

RPC Role

During Project Definition:

- Identify key local/regional stakeholders and help to ensure key stakeholders are engaged.
- Ensure outreach plan is tailored to the local community.
- Help VTrans to identify and understand local and regional issues and concerns.
- Assist municipalities in completing Local and Regional Concerns Questionnaire
- Participate in information gathering discussions with identified stakeholders, when appropriate.
- Attend Regional Concerns and Alternatives meetings held with municipality(ies).
- Review and provide comments on Scoping, Preliminary, and Final project plans as appropriate.
- Coordinate with adjacent RPCs when a project will have cross-regional impacts.
- As necessary, assist VTrans with communications to municipality(ies) to ensure completion of required submittals (e.g., questionnaire, preferred alternatives acceptance letters, cost share agreements etc.)

- As needed, assist the municipality to identify and notify affected stakeholders (property owners, businesses, etc.) who may be impacted by a road closure

During Construction:

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

2.4 Human Services Transportation Coordination

Task Due Date: Workplan: June 30, 2027; Meeting Reporting: September 30, 2027
Task Timeframe: Year-round activity; Quarterly Committee Meetings
Task Deliverable: Committee Annual Workplan; # of Mobility Committee Meetings
Task Contact: Ross MacDonald | Public Transit Program Manager
Ross.MacDonald@vermont.gov or (802) 522-7120

Purpose: This task serves the dual purposes of providing RPC participation on the relevant regional Transit Provider Board of Directors and facilitating regional Human Service Transportation Coordination and consultation through Mobility Committees.

The Mobility Committees serve as outreach to:

- Ensure adequate access to essential services is available to the public and underserved populations (including older adults and persons with disabilities, and those seeking access to recovery services and/or job opportunities).
- Facilitate dialogue and funding decisions among public transit and human service providers to coordinate services and needs of stakeholders, provide feedback on infrastructure and operational solutions, and identify gaps in the availability and connectivity of the transportation systems.

Resources:

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

Information: Vermont's Older Adults and Persons with Disabilities (O&D) Transportation Program plays an important role in filling gaps in existing transportation services for older adults aged 60 and above as well as individuals with disabilities as defined by the Americans with Disabilities Act (ADA). As recognized in the [2025 Vermont Public Transit Policy Plan \(PTPP\)](#), this program maximizes ride potential with a coordinated approach by which Vermont's public transit providers work with human service agency partners to coordinate O&D trips through Medicaid, contracted service with community organizations and institutions, and transportation for the public. RPCs support these efforts through the coordination and facilitation of regional Mobility Committees.

A Regional Mobility Committees is primarily responsible for providing feedback on the level of service (percentage of funding by trip purpose) that the transit providers provide given the amount of funding remaining in the O&D Transportation Program and Recovery and Job Access demand response program for the year. The role of the Committee will continue to evolve and incorporate recommendations from the 2025 PTPP to improve efficiencies, address deficiencies and integrate best practices.

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

RPC Role

- Submit updated Committee Annual work plan, goals and objectives by **June 30, 2027**.
- Organize and facilitate regular Committee meetings at least 4 times a year by **September 30, 2027**
- **Attendance & Participation in Regional Public Transit Board of Directors Meetings as needed and requested**
- RPCs shall be the leading agency for these meetings.
- RPCs are responsible for ensuring meetings comply with Vermont Open Meeting law and engage the full spectrum of providers of services and representatives of those needing rides.

- Include your VTrans Planning Coordinator and Public Transit Coordinator on Committee correspondence.
- Continue to expand scope of Regional Mobility Committee to include Medicaid, Recovery & Job Access, and other client-based transportation services.
- Coordinate with VTrans and Public Transit Provider(s) to expand tracking of denials and unmet needs
- Assist Committees with evaluating the trip and cost data.
- Help VTrans with centralized tracking of defined O&D basic information.
- Attend the annual O&D Summit (rotates between virtual and in-person).
- Participate in discussion of how to incorporate equity principles and practices into the O&D program and regional committees' practices.

2.5 Rail Trail Council Meetings & Coordination

Task Due Date: None, Ongoing task
Task Timeframe: Ongoing through year
Task Deliverables: 6 Trail Specific RTC meetings per year;
10 RPC Coordination meetings per year
Task Contact: Jackie Cassino, Rail Trail Program Manager
Jackie.Cassino@vermont.gov or (802) 505-8193

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

Task Resources:

- [Vermont Rail Trails Council Guidance](#);
- [Rail Trails Management Plans](#)

Task Information: This task supports the implementation of goals outlined in the Rail Trails Management Plans. AOT is required to complete a recreational trail plan in order to utilize Surface Transportation Block Grant funds ([23 U.S. Code § 206](#)).

VTrans Role

- Organize and facilitate 10 Rail Trail- RPC Coordination meetings.
- The VTrans Rail Trail Program Manager will be the primary point of contact for support, questions, and reporting of trail issues for all Rail Trail Councils.
- Support the Rail Trail Councils through regular meeting attendance, technical support, and connect with funding sources.
- Revise the Rail Trails Councils Guidance document (*as needed*).

RPC Role

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

2.6 Transportation Advisory Committee (TAC)

Task Due Date: Ongoing
Task Timeframe: Ongoing
Task Deliverable: TAC Meetings
Task Contact: VTrans Planning Coordinator

Purpose: Meet state and federal requirements to engage local officials in regional and statewide transportation planning.

Resources:

RPC Transportation Planners
VTrans Planning Coordinators
Recommendations from TAC working group (expected fall 2026)

Task Information:

19 V.S.A. § 101(b)(7) requires Regional Planning Commissions to maintain a regional transportation advisory committee (TAC) that reviews and provides input on all major State and federal transportation planning and policy decisions. TACs also meet requirements in 23 CFR 450.210.

TACs are intended to be made up of representatives of the towns in your region – ideally with either decision making authority or a direct line of communication to town officials to inform decision making.

TAC meetings are an opportunity to provide information (e.g., updates about regional projects; grant opportunities; educational presentations about topics of interest to towns) and for towns to share information and work through problems with other towns in their region.

VTrans Role

- Planning Coordinators will attend TACs
- Coordinate with subject matter experts to provide TAC presentations as needed
- Communicate public notice periods for projects and grants to Transportation Planners for notice to TACs

RPC Role

- Develop agendas for and host regular TAC meetings.
- Educate town selectboards about the need to appoint a TAC member.
- Educate TAC members about their roles and responsibilities.
- Communicate with VTrans Planning Coordinator regarding any periodic needs for subject matter experts from VTrans to attend/present at TAC meetings.
- As a part of the Workplan development, RPC must include the number of regular TAC meetings that will occur in FFY27.

3.0 Planning Overview

Transportation planning is [another core requirement of the FHWA funding disbursed via TPI](#) and refers to creating multimodal, systems-level, corridor, or subarea studies and visions that support the broader statewide transportation planning process, the development and implementation of the long-range statewide transportation plan, and the development and continued management statewide transportation improvement program (STIP). Transportation planning involves extensive collaboration and coordination between RPCs and VTrans in developing, updating, and coordinating statewide, regional, and local transportation plans and processes; evaluating the opportunities, constraints, and impacts of these plans and processes; and coordinating statewide and regional transportation planning with local land use and economic development plans and activities.

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

- Engaging in all aforementioned activities.
- Pursuant to 24 V.S.A. § 4348, updating of the regional transportation plan at least every eight years
- Developing and regularly updating a list of regional priority projects for VTrans consideration in project prioritization via VPSP2
- Providing transportation planning technical assistance to municipalities
- Facilitating outreach to and the solicitation of feedback from TACs, town officials and the general public regarding statewide transportation plans and processes.
- As requested, serving on VTrans, TPI Program, or other statewide, regional and local transportation planning related task forces and committees.
- Engaging in and/or supporting VTrans specific transportation planning processes including but not limited to:
 - Active Transportation
 - Environmental planning with a transportation nexus
 - Multi-modal connections with Rail, Aviation, and other modes
 - Highway Safety
 - Safe Routes to School
- RPCs are encouraged to consult the Regional Transportation Plan during the review of projects which fall under Act 250
- Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
- As requested by VTrans, support the Highway Safety Improvement Program (HSIP) and the development of a Safe Routes to School program (SRTS).
- RPC Transportation Planners may engage in work related to transportation aspects of environmental, cultural and natural resources.
 - This may include but is not limited to identifying environmental transportation connections such as wildlife corridors, roadway barriers and crossings, and conducting an inventory of Emerald Ash Borer within rights-of-way.
- As appropriate, support Public Transit planning through activities such as Public Transit Route Performance Analysis, assisting transit providers with planning & outreach, and assisting VTrans with public outreach as requested
- Conducting other duties, as necessary, to support and enhance the statewide planning process

Planning Tasks with Deliverables:

Task 3.2
Task 3.3

3.1 Statewide Transportation Plan Coordination

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

Purpose: To enable consultative coordination between VTrans and the RPCs, and facilitate public involvement in statewide planning processes.

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

In FFY27, VTrans will engage the RPCs in the following state plan update(s):

Long-Range Transportation Plan – AOT Lead: Zoe Neaderland (Zoe.Neaderland@vermont.gov)

VT Strategic Highway Safety Plan – AOT Lead: Evelyn McFarlane (Evelyn.McFarlane@vermont.gov)

VTrans Role

- Oversee the update of the Long-Range Transportation Plan and engage and consult with RPCs throughout the project (as time and resources permit).
- Oversee the update of the Vermont Strategic Highway Safety Plan in consultation with safety stakeholders such as regional transportation planning organizations and the metropolitan planning organization
- Solicit RPC participation in relevant working groups, steering committees, and/or advisory committees.

RPC Role

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

3.2 Rail Planning Coordination

Task Due Date: March 31, 2027
Task Timeframe: Periodic; As needed
Task Deliverable: Spreadsheet with Priority Parcel(s)
Task Contact: VTrans Planning Coordinator

Purpose: This task supports facilitation of goals outlined in the 2025 update to the Statewide Rail Plan to identify priority parcels with access to active freight rail for inter-modal use now or in the future and enhancing multi-modal connections to Amtrak.

Subject Matter Expert: Zoe Neaderland | Zoe.neaderland@vermont.gov
Collin Smythe | Collin.Smythe@vermont.gov

Resources:

VRAC: <https://vtrans.vermont.gov/boards-councils/rail>
Intermodal Rail Access Spreadsheet
2025 Vermont Rail Plan
2026 Vermont Freight Plan

Information: This task continues to support an initiative stated in the 2025 Statewide Vermont Rail and Freight Plans of maintaining the 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. It is an important step towards bringing dormant parcels back into use for shipping, receiving, or transloading from rail. There are opportunities for shippers and receivers not immediately on the rail line to benefit from last mile trucking to freight rail. Information regarding railroad valuation sheets is not publicly accessible and will require coordination with the RPC's VTrans Planning Coordinator to identify locations.

VTrans Role

- Provide resources for task guidance and template for RPCs to enter information about industrial sites
- Track progress of RPC efforts for incorporation into future Rail and Freight Plan updates.

RPC Role

- Enhancing multi-modal access to Amtrak to seek solutions to the last mile issues, such as wayfinding and parking
- Engage in or support intermodal rail access planning through the following activities:
 - Collaborate with municipalities/economic development partners/landowners to prioritize parcels based on the regional needs and local needs.
 - Coordinate with state/local stakeholders to increase awareness of priority parcels through collaboration.
 - Identifying industrial parcels to bring into use for the statewide Rail & Freight Plans may add support for efforts to remediate brownfield issues.
 - Sharing information with shippers and receivers about freight rail opportunities. This could be information about last mile access to transload sites or information about grants such as the VTrans 3-Legged Grant Program to improve sites that already have rail freight access. For more information about this Grant Program contact the VTrans Planning Coordinator.

3.3 Rail Trail Planning Support

Task Due Date: Work Plan: October 30, 2026
Wayfinding Data Update: March 1, 2027
TFBP Annual Task Calendar- various due dates
Task Timeframe: Ongoing
Task Deliverable: Annual Workplan;
Annual Wayfinding Data Update & TFBP Annual Task Calendar completion
Task Contact: Jackie Cassino, Rail Trail Program Manager
Jackie.Cassino@vermont.gov or (802) 505-8193

Purpose: Ensure the implementation of the Rail Trails Management Plans and the uniform implementation of Wayfinding Signage across the rail trail network. Trail operations are inclusive of wayfinding signage to ensure trail user orientation and safety along the trails, and to promote connectivity to resources such as cultural and historic sites, services, and destinations. The [Vermont State Rail Trail Wayfinding Guidance](#) provided the initial guidance on wayfinding signs. The Guidance outlines a consistent approach to off-route directional signs following the Manual on Uniform Traffic Control Devices (MUTCD) and the Vermont Sign Law (10 V.S.A. Chapter 21) for all State Rail Trails. Wayfinding signs along the Vermont Rail Trail System are based on the location of Trail Friendly Businesses (TFBs) and Points of Interest (POIs) identified by the Rail Trail Councils through the [Trail Friendly Business Program](#).

Task Resources:

- [Rail Trails Management Plans](#)
- [Vermont State Rail Trail Wayfinding Guidance](#)
- [Trail Friendly Business Program](#)
- Trail Friendly Business Program Annual Task Calendar (separate document)

Task Information: This two-part task supports the implementation of goals outlined in the Rail Trails Management Plans. AOT is required to complete a recreational trail plan in order to utilize Surface Transportation Block Grant funds ([23 U.S. Code § 206](#)) and State mandated annual reporting requirement (19 V.S.A. § 10g).

Part 1: Annual Rail Trail Planning Work Plan- Working with the Rail Trail Council, develop an annual work plan based on the Rail Trail Management Plan Goals, Strategies, and Actions, as well as regional priorities. Regional Priorities can be linked to the Regional Plan. The annual work plan shall also include metric reporting, based on completion of tasks from the previous year (e.g. number of Rail Trail Council meetings held, percent participation, grants applied for and received, Management Plan specific actions completed, etc.).

Part 2: Wayfinding Data Update- Work with the Rail Trail Council and designated Downtown or Village organizations (as applicable) review and update TFB and POI data. Complete additional supporting tasks as identified below.

VTrans Role

- **Part 1:**
 - Continue to provide support and lead specific tasks as identified in the Management Plans.
- **Part 2:**
 - Provide program materials and website platform.
 - Lead statewide outreach to State Welcome Centers and the Agency of Commerce & Community Development.
 - Implement annual business surveys, trail user surveys, and user count data analysis.
 - Complete annual connection route analysis for any new TFBs and POIs.

- o Update wayfinding signage.

RPC Role

- ***Part 1:*** Based on the Management Plans and Regional priorities, develop a one-page Annual Workplan outlining which goals the RPC will be working towards in the FFY with steps and benchmarks outlining progress on the goals throughout the year.
- ***Part 2:*** Support the management of the Trail Friendly Business Program. Additional task details and deliverables are located in the TFBP Annual Calendar of Action Steps.
 - o Annual outreach to strategic partners such as municipalities, downtown organizations, Regional Development Corporations (RDC), and local Chambers, to provide a program overview and identify coordination opportunities **(Year-round)**.
 - o Annual outreach and engagement of local businesses (current and potential TFBP members) during the “enrollment period.” Send Program Opt-Out notification to TFBs. **(January-February)**
 - o Annual maintenance of mapping platform data (trail-friendly businesses and points of interest). **(March 1)**
 - o Facilitate RTC review of new applicants. **(March RTC meeting)**
 - o Annual outreach to appropriate venues (businesses, municipalities, etc.) regarding Program information needs (brochures, business directories, window clings). **(March 1)**
 - o Distribute relevant program materials to TFBs, trailheads, and municipalities. **(May-October)**
 - o Launch annual TFB Survey **(November 1)**

4.0 Data Collection & Management Overview

Data collection and management tasks support the statewide transportation planning process through the continued measurement and documentation of state, regional, and local transportation infrastructure asset condition, which in turn informs activities outlined in Tasks 2 and 3.

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

- Supporting VTrans in inventorying and maintaining data documenting local transportation system asset conditions including but not limited to:
 - Highways
 - Surface Verification
 - Mileage
 - Bridges and culverts
- Supporting VTrans in inventorying state transportation infrastructure facilities including but not limited to:
 - Public transit
 - Park and Rides
 - Rail Trails
- Conducting recurring modal counts in coordination with VTrans including but not limited to:
 - Vehicular
 - Bicycle and Pedestrian
- In coordination with VAPDA, documenting and providing annual programmatic Performance Indicators
- Developing and maintaining statistics, GIS data and analyses that support statewide, regional and local transportation planning with regional and local land use and economic development plans and processes

Data Collection and
Management Tasks
with Deliverables:

Task 4.1	Task 4.9
Task 4.2	Task 4.10
Task 4.3	
Task 4.4	
Task 4.5	
Task 4.6	
Task 4.7	
Task 4.8	

4.1 Traffic Counts

Task Due Date: September 30, 2027
Task Timeframe: Year Round
Task Deliverable: Traffic Counts
Task Contact: Mandy Shatney | OSB, Data Section Manager
Mandy.Shatney@vermont.gov or (802) 595-9341

Purpose: To compile and maintain records for all transportation related traffic count data paid for with federal funding. The Code of Federal Regulations (CFR), Title 23, Ch. 1, Subchapter J, Part 924.17 outlines the requirement for local road traffic to be reported as part of the Model Inventory Roadway Elements (MIRE). Additionally, the Highway Performance Monitoring System Field Guide states that, “All roads open to public travel are reported in HPMS regardless of ownership” shall be reported annually to FHWA. Ultimately, the traffic data is used in support of performance targets required by 23 CFR 490.109(d) and the Highway Safety Improvement Program.

Resources:

- VTrans Traffic Data Management System (MS2): <https://vtrans.ms2soft.com/>
- AOT – TPI Team SharePoint Site: [AOT - TPI \(Transportation Planning Initiative\) Team - Documents - 4.1.1 Traffic Counts - All Documents](#)
- FHWA Traffic Monitoring Guide: [Traffic Monitoring Guide \(TMG\) | FHWA](#)
- VTrans Annual Count Map: [2026 Coverage Counts](#)

VTrans Role

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

RPC Role

- Provide VTrans with a **minimum of 10** traffic counts conducted by the RPC that have a minimum duration of two full weekdays, excluding holidays. Data provided should consist of:
 - Raw traffic count data files, including automatic traffic recorder count files, turning movement count files, and latitude/longitude for each location.
 - A completed Traffic Count Spreadsheet (VTrans to provide template).
 - Priority should be given to paved local roads.
 - Local roads are Federal Functional Class 6 rural roads and Federal Functional Class 7 rural and urban roads.
- Submit data collected according to guidance by September 30, 2026, unless counts are being collected after this date. Then submit as soon as possible before November 15th.
- Request that your count schedule be provided to VTrans no later than May 15th. This would allow VTrans to alter our schedule so as not to duplicate counted locations.

4.2 Non-Motorized Count Collection

Task Due Date: November 1, 2026; December 31, 2026 for CY2026

Task Timeframe: Seasonal

Task Deliverable: Submit a minimum of 12 non-motorized counts

Task Contact: Amanda Holland | Active Transportation

Amanda.Holland@vermont.gov or (802) 917-2152

Purpose: To annually collect statewide non-motorized count data for use by VTrans, Regional Planning Commissions, and Municipalities. This supports a systemic and standardized approach to collecting bicycle and pedestrian volume data.

Resources:

- VTrans Non-motorized Count Guidance
- VTrans Non-Motorized Count Template (Spreadsheet)
- VTrans Non-motorized Count Location Map
- VTrans Nonmotorized Database System (MS2-NMDS): <https://vtrans.ms2soft.com/>.

VTrans Role

Provide data collection standard for non-motorized count collection to ensure compatibility with state standards.

- Provide the Non-Motorized Count Spreadsheet Template for submitting with count data.
- Provide technical assistance on data collection methods and site selection.
- Load RPC provided counts into the statewide database (MS2).
- Maintain online access to the statewide traffic count database (MS2).

RPC Role

- Provide a plan for Calendar Year 2027 that identifies a minimum of four count locations and a schedule for counting of each location three times by November 1, 2026.
- Conduct a ***minimum of 12*** non-motorized (bicycle and pedestrian) counts, according to the minimum guidelines provided in the VTrans Non-Motorized Count Guidance.
- Submit the Calendar Year 2026 count data and companion template, according to data standards, by December 31, 2026.

4.3 State and Municipal Park & Ride Counts

Task Due Date: October 31, 2026; February 27, 2027; July 31, 2027
Task Timeframe: 3x a year
Task Deliverable: Parking Space occupancy counts
Task Contact: Collin Smythe, Systems Planning Coordinator
Collin.Smythe@vermont.gov or (802) 498-4818

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

Resources:

List of State & Municipal Park and Ride Facilities: <http://parkandrides.vermont.gov/>

Information:

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

Guidelines for conducting counts:

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

RPC Role:

Enter data into an ESRI GIS-based collection app (Field Maps) by the last business day of each month counts are completed.

4.4 Town Highway Major Collector

Task Due Date: Rolling as projects occur; not later than December 31, 2026
Task Timeframe: October-December (Post-Construction Season)
Task Deliverable:
Task Contact: Michael Trunzo | Mapping Unit, Asset Management & Planning
michael.trunzo@vermont.gov | (802) 498-8306

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

Resources:

Town Highway Major Collector Review App: **NEW MAP TOOL COMING SOON**

Vermont Functional Class and Federal Aid Web App:

<https://experience.arcgis.com/experience/f42fac148e724d8096a584bdb363e958/page/Current-Map>

Spreadsheets of Existing Data sent to each RPC

Information:

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

www.fhwa.dot.gov/policyinformation/hpms.cfm for more background information on HPMS.

Highway improvement data, necessary for support of the HPMS program, includes information on any improvements related to major projects such as realignment (e.g., new bridge with changed alignment; smoothing out road curves, etc.) or reconstruction, projects such as paving and lane and/or shoulder widening. Bike lane additions are included in lane widening.

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

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

VTrans Role

- Provide a mapping tool for collection of information
- Provide a spreadsheet of all existing data on file at the AOT for the town highway major collectors broken out by RPC, town, and federal aid route number.
- Provide guidance about what information and roadways should be included in the RPC submittal.
- Submit information annually to FHWA.

RPC Role

- Collect highway improvement data on the TH MC system from municipalities for activities that occurred in the calendar year (January – December). Information can be precise (e.g., X change happened at this specific location) or general (e.g., a road project came through this section of road, and there might have been a change).
- Submit information on infrastructure updates/changes in the mapping tool and/or by submitting project plans to VTrans anytime, but not later than December 31, 2026. If municipalities did not report changes to the TH MC system, communicate the non-report to satisfy task completion.

4.5 Town Road Surface Data Verification

Task Due Date: September 30, 2027
Task Timeframe: Year Round
Task Deliverable: Review & verification of TH Surface Types against TH Classes
Task Contact: Johnathan Croft | Mapping Unit Manager, Asset Management & Planning
Johnathan.croft@vermont.gov or (802) 828-2600

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

Resources:

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

Task Guide: [TPI Guidance 4.5 Road Surface Type Verification - Detailed Guidance](#)

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

Information:

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

VTrans has made strides to confirm and maintain the records for state-maintained facilities, however the Agency has not reviewed all the municipally maintained highways. To improve the accuracy of the surface classification for Class 2, 3, and 4 town highways, VTrans seeks input from the RPCs to confirm the data quality of the highway network. For example, an RPC may identify a 1.0-mile segment of town highway in which the road surface has been upgraded from gravel to pavement; or, a section of road that has been shifted to unimproved or impassable; or, roads where significant upgrades to gravel roads have brought a road from impassable to a usable gravel road.

VTrans Role

- Provide TPI_Guidance_4.5_Road Surface Type Verification, which includes detailed guidance on surface type determination and mechanism to convey data updates.
- Provide the Road Surface Type Review web application for use in flagging surface type changes.
- Provide access to the road centerline data (nightly features service) and associated User Guide.
- Communicate with municipalities during mileage updates on road centerline issues flagged by RPCs in their task review.

RPC Role

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

4.6 Town Highway Bridge & Culvert Inventory

Task Due Date: December 31, 2026
Task Timeframe: October – January (post-construction season)
Task Deliverable: Culvert Inventory recorded in VTCulverts
Task Contact: Matthew Arancio | Planning Manager
Matthew.Arancio@vermont.gov or (802) 793-7489

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

Resources:

VT Culverts online platform www.VTCulverts.org
Bridge Inspection Reports: [Structures NextGen - External](#)

Information:

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

- Collect inventory data in a manner consistent with the VTCulverts data schema
- Record data in the VTCulverts online platform through FieldMaps app

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

- Municipal inventories where the last full inventory is at least 10 years old, and the partial inventory update is over 4 years old.
- Municipal structures (bridge or culvert) that are under 20 ft (shorts and ultra-shorts) and prioritize areas that have not completed this effort.
- Municipalities that experienced damage from recent storm events.
- Municipalities that need assistance in tracking structures that experience repeat damage from flooding or erosion.

VTrans Role

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

RPC VTCulverts Platform Support Role

- Staff (Chris Dubin, CCRPC & Jeff Nugent, WRC) will continue to manage the database and provide technical assistance to RPCs through TPI Task 9.

RPC Role

- Aid municipalities in maintaining inventories based on the recommended prioritization criteria above. RPCs should assess opportunities to conduct a partial or full inventory of structures to meet the needs of the municipality.
- Input municipal bridge or culvert data (full inventory or individual structure updates) collected by the RPC into VTCulverts.
- Train and support municipal representatives on the use of the VTCulverts online platform to review and update their asset inventory.
- Report on the status of each municipality's inventory, as of the prior Calendar Year (January – December) by December 31, 2026. See template for specific reporting criteria.

4.7 Public Transit Bus Stop Capital Planning

Task Due Date:	February or March Regional Transit Provider Board Meeting
Task Timeframe:	October-March
Task Deliverable:	Present analysis to Regional Transit Provider; submit analysis to VTrans
Task Contact:	Dan Currier Public Transit Coordinator Dan.J.Currier@vermont.gov or (802) 279-5236

Purpose: Evaluate public transit bus stop facilities to inform capital improvements that target accessibility (e.g., ADA) and mobility (e.g., connectivity). This task does not apply to the MPO.

Resources:

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

TPI Sharepoint Rural Bus Stop Inventory

Example Bus Stop Capital Planning Documents: [TRORC and RRPC](#)

Information:

VTrans is required by the Federal Transit Administration (FTA) to ensure that recipients and subrecipients of Title 49 USC Chapter 53 Sections 5307, 5310, 5311 and other FTA assistance comply with all federal and state requirements as it pertains to Title VI and ADA. VTrans also requires that service to individuals with disabilities be equivalent to the service provided to other individuals with respect to response time, fares, geographic service area, hours and days of service, and capacity. Vehicles and transit facilities are required to be accessible to and usable by individuals with disabilities, including individuals using wheelchairs.

VTrans supports Vermont's public transit providers with capital dollars for improvements to bus stops, including adding shelters and signage. VTrans is looking to RPCs to help inform these investments in bus stops and deepen our understanding of the statewide condition of assets. To accomplish this, VTrans is asking RPCs for annual capital planning analysis of existing bus stop inventory data to help identify strategic investment opportunities and inform the final requests for capital funding by the regional transit providers.

VTrans Role

- Review capital analysis and confirm selected capital investment
- Manage bus stop data assessment access

Public Transit Providers Role

- Mapped bus stop locations and data shared on the Vermont Open Geodata Portal ([Public-Transit Stops from GTFS Data-Feeds](#)).
- Manage bus stop data assessment access.
- Review capital analysis and confirm selected capital investment.
- Select desired new capital investment projects and apply for annual funding from VTrans.

RPC Role

- Conduct analysis of bus stop inventory data to identify strategic items for capital investment dollars. Include planning-level capital cost estimates.
- Submit analysis to regional transit provider and present findings at winter transit board meeting (typically February or March) to provide timely information as they develop their budgets and plan for capital investment dollar applications that year.
- Submit analysis to VTrans.

4.8 Rail Trail Program Counts and Inventories

Task Due Date:	Culvert Inventories: 11/1/2026
Task Timeframe:	Inventories in field season Count Program Support: Ongoing
Task Deliverable:	Annual asset condition inventory (1/3 of culverts per trail) Annual Count Program Support
Task Contact:	Jackie Cassino, Rail Trail Program Manager Jackie.Cassino@vermont.gov or (802) 505-8193

Purpose: Regularly inventorying culverts is essential to prevent costly infrastructure failures, avoid flooding, and extend asset life. It ensures structural integrity, maintains proper drainage to protect trails, and facilitates environmental compliance for fish passage. A consistent, updated inventory helps identify, prioritize, and plan for maintenance or repairs. Data collected from annual inventories informs asset management and annual budgets.

The Rail Trail Count Program annually collects trail user data through continuous counts, supplemental counts, and intercept surveys. Understanding the user characteristics and use of the trail over time is critical to management of the system. The purpose of a count and survey program is to identify use patterns, user characteristics, user experience, and visitor behaviors. Use patterns and user experience information can support maintenance and operations activities as well as potential prioritization of future projects. Use patterns can also inform outreach and help to target trail promotion activities, maximizing the reach of the investment in the marketing program. User experience and visitor behavior data can further the understanding of the broader impact the trail resource may have on the surrounding communities, particularly in regard to economic vitality and healthy community objectives. Trail user count and survey data will provide benchmarks for these objectives and are therefore a critical component to the assessment of strategies and actions outlined in the Rail Trails Management Plans.

Task Resources:

- Small Culvert Inventory Field Manual
- Field Safety Guide
- Rail Trails Count Program Guidance Memo

Task Information: This two part task supports the implementation of goals outlined in the Rail Trails Management Plans. AOT is required to complete a recreational trail plan in order to utilize Surface Transportation Block Grant funds ([23 U.S. Code § 206](#)) and State mandated annual reporting requirement (19 V.S.A. § 10g).

Part 1: Small Culvert Inventories- Complete small culvert inventories annually.

Part 2: Count Program Support- Support annual trail user surveys and supplemental counts annually.

VTrans Role

- Provide technical assistance, training, and support for small culvert inventories.
- Continue to develop and implement the rail trails count program. (*ongoing*)
 - Develop and launch the Trail Count Dashboard.
 - Complete data validation.
 - Develop annual count report.
 - Support the RPCs with supplemental counts upon request, utilizing the Rail Trail Count Program Guidance

RPC Role

- **Part 1:** Assist AOT in the completion of small culvert inventories on rail trails. This will include an annual half-day field training/orientation, rail trail culvert inventory, data collection, and a monthly status report (which can be completed during a regular Coordination meeting).
- **Part 2:**
 - o Assist with trail user and intercept surveys; refer to the Rail Trail Count Program Guidance memo.
 - o Complete supplemental and/or manual counts as needed.

4.9 Active Transportation Asset Data Collection

Task Due Date:	September 30, 2027
Task Timeframe:	Year Round
Task Deliverable:	Facility Attributes recorded in web application
Task Contact:	Amanda Holland Amanda.Holland@vermont.gov or (802)-917-2152

Purpose: Complete the second phase of data collection for the Vermont Active Transportation Web Map through population of asset attributes in VTrans data layers for municipalities in region.

Resources:

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

[Vermont Active Transportation Web Map](#)

VTrans ArcGIS RPC Group's Feature Services for data layers: access edit version of data layers

[2019 Guidance for VTrans Bicycle Facility Inventory for On Road Facilities](#)

Information:

The collection of additional information about Active Transportation assets supports the Statewide 2021 Bicycle and Pedestrian Strategic Plan (BPSP). This task assists in making progress towards BPSP Objective Nine through strategy 9.6, the BPSP is recommended reading to understand statewide goals and strategies and inform the work outlined below.

BPSP Objective Nine: Identify existing, or develop future, data sources to measure the prevalence, safety, and health of people walking and bicycling.

BPSP Strategy 9.6: Develop a process to share transportation related data (eg GIS data, count data, project data, etc) between groups (state agencies and external organizations) to help planning, design and prioritization of infrastructure which will encourage people to walk and bike.

The data gathered through this task will populate the [Vermont Active Transportation Web Map](#) to create a baseline information about Active Transportation assets statewide. This will assist VTrans and municipalities at the project level with infrastructure improvements as a part of the VTrans project development process and to inform annual VTrans Performance Metrics such as the Bicycle Level of Comfort Model.

Over the next three years, RPCs should anticipate collecting data annually for approximately 33% of their municipalities. Once a full inventory has been completed, RPCs and VTrans will establish a mutually agreeable cycle for updating this data.

VTrans Role

- Maintain active transportation infrastructure specifications to align with national standards.
- Distribute guidance and data dictionary by October 1, 2026
- Support a web application to facilitate attribute data collection

RPC Role

- Collect asset attributes on municipal bicycle and pedestrian infrastructure data within region to populate data schema fields.
- Maintain inventory of infrastructure in region according to the provided guidance. Enter changes to asset condition and/or accessibility as needed using the VTrans data application.
- Update approximately 33% of the inventories annually until region is mapped.

4.10 TPI Program Performance Reporting

Task Due Date:	June 30, 2027 & September 30, 2027
Task Timeframe:	Year-round
Task Deliverable:	Performance Indicator Spreadsheet & Annual Closeout Summary
Task Contact:	VTrans Planning Coordinator

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

Resources: [TPI Task Instructions](#)

Task Information:

Since 2016, VTrans, in collaboration with the RPCs, has developed and tracked annual TPI program performance indicators. These indicators have been used jointly by the Agency and the Vermont Association of Planning & Development Agencies (VAPDA) for reporting purposes to FHWA, State Legislature, Agency of Administration (AOA), and incorporation into the VTrans Fact Book and VAPDA's Annual Report. RPCs are requested to track and submit annual performance indicators to VTrans utilizing an excel spreadsheet provided by VTrans. VTrans will then develop an Annual Performance Indicator Report that is provided to VAPDA. VTrans, in consultation with the VAPDA Transportation Committee and/or chair, will identify the performance indicators that will appear in the VAPDA Annual Report.

VTrans Role

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

VAPDA Role

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

RPC Role

- Track performance indicators throughout the duration of the TPI Work Plan cycle.
- Compile and maintain a list of planning projects completed as part of the TPI Work Program.
- Submit completed performance indicator template by June 30, 2027.
- Submit a list of completed planning projects by June 30, 2027.

5.0 Municipal Roads General Permit Support Overview

In 2018 and as stipulated by Act 64 of 2015, the Vermont Clean Water Act, the Agency of Natural Resources (ANR) Department of Environmental Conservation (DEC) created the Municipal Roads General Permit (MRGP). In January 2023, municipalities began the second cycle of this 5-year permit.

As part of the MRGP, municipalities are required to complete a comprehensive Road Erosion Inventory (REI) of hydrologically connected road segments and an associated Implementation Table Portal. Municipalities are also required to take corrective action on the non-complying road segments prioritized in the REI, annually report to DEC progress on compliance, and maintain REIs (e.g., update status of segments or assess segments as needed).

RPCs may support in a limited nature the MRGP given its nexus with the coordination of the statewide transportation planning process and inventorying of local transportation infrastructure asset condition. Eligible activities include:

- Facilitating access to and participation in the [VTrans Better Roads Program](#)
- Supporting outreach and education efforts in coordination with DEC and VTrans staff
- Participating in MRGP trainings and workshops
- Conducting REIs and/or supporting municipalities in their completion of REIs *after* the exhaustion of available Better Roads Category A Funding for REIs.

6.0 Other Planning Activities Overview

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

Additional tasks to be performed, including but not limited to:

- Complete “Existing Conditions” portion of a new comprehensive Regional Transportation Plan
 - Trend analyses including:
 1. Network evolution and utilization
 2. Network operation including locations and timing of recurring delay
 3. Demographics including multi-scenario cohort component analysis
 4. Commute modes
 5. Vehicle curb weight and road surface wear
 6. Network maintenance costs and intraregional upkeep transfer payments
 7. Freight movements by mode in, out, and through the region
- 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.
- Assist member municipalities in assessing disaster risk to local transportation infrastructure and developing appropriate responses including, but not limited to, mitigation, relocation, and retirement of existing facilities.
- Maintain, distribute, and verify through local officials and business/community leaders future land use, demographic, and transportation network characteristics.
- Coordinate inter-regional efforts, such as clean water planning for inter-regional roads.
- Provide technical support to assist municipalities with municipal plan updates, zoning ordinances, subdivision regulations, highway ordinances, and other transportation-related documents or ordinances.
- Develop and implement analytical methods to identify gaps in the connectivity of the transportation system.
- Preparing and supporting the preparation of regional, subarea, corridor, and local transportation plans such as assessment of transportation problems, feasibility studies, and alternatives analyses.
- Coordinating and providing technical support for intermodal, multimodal and freight transportation planning activities; including bike/pedestrian systems planning.
- Supporting development of Municipal Transportation Capital Improvement Plans.
- Planning, coordination, and outreach associated with designated Scenic Byways
- Review of traffic impact studies of proposed development projects with potential impacts to the federal aid system and relative to the regional transportation plan.
- Providing planning, technical assistance, and general transportation planning related grant support.
- Multimodal corridor planning within region, especially Barre City to Montpelier corridor (From TAC).
- Retaining consults to perform or assist in the performance of any tasks listed above.

**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	\$ 60,458.96
Task 2	Public Participation and Coordination	\$ 24,121.62
Task 3	Planning	\$ 39,429.16
Task 4	Data Collection & Management	\$ 49,674.76
Task 5	Municipal Roads General Permit (MRGP) Support	\$ 2,692.68
Task 6	Other Planning Activities	\$ 88,412.81
Sub-Total	Tasks 1 - 6 only	\$ 264,790.00
Task 7	Bicycle and Pedestrian Planning Integration Program	\$ -
Task 8	State Owned Rail Trails	\$ -
Task 9	Other Planning Activities	\$ -
Total	All Tasks	\$ 264,790.00

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

**Regional Planning Commission: CVRPC
Date:**

1. Regional Planning Commission Staff: 2026 rate

Staff Position	Hours	Rate (\$/hr)	Cost
Executive Director	195	\$72.66	\$ 14,168.70
Transportation Sr. Planner	1,070	\$47.01	\$ 50,300.70
Transportation/EM Planner	725	\$50.64	\$ 36,714.00
Planner K	275	\$39.18	\$ 10,774.50
Planner L	250	\$35.03	\$ 8,757.50
Natural Res. Planner	35	\$37.31	\$ 1,305.85
Administrative Staff	45	\$29.05	\$ 1,307.25
Natural Res. Sr. Planner	75	\$54.12	\$ 4,059.00
Land Use Planner	120	\$47.09	\$ 5,650.80
Comm. Dev. Planner	120	\$52.70	\$ 6,324.00
Energy Planner	80	\$41.10	\$ 3,288.00
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	3,790.00	Total Staff	\$ 158,154.30

2. Indirect Cost:

Indirect Rate (\$/hr)	Cost
45.85%	\$ 72,513.75

3. Direct Costs:

	Cost
Contractual	\$ 20,000.00
Travel	\$ 5,000.00
Supplies	\$ 300.00
Data/Ref	\$ -
Postage	\$ 800.00
Phone	\$ -
Copies/Printing	\$ -
Meetings	\$ 3,000.00
Equipment	\$ 5,021.95
Total Direct	\$ 34,121.95

4. Consultant(s):

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

Total for All Expense Categories (1-4)	\$ 264,790.00
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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/E M Planner	Planner K	Planner L	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	45	150	85	0		25	20	0	0	0	5	5	5	0	340
3	Planning	25	125	100	50	50	0	25	10	55	55	55	40	40	0	630
4	Data Collection & Management	5	100	200	50	50	0	0	50	0	0	20	300	300	0	1075
5	MRGP Support	5	10	20	0		0	0	0	0	0	0	0	0	0	35
6	Other Planning Activities	80	515	210	175	150	0	0	15	55	55	0	40	40	0	1335
Sub-Total (Tasks 1-6) (Hours)		195	1070	725	275	250	35	45	75	120	120	80	400	400	0	3790
7	Bicycle and Pedestrian Planning Integration Program	0	0	0	0			0	0							0
8	State-Owned Rail Trails	0	0	0												0
9	Other Activities	0														0
Total (All Tasks) (Hours)		195	1070	725	275	250	35	45	75	120	120	80	400	400	0	3390

B. OTHER DIRECT COSTS:

Task #	Task Description	Contractual	Travel	Supplies	Data/Ref	Postage	Phone	Copies/Printing	Meetings	Equipment	Total Direct (\$)
1	Administration	\$ 20,000.00	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 5,021.95	\$ 34,121.95
2	Public Participation/ Coordination										\$ -
3	Planning									\$ -	\$ -
4	Data Collection/Management										\$ -
5	MRGP Support										\$ -
6	Other Planning Activities										\$ -
Sub-Total (Tasks 1-6) (\$)		\$ 20,000.00	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 5,021.95	\$ 34,121.95
7	Bicycle and Pedestrian Planning Integration Program										\$ -
8	State-Owned Rail Trails										\$ -
9	Other Activities										\$ -
Total (All Tasks) (\$)		\$ 20,000.00	\$ 5,000.00	\$ 300.00	\$ -	\$ 800.00	\$ -	\$ -	\$ 3,000.00	\$ 5,021.95	\$ 34,121.95

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/E M Planner	Planner K	Planner L	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	\$ 2,543.10	\$ 7,991.70	\$ 5,570.40	\$ -	\$ -	\$ 373.10	\$ -	\$ -	\$ 470.90	\$ 527.00	\$ -	\$ 290.70	\$ 290.70	\$ -	\$ 18,057.60	\$ 8,279.41	\$ 34,121.95		\$ 60,458.96
2	Public Participation/ Coordination	\$ 3,269.70	\$ 7,051.50	\$ 4,304.40	\$ -	\$ -	\$ 932.75	\$ 581.00	\$ -	\$ -	\$ -	\$ 205.50	\$ 96.90	\$ 96.90	\$ -	\$ 16,538.65	\$ 7,582.97	\$ -		\$ 24,121.62
3	Planning	\$ 1,816.50	\$ 5,876.25	\$ 5,064.00	\$ 1,959.00	\$ 1,751.50	\$ -	\$ 726.25	\$ 541.20	\$ 2,589.95	\$ 2,898.50	\$ 2,260.50	\$ 775.20	\$ 775.20	\$ -	\$ 27,034.05	\$ 12,395.11	\$ -		\$ 39,429.16
4	Data Collection/Management	\$ 363.30	\$ 4,701.00	\$ 10,128.00	\$ 1,959.00	\$ 1,751.50	\$ -	\$ -	\$ 2,706.00	\$ -	\$ -	\$ 822.00	\$ 5,814.00	\$ 5,814.00	\$ -	\$ 34,058.80	\$ 15,615.96	\$ -		\$ 49,674.76
5	MRGP Support	\$ 363.30	\$ 470.10	\$ 1,012.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,846.20	\$ 846.48	\$ -		\$ 2,692.68
6	Other Planning Activities	\$ 5,812.80	\$ 24,210.15	\$ 10,634.40	\$ 6,856.50	\$ 5,254.50	\$ -	\$ -	\$ 811.80	\$ 2,589.95	\$ 2,898.50	\$ -	\$ 775.20	\$ 775.20	\$ -	\$ 60,619.00	\$ 27,793.81	\$ -		\$ 88,412.81
Sub-Total (Tasks 1-6) (\$)		\$ 14,168.70	\$ 50,300.70	\$ 36,714.00	\$ 10,774.50	\$ 8,757.50	\$ 1,305.85	\$ 1,307.25	\$ 4,059.00	\$ 5,650.80	\$ 6,324.00	\$ 3,288.00	\$ 7,752.00	\$ 7,752.00	\$ -	\$ 158,154.30	\$ 72,513.75	\$ 34,121.95		\$ 264,790.00
7	Bicycle and Pedestrian Planning Integration Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
8	State-Owned Rail Trails	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
9	Other Activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total (All Tasks) (\$)		\$ 14,168.70	\$ 50,300.70	\$ 36,714.00	\$ 10,774.50	\$ 8,757.50	\$ 1,305.85	\$ 1,307.25	\$ 4,059.00	\$ 5,650.80	\$ 6,324.00	\$ 3,288.00	\$ 7,752.00	\$ 7,752.00	\$ -	\$ 158,154.30	\$ 72,513.75	\$ 34,121.95		\$ 264,790.00
		10999.31	57408.23	35315.76	2697.80	2697.80	984.60	2497.95	3242.20	6004.60	6729.80	904.75	7131.84	6531.06	9631.86					

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Indirect rate
46%