

MEETING NOTICE
NRPC TRANSPORTATION ADVISORY COMMITTEE (TAC)
Thursday June 14, 2018 at 6:30 PM Meeting
Swanton Village Municipal Complex, First Street (Route 78), Swanton

AGENDA

- 1. Adjustments to the Agenda**
- 2. Welcome, Introductions, Opening Remarks**
- 3. Opportunity for Public Comment**
- 4. FFY 2019 Transportation Planning Initiative (TPI) Work Program- (materials enclosed)**
-The TAC will review FFY 2019 work program and may recommend for approval by the NRPC board.
- 5. Update on June 6th Exit 17 Meeting**
- 6. Check-in on Municipal Roads General Permit and Grants-in-Aid Program**
- 7. Updates and Information**
 - Air, Trail, Rail and Public Transit Updates
 - Municipal Updates
 - Review airport letter of support (*to be distributed at meeting*)
 - Next meeting August 9, 2018, Vermont Long Range Transportation Plan
 - October 11, 2018, *tentative* roundhouse tour prior to TAC meeting
- 8. Minutes- 5/10/2018 Meeting (*enclosed*)**
- 9. Other Business**

Pizza will be provided at the meeting. For more information, please contact Bethany Remmers at 524-5958. TAC members, please contact the office by Wednesday if you are unable to attend. The meeting is open to the public.

In accordance with provisions of the Americans with Disabilities Act (ADA) of 1990, the NRPC will ensure public meeting sites are accessible to all people or provide an opportunity to request accommodations. Requests for free interpretive or translation services, assistive devices, or other requested accommodations, should be made to Amy Adams, NRPC Title VI Coordinator, at 802-524-5958 or aadams@nrpcvt.com, no later than 3 business days prior to the meeting for which services are requested.

Regional Transportation Advisory Committee
Draft Meeting Minutes, May 10, 2018
EAA Chapter 613 Education Center at the Franklin County State Airport
Highgate, VT

Attendance
TAC Representatives:

| Municipality | Representative | Present | Municipality | Representative | Present | Municipality | Representative | Present |
|-----------------|-------------------------------------|---------|-----------------|---|---------|-----------------|-----------------|---------|
| Alburgh Town | Alton Brusco | √ | Alburgh Village | Jason Beaulac | | Bakersfield | Mark Allen | |
| Enosburg Falls | Ellen St. Marie | √ | Enosburgh Town | Joey Clark | called | Fairfax | Colleen Steen | √ |
| Fairfield | Maurice Jettie | | Fletcher | Vacant | | Franklin | Peter Magnant | called |
| Georgia | George Bilodeau | √ | Grand Isle | David Borthwick Leslie Barclay Morris (alternate) | √ √ | Highgate | Richard Noel | √ |
| Isle La Motte | Paul Hinman | | Montgomery | Mark Brouillette | | Richford | Linda Collins | |
| Sheldon | Ron Lontine | | South Hero | Bob Buermann (alternate) | √ | St. Albans City | Ryan Doyle | √ |
| St. Albans Town | Alan Mashtare | √ | Swanton Town | Harold Garrett | √ | Swanton Village | Elisabeth Nance | √ |
| GMT (Transit) | Chris Loyer Rich Gorton (alt) | | NECR (Rail) | Charles Hunter | called | MVRT (Bike/Ped) | Vacant | |
| Air Rep. | George Coy | √ | Berkshire | Anthony Lussier | | North Hero | Vacant | |

Alternates and Other Participants: Bethany Remmers (NRPC Staff), Amy Bell (VTrans), and Brendan Deso (St. Albans Town).

Adjustment to the Agenda: None

Introductions: Chair H. Garrett called the meeting to order at 6:36 PM followed by the Pledge of Allegiance and introductions.

Opportunity for Public Comment: None.

Update on VTrans' Vermont Airport System Plan and Recent Franklin County Airport

Activities: G. Coy updated the TAC on current projects and organizational changes at VTrans regarding aviation. The TAC asked that B. Remmers draft a letter of support on the airport. The letter could serve as general comments to the aviation plan.

- Supporting the runway extension for the full 1,001 ft.
- Recognize the need for additional hanger space.

- Support efficient/cost effective maintenance activities.
- Support the aviation education for youth and general public outreach that happens at the airport.

New Work Program Task—Missisquoi Basin Municipal Road Stormwater Mitigation Program:

B. Remmers presented the scope of work for this new TPI task.

Review of Recommended Roadway Functional Classification Changes in Region: B. Remmers outlined the four proposed function classification changes in the region. They included:

1. Upgrading section of Route 7 in Georgia/St. Albans Town from major collector to minor arterial.
2. Upgrading small section of SASH (adjacent to interstate ramps) to principal arterial.
3. Downgrading a small section of Lower Newton Road in St. Albans City to major collector.
4. Upgrading section of US 7 and VT 207 in St. Albans Town from major collector to minor arterial.

The TAC asked B. Remmers to confirm that the functional classification change of US Route 2 that was proposed by CCRPC extended up to VT Route 314.

G. Coy moved to concur with the proposed functional classification changes. B. Morris seconded. The motion carried.

Updates and Information:

TAC asked for an update on the Budd rail cars at a future meeting. B. Buermann announced Green Mountain Transit was holding a public meeting on the NextGen Plan on May 17th at the Swanton Municipal Complex.

Minutes:

R. Doyle moved to approve the minutes from the March meeting. C. Steen seconded. The motion carried.

Other Business: None.

C. Steen moved to adjourn. G. Bilodeau seconded. The motion carried. The meeting adjourned at 8:13 PM.



**Northwest Regional Planning Commission
FY 2019 Work Program and Budget
Vermont Agency of Transportation
Transportation Planning Initiative**

INTRODUCTION

The Northwest Regional Planning Commission (NRPC) hereby submits this FY 2019 Work Program and Budget for funding under the Vermont Agency of Transportation's (VTrans') Transportation Planning Initiative (TPI). The scope of work outlined herein represents a proposal for a one year contract (October 1, 2018 to September 30, 2019) for the stated amount of \$231,884. The proposed budget anticipates and includes the ten-percent regional match requirement for all programs except ~~Task 6: Transportation Master Plan for the Georgia South Village~~ and ~~Task 7: Missisquoi Basin Project Identification and Prioritization.~~

The TPI is intended to achieve the following goals:

- Improve linkages between transportation planning and planning for land use, economic development, emergency preparedness and natural resources at the state, regional and local levels;
- Increase participation by municipalities and members of the public, in making transportation decisions; and
- Facilitate implementation of transportation projects through greater understanding of transportation issues and opportunities.

The transportation planning activities to be conducted by the NRPC will be in cooperation with its 23 member municipalities, the NRPC Board of Regional Commissioners, the Transportation Advisory Committee (TAC) and VTrans. This represents the twenty-fourth proposal submitted for funding under VTrans' TPI. Background on the program and list of accomplishments from previous work programs is included as *Attachment A*. Additional guidance on the work program tasks can be found in the VTrans document, "*Transportation Planning Initiative Annual Work Program Guidance*", dated 5/4/2018.

WORK PROGRAM- TASK 1.0 ADMINISTRATION

This task includes basic overhead and the costs of general administrative work directly chargeable to the planning program, including, but not necessarily limited to: direct program support, contract administration, special project administration, and the development of related work plans and budgets. Specific tasks include:

- A. Retain and manage qualified transportation consultant(s) through adopted procurement procedures.
- B. Manage financial records in accordance with federal and state requirements; prepare monthly billing statements and progress reports; maintain all contract and project related files and records and internal monitoring procedures (including staff time sheets and work summaries); participate in mid-year work program review; prepare for an annual audit of accounts in accordance with state and federal audit requirements.

- C. Provide administrative support of all work tasks and complete program administration training as needed.
- D. Prepare and submit work program and budget for the next phase of the planning process (tentatively scheduled for October 1, 2019 - September 30, 2020).
- E. Purchase computers, supplies and equipment directly related to TPI activities.
- F. Prepare TPI performance measure data for inclusion in the SFY 2019 VAPDA Annual Report.

Personnel: Director, Office Administrator and Assistant Director

Match: RPC (10%), ACCD/Municipal Assessment Funds

Products:

- Administrative activities will be ongoing throughout the contract period. Specific products will include monthly invoices, progress reports, an annual audit report, and related proposals, subcontracts, work programs and budgets
- VAPDA SFY 2019 Annual Report for each RPC that includes transportation performance measures.

TASK 2.0 PUBLIC INVOLVEMENT AND COORDINATION

This includes work efforts related to municipal and interagency coordination, citizen participation, public informational meetings associated with the Regional Commission's transportation planning program and special transportation planning projects. Specific tasks include:

- A. Support the NRPC Transportation Advisory Committee (TAC) and hold regular meetings.
- B. Coordinate with local officials and regional partners on transportation-related projects and initiatives. Solicit and encourage public involvement in the planning process.
- C. Coordinate and participate in regional/statewide transportation-related meetings and trainings including regular TPI meetings. Participate in activities that foster broader coordination and cooperation with the State of New York and the Province of Quebec. Serve on various transportation-related task forces and study committees as necessary.
- D. Distribute a newsletter including a section on regional transportation issues and post transportation studies on NRPC website.
- E. Participate in Annual STIP/Capital Program Hearings.
- F. ~~Provide regional support and coordination for redirecting the remaining funding in the Missisquoi Bay Bridge federal earmark to water quality related transportation projects in the Missisquoi watershed.~~
- G. Assist municipalities in integrating good access management practices into local plans, development and zoning regulations and ordinances. Review new/updated municipal plans with regard to transportation-related goals, policies, objectives and needed improvements. Provide transportation technical assistance to municipalities as needed. Educate municipalities on the latest codes and standards and encourage their adoption
- H. Host road foreman meetings or trainings at least quarterly.
- I. Participate in Way-To-Go Commuter Challenge planning and outreach.
- J. Work with VTrans to regularly coordinate on aviation related outreach and coordination activities.
- K. Plan and hold regional Vermont Strategic Highway Safety Program workshop to bring local stakeholders together with RPCs, VTrans and the partners of the VHSA to focus on education, enforcement, engineering and emergency response.

Personnel: Director, Office Administrator, Assistant Director, Senior Planner(s), Regional Planner(s), GIS Technician and Consultant/Contract staff as needed.

Match: RPC (10%), ACCD/Municipal Assessment Funds

Products:

- Public participation and outreach activities will be ongoing throughout the contract period. Specific products will include the newsletter, meeting announcements, minutes, written recommendations and correspondence as appropriate
- Submit progress report on Way-to-Go Activities to VTrans by 6/30/2019.

TASK 3.0 LONG-RANGE TRANSPORTATION PLANNING

This task includes activities specifically related to long-range transportation system planning and analysis, i.e., related data collection, database development and maintenance, systems analyses, GIS system development and maintenance, associated transportation maps, the adoption of the regional transportation plan to the Regional Plan, and all long-range transportation system management activities, such as access management. Specific tasks include:

- A. Promote bicycle, pedestrian and transportation related recreation efforts in the region. Support regional and statewide organizations including (but not limited to) the Lake Champlain Bikeways, Trails & Greenways Council, Northwest Vermont Rail Trail Council, Lamoille Valley Rail Trail Committee (LVRTC), Friends of the Lamoille Valley Rail Trail and the Northern Forest Canoe Trail.
- B. Develop and maintain GIS data used in transportation planning including land use, roads, bike and pedestrian resources, natural resources, emergency planning and other related transportation datasets. Participate in ongoing review of VTrans and VCGI generated data and information and produce transportation-related maps as needed.
- C. Coordinate all-hazards mitigation planning as it relates to transportation planning efforts including watershed, stormwater, shoreline stabilization and other projects. Work with VTrans and local communities to identify critical infrastructure and important vital emergency routes within the region. Participate in the Transportation Flood Resilience Planning Tool (TRPT) effort if a watershed in the region is selected for this project.
- D. Participate in the Lake Champlain Byways Council including providing assistance for grant applications and project implementation.
- E. Support planning for passenger and freight rail improvements in the region including, but not limited to, restoring passenger service to Montreal and implementing the recommendations of the Vermont Western Corridor Plan, 2009.
- F. ~~Participate in Phase III of the On-Road Bike Facility System Assessment for state highway system.~~

Personnel: Director, Assistant Director, Senior Planner(s), Regional Planner(s), GIS Technician and Consultant/Contract staff as needed.

Match: RPC (10%), ACCD/Municipal Assessment Funds

Products:

- GIS coverages/maps (updated base, land use, transportation network, natural resources, emergency planning and associated transportation data)

- Products related to bike/ped promotion
- ~~Data collected for the On-Road Bike Facility System Assessment~~

TASK 4.0 SHORT-RANGE TRANSPORTATION PLANNING:

This task includes activities specifically emphasizing short-range transportation system analysis and problem solving, including the evaluation of specific local or regional transportation problems or issues and corridor studies. Specific tasks include:

- A. Assist municipalities with town highway road, bridge/culvert (less than 20 ft) and sign inventories. Bridge and culvert data will be collected in accordance with the latest VCGI standards and entered into the state database at VTCulverts.org. Verify that all town short structures (6ft-20ft, bridges and large culverts) are included in the database and collect attribute information on structure (such as length) when feasible.
- B. Collect up to 20 traffic and turning movement counts. This data will be used to update the regional transportation plan and support local and regional planning efforts.
- C. Support schools and communities encouraging students to walk and bike to school. The support could include general outreach for the VTrans SR2S program, hosting trainings, participation in school travel plan working groups, mapping, grant writing and traffic data collection/monitoring.
- D. Participate in public transportation planning including (but not limited to) coordinating with the Green Mountain Transit (GMT), attending GMT-board meetings, coordinating quarterly regional E&D public transit advisory committee meetings, supporting the Go Vermont Program and participating in special public transit efforts as needed.
- E. Prioritize and select roadway sites for the Systemic Local Road Safety Program (SLRS). Work with the municipalities and VTrans on identifying safety improvements at selected sites. NRPC will host and coordinate Road Safety Audit Reviews in the region as needed.
- F. Assist municipalities and non-profit organizations in writing grant proposals for transportation-related initiatives and projects as requested.
- G. Collect town highway major collector data to support VTrans' Highway Performance Monitoring System program such as information on major roadway projects, paving, lane/shoulder widening, speed zone changes or changes to signal system. Collect roadway data to support VTrans' Model Inventory of Roadway Elements (MIRE) as needed.
- H. Conduct focused transportation problem studies and alternative analysis as needed.
- I. Review and comment on potential transportation impacts from regional land use development and Act 250 applications.
- J. Complete usage counts at state-funded park and ride lots 3-times per year in July, October and February.
- K. Conduct bicycle and pedestrian usage counts at a minimum of three sites, three-four times a year following VTrans guidance.
- L. Provide technical support to VTrans, St. Albans City, St. Albans Town and other interested parties on the Route 7 improvements, 104/SASH Intersection upgrades, the Main Street Streetscape Project and the Federal Street Extension Project.
- M. Conduct municipal Complete Streets implementation inventory for 2018.
- N. Assist with Municipal Road Stormwater Management Plans and provide education and outreach on the new Municipal Roads General Permit.
- ~~O. Review and provide regional input on proposed changes to the Functional Classification~~

~~System.~~

- P. Continue Transportation Master Plan for the Georgia South Village Area including Rte. 7 from the I-89, Exit 18, southbound ramps to Meadowood Drive and on Rte. 104A from the Rte. 7 intersection to the entrance to Arrowhead Industrial Park. This activity represents the NRPC contribution to the Georgia South Village Transportation Master Plan.
- Q. Review recommendations from the VTrans Exit 17 project scoping/design effort, assist with public outreach as needed and provide regional input.
- R. Provide on-road bicycle facility data on all State and Town Highways, inclusive of Class I Town Highways. Dedicated on-road bicycle facilities will likely be bicycle lanes but could include buffered and protected bicycle lanes

Personnel: Director, Assistant Director, Senior Planner(s), Regional Planner(s), GIS Technician and Consultant/Contract staff as needed.

Match: RPC (10%), ACCD/Municipal Assessment Funds

Products:

- Municipal bridge and culvert data entered into VTCulverts.org
- ~~Status report of culvert data status submitted to VTrans by February 1, 2018~~
- Results of usage counts at state park-and-rides by the last business day of each month counts are completed.
- Results of the bicycle and pedestrian usage counts submitted to the UVM data portal.
- Prioritized list of roadway locations for the Systemic Local Road Safety Program and signed municipal agreement submitted to VTrans by April 26, 2019
- Town highway major collectors data when collected
- Results of traffic counts submitted to VTrans by 11/1/2018 in acceptable format
- Municipal Complete Streets implementation inventory submitted to VTrans by February 15, 2019
- SR2S outreach summary report submitted by 7/15/2019.
- ~~Summary of comments/concurrence on functional classification changes to VTrans by June 1, 2018.~~
- Georgia South Village Area Master Plan submitted to VTrans
- Provide supplemental data on bicycle facility characteristics by 9/29/2019

TASK 5.0 PROJECT DEVELOPMENT PLANNING:

This task is to include activities specifically emphasizing project level planning and analysis.

Specific tasks include:

- A. Assist VTrans with project development outreach and coordination with local municipalities and regional entities. This outreach and coordination may include accelerated and/or high impact projects. Participate in project scoping and other project development meetings.
- B. Support municipalities who are managing Municipal Assistance Bureau (MAB) projects and other locally managed transportation projects.
- C. Annually evaluate all VTrans capital program projects in the region. Nominate projects and provide documentation for consideration in or removal from the capital program based on VTrans guidance. Produce a map and description of regional transportation project rankings for distribution to VTrans and other interested parties. Participate in review of the prioritization process as needed.

- D. ~~Work with VTrans, local municipalities and other interested groups to redefine/re-scope the Route 78 project.~~
- E. Annually prioritize candidate District paving projects and submit results to VTrans.
- F. Assist VTrans in providing education and outreach about the benefits of lane conversion (i.e. Road Diets).

Personnel: Director, Assistant Director, Senior Planner(s), Regional Planner(s), GIS Technician and Consultant/Contract staff as needed.

Match: RPC (10%), ACCD/Municipal Assessment Funds

Products:

- Project priorities submitted no later than March 31, 2019
- District leveling project prioritization results
- Maps and description of regional projects

~~TASK 6.0 TRANSPORTATION MASTER PLAN FOR THE GEORGIA SOUTH VILLAGE:~~

~~Initiate a Transportation Master Plan for the Georgia South Village Area including Rte. 7 from the I-89, Exit 18, southbound ramps to Meadowood Drive and on Rte. 104A from the Rte. 7 intersection to the entrance to Arrowhead Industrial Park. This activity represents the VTrans contribution to the Georgia South Village Transportation Master Plan. The NRPC contribution is shown in Task 6.~~

~~Personnel: Consultant/contract staff~~

~~Match: No matching funds required.~~

~~Products:~~

- ~~▪ Master Plan submitted to VTrans~~

TASK 7.0 MISSISQUOI BASIN PROJECT IDENTIFICATION AND PRIORITIZATION:

Complete a planning process involving municipalities in the Missisquoi Basin to identify and prioritize projects eligible for funding. The planning process will be completed in partnership with the Northeastern Vermont Development Association (NVDA), Vermont Agency of Transportation (VTrans) and Vermont Department of Environmental Conservation (VTDEC). NRPC will work with project partners to develop a potential project list. Potential projects will be screened for eligibility according to parameters set by VTrans. Conceptual cost estimates for eligible projects will be developed or verified using consultants from NRPC's pre-qualified list of engineering and planning firms.

Personnel: Director, Assistant Director, Senior Planner(s), Regional Planner(s), GIS Technician, Intern and Consultant/N

Match: No matching funds required.

Products:

- Comprehensive potential project list with conceptual cost estimates submitted to VTrans.

Attachment A: TPI Background and List of Past Accomplishments

VTrans, in 1991, undertook its Planning Initiative to decentralize the Agency's transportation planning process in order to provide for more local/regional participation in the state's transportation planning efforts. The Agency's stated intent has been to carry out this initiative under contract with each of Vermont's eleven regional planning commissions, under the direction of locally elected municipal officials.

The Regional Commission has been supportive of this process since the outset. In 1992 the Regional Commission's Transportation Planning Program was organized under the oversight of our Regional Transportation Advisory Committee (TAC) which serves in an advisory capacity to our Board of Commissioners. Each of the Regional Commission's twenty-three member municipalities has been invited to participate in the Transportation Planning Program through the submission of a signed resolution and the annual appointment of an elected official or representative to the TAC. The Green Mountain Transit, Northwest Vermont Rail Trail Council, New England Central Railroad and the fixed base operator, Border Air, for the Franklin County State Airport in Highgate have voting representatives on the TAC, and efforts have been undertaken to add seats representing the regional ferry services. The regional VTrans representative has non-voting representation on the Commission's TAC.

The Regional Commission's Transportation Planning Program operates under and adheres to previously adopted communication and public participation protocols, memoranda of understanding with adjoining regional commissions, VTrans recommended procurement procedures, and all applicable federal and state statutes and regulations. In addition, the region's TAC, with approval from the Board of Regional Commissioners, adopted rules of procedure governing their actions and responsibilities. Previous proposals financed:

- The organization of the Regional Commission's transportation planning program, including the development of the Regional Commission's first work program and budget (FY 93);
- The development of a regional transportation plan (FY 94);
- The development of a transportation improvement program, and special transportation studies such as the Route 2/78 Corridor Study and the Federal Street Extension Study (FY 95);
- Continued coordination, long-range planning efforts, and special projects including a Route 7 Corridor Study and an access management handbook for area communities (FY 96);
- Updates to the regional transportation plan, continued coordination with transportation groups, long-range planning efforts, and special projects including the Route 105 Corridor Study and bike and pedestrian planning in Grand Isle County (FY 97);
- A corridor study of US Route 2 in Grand Isle County, Swanton Access Management Study, and Exit 20 Improvement Study (FY 98);
- An engineering study of the train bridge in Sheldon and the Swanton and Enosburg Village Circulation Study (FY 99);
- An update of the regional transportation plan, a feasibility study for bicycle and pedestrian facilities in the Town of Highgate, a transportation enhancement program grant application to implement improvements recommended in the Grand Isle County Roadway Corridor Study, and a St. Albans Traffic Circulation Study (FY 01).
- Confirmation of Transportation Projects with the Regional Plan

- Roadway and culvert location and condition data inventories as part of the region wide RSMS development for individual municipalities.
- Completion of access management conditions inventory(FY02)
- Completion and adoption of Regional Long-Range Transportation Plan (FY04)
- VT Route 104 Corridor Study (FY 04)
- Re-alignment study of the VT Route 105/US Route 7 Intersection (FY 03)
- Re-alignment study of the Commette/Fletcher Roads Intersection in Fairfax (FY 03)
- Update to the 1995 Federal St. Corridor Study (FY '06)
- A Sidewalk Feasibility Study for the Town of Franklin (FY '06)
- Update to the Financing Improvements to the Exit 20 Area Study (FY '06)
- VT 104/VT 128 Intersection Re-alignment Analysis (FY '06)
- Lamkin St. Corridor Study (FY '07)
- Northwest VT Project Report (FY '07)
- Update to the US 7 Corridor Study (FY '07)
- Update to Franklin Sidewalk Study (FY '08)
- Update of the Long Range Transportation Plan (FY'09)
- Update of the VT 104/SASH Intersection Study (FY' 09-10)
- Update of the Long Range Transportation Plan Draft (FY'11)
- VT 104/US 7 Intersection and Bridge B1 Feasibility Study (FY'12-13)
- Regional Highway Safety Forum (FY'14)
- Integrated Long Range Transportation Plan into the updated Regional Plan for 2015-2023 (FY '15)
- Update and reprint Missisquoi Valley Rail Trail Guide (FY '16)
- Grand Isle County Park and Ride Scoping Study (FY'17/FY'18)