



BOARD OF COMMISSIONERS

July 26th, 2023

6:30 Dinner

7:00 Meeting

Stone House, St. Albans Town Bay Park,
Route 36, St. Albans, VT

Virtual Option: See below for Zoom link

1. **Adjustments to the Agenda**
2. **Welcome, introductions, opening remarks** –William Irwin, *Chair*
3. **Opportunity for Public Comment**
4. **Minutes of the June 2023 Meeting** (enclosed)
5. **2023-2031 Northwest Regional Plan** (*action*)
Shall the Board of Commissioners adopt the [2023-2031 Northwest Regional Plan?](#)
6. **Commission Reports:** written reports enclosed
 - Finance/Operations**– *Kirk Waite*
 - Personnel** – *Lori Ruple*
 - Executive Committee** – *William Irwin*
 - Project Review** – *Bob Buermann*
 - Transportation Advisory Committee (TAC)** – *Harold Garrett*
 - Energy and Climate Committee**- *Staff*
 - Brownfields Committee** – *Megan Sherlund*
 - Regional Plan and Policy Committee**- *Peter Zamore*
 - Vermont Economic Progress Council (VEPC)** – *Brian Dube*
 - Green Mountain Transit**- *Bob Buermann/Catherine Dimitruk*
 - Healthy Roots Advisory Committee**- *Marietta Sholten*
 - Northwest Vermont Regional Foundation**- *Kirk Waite*
 - Office**-*Staff*

7. **FY 24 Transportation Planning Initiative (TPI) Work Program, Budget-** *action item*
Draft attached
8. **FY 24 Committee Assignments-** *action item*
Committee assignments to be distributed
9. **Commissioner Announcements**

Meeting Access Information

Please try to join the meeting 5-10 minutes prior to the start time. If you have trouble connecting, please call 802-310-6797.

Access via phone or video

Join Zoom Meeting via video

<https://us02web.zoom.us/j/84672495167>

Join Zoom via phone

1(312)626-6799 or

1(646)558-8656

Meeting ID 846 7249 5167

If you have questions about how to participate in this meeting or if you cannot attend, please contact NRPC: 524-5958 or AAdams@nrpcvt.com *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. NRPC will accommodate requests made no later than 3 business days prior to the meeting for which services are requested, and will strive to accommodate all other requests. This support is provided in accordance with provisions of the Americans with Disabilities Act (ADA) of 1990.*

1 **NRPC Board of Commissioners Meeting**
2 **June 28, 2023**
3 **Virtual Meeting**
4

5 The meeting of the Board of Commissioners was held using the Zoom platform.
6

7 **Attendance**

8 Commissioners: See attached. A quorum was present to conduct business.

9 Staff: C. Dimitruk, K. Grenier, S. Coleman, D. Pierce, B. Lampke, M. Melican, D. Devlin
10

11 Chair B. Irwin welcomed attendees and called the meeting to order at 7:00 PM.
12

13 **Adjustments to the Agenda**

14
15 **Welcome, introductions, opening remarks**

16 B. Irwin welcomed those attending. Participants briefly introduced themselves.

17 B. Irwin welcomed new Commissioners, J. Pelkey: Highgate; M. Curtis: No. Hero.
18

19 **Opportunity for Public Comment**

20 No members of the public offered comments.
21

22 **Minutes of the April Meeting**

23 *K. Waite moved to approve the May minutes with corrections on lines 113, and 129. H. Garrett*
24 *requested that H. Garrett's attendance be corrected.*

25 *K. Waite offered an amended motion including H. Garrett's request. A. Alling seconded. Motion*
26 *carried with one abstention.*
27

28 **Commission Reports:**

29
30 **Finance/Operations**—K. Waite stated that the committee did not meet. The NEFCU mortgage
31 was paid off earlier as voted by the board at the May 2023 Commissioner's meeting.
32

33 **Personnel** – L. Ruple stated that the committee met in June. Annual staff salaries were
34 discussed and recommendations were presented to the Executive Committee.
35

36 **Executive Committee** – B. Irwin stated that in his absence L. Douglas facilitated the June
37 meeting. The committee approved the Personnel committee's salary recommendations.
38

39 **Project Review** – B. Buermann noted two projects in current review: Solar project in Berkshire
40 and Eagles Landing Rest Stop in Isle la Motte. B. Buermann noted that it may be helpful if a
41 standard set of procedures are created to guide the NRPC Project Review Committee when
42 reviewing projects for municipalities who do not have current applicable zoning criteria.
43

44 **Transportation Advisory Committee (TAC)** – H. Garrett noted that the TAC met in June. Annual
45 elections were held. The TAC discussed current transportation related topics and recognized a
46 concern for a lack of municipal participation.

47

48 **Energy Committee** – B. Morris noted that the committee did not meet in June. Next meeting is
49 in August.

50

51 **Brownfields Committee** – C. Sawyer reported that the committee met in June. Discussion
52 revolved around upcoming and potential Brownfields projects.

53

54 **Regional Plan and Policy Committee** – P. Zamore stated that the committee expects the final
55 public hearing for the updated Regional Plan to occur on July 17, 2023, with subsequent
56 recommendation for adoption at the July NRPC Board of Commissioners Meeting.

57

58 **Vermont Economic Progress Council (VEPC)** – B. Irwin reported that there were no project
59 applications in the region.

60

61 **Green Mountain Transit (GMT)** – B. Buermann reported that at the GMT Commissioners
62 meeting in June discussion was had regarding future needs for a line of credit in times of
63 budgetary uncertainty.

64

65 **Healthy Roots Advisory Committee** – C. Dimitruk stated that seasonal gleaning had begun and
66 that the new refrigerated trailer had been received. Still awaiting delivery of the new hybrid
67 truck.

68

69 **Northwest Vermont Regional Foundation** – K. Waite reported that a July meeting is expected.

70

71 B. Irwin asked for any additional NRPC staff reports:

72

73 S. Coleman reported that the Northwest Vermont Medical Reserve Corps. have been focusing
74 on capacity building for new challenges within the region. Some examples include tick
75 awareness and keeping the community cool during extended, extreme temperatures, through
76 the activation of cooling shelters.

77

78 B. Irwin asked for clarification on two points within the Transportation staff report. K. Grenier
79 provided clarification of traffic count installations and potential US 7 “road diet” at the north
80 end of St. Albans Town.

81

82 C. Dimitruk noted that G. Brunswick would be reaching out to regional municipalities regarding
83 updates to Vermont zoning regulations under the HOME Act.

84

85 **ELECTION OF OFFICERS AND REPRESENTATIVES FOR FY 24**

86 Y. Dandurand indicated that the Nominating Committee nominates the following slate of
87 officers:

88
89 **Chair:** Bill Irwin
90 **Vice-Chair:** Andy Alling
91 **Secretary:** Sarah Hadd
92 **Treasurer:** Kirk Waite
93 **Chair-Personnel:** Lori Ruple
94 **Chair- Project Review:** Bob Buermann
95 **Chair- Regional Plan and Policy Committee:** Peter Zamore
96 **At-large member on Executive Committee:** Barclay Morris
97 **Youth Member to the Board of Commissioners:** Franklin County- R. Thatcher- to be vacant as
98 of July 2023, Grand Isle County- vacant

99
100 *Y. Dandurand requested additional nominations from the floor. None were made.*
101 *The nominations carried and the slate was elected.*

102
103 Y. Dandurand indicated that the Nominating Committee nominates the following board
104 representatives:

105
106 **Vermont Economic Progress Council:** Brian Dubie, Doug Grant (Alternate)
107 **Green Mountain Transit:** Catherine Dimitruk (Franklin County), Bob Buermann (Grand Isle),
108 Elisabeth Nance (Franklin County Alternate), Kyle Grenier (Grand Isle County Alternate)
109 **NRPC Brownfields Committee:** Megan Sherlund
110 **Healthy Roots Collaborative:** Marietta Scholten

111
112 *Y. Dandurand requested any additional floor nominations for the Vermont Economic Progress*
113 *Council, Green Mountain Transit, NRPC Brownfields Committee, and Healthy Roots*
114 *Collaborative. None were made. The nominations carried and representatives were elected.*

115
116 Y. Dandurand requested a moment to offer sentiments of compliment to the current board
117 members for their commitment to NRPC and the important roles they play within our
118 communities, especially during times of concern for lack of volunteer participation in general.

119 **FY 24 OVERALL WORK PROGRAM AND BUDGET**

120
121 C. Dimitruk gave a brief overview of the proposed Work Program and Budget. She explained
122 that the budget reflects a decrease in overall revenue for the coming fiscal year. The decrease is
123 largely because NRPC is no longer the statewide manager of the Grants in Aid program, which
124 has transitioned fully to the Vermont Agency of Transportation. While some grant programs
125 have ended, overall revenues that support regional projects and programs have remained
126 steady or increased. Expenses were adjusted to account for increased staff, additional in-
127 person work, software, equipment and consulting needs.

128 B. Morris indicated concerns for the building reserve and noted that a larger cushion would be
129 helpful when navigating longer-term needs of the physical space.

130

131 H. Garrett shared concern for the winter conditions of the handicap ramp.

132

133 C. Sawyer asked about the possibility of a strategic update, specifically asking about the long-
134 term opportunities, need, and vision for the 75 Fairfield Street facility.

135

136 *B. Morris moved to approve the FY 24 work program and as presented. H. Garrett seconded. The*
137 *motion carried.*

138

139 C. Dimitruk offered thanks to NRPC staff members: A. Adams, B. Remmers, and the Finance
140 Committee for their work to bring the FY 24 budget and work program to the board.

141

142 **FY 23 Committee Assignments**

143 B. Irwin noted that assignments are made in July. Commissioners are asked to email Catherine
144 if they are interested in serving on a committee.

145

146 B. Morris noted the addition of the new Ad Hoc Code of Conduct Committee. B. Morris also
147 mentioned that making a seat available for an NRPC staff member could be helpful.

148

149 **Commissioner Announcements:**

150

151 B. Morris noted that the July 2023 Board of Commissioners meeting would require 60 percent
152 of active commissioners to attend and vote in order to adopt the presented Regional Plan
153 update.

154

155 **Adjourn**

156 *Y. Dandurand moved to adjourn. C. Sawyer seconded. Motion carried and the meeting*
157 *adjourned at 8:09 p.m.*

| FY23 NPRC Board of Commissioners- Meeting Attendance | | | | | | | | | | | | | |
|--|---|---------|------------|---------|----------|----------|------------|---------|-----|---------|-------|-----|------|
| Municipality | Board Member | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June |
| | | 7/27/22 | No Meeting | 9/28/22 | 10/26/22 | 11/30/22 | No Meeting | 1/25/23 | | 3/29/23 | | | |
| Frkln Cty Youth | Ryan Thatcher | X | | | X | X | | E | E | E | E | E | |
| Gl Cty Youth | Vacant | | | | | | | | | | | | |
| Alburg Town | Donna Bohanon | | | | | | | | | | X | | |
| Alburg Town | Donna Boumil | | | | | | | | | | X | | |
| Alburg Village | Terry Tatro | | | | | | | | | | | | |
| Alburg Village | | | | | | | | | | | | | |
| Bakersfield | Bill Irwin | X | | | X | X | | X | X | X | x | x | X |
| Bakersfield | Linda McCall | E | | | X | E | | E | X | X | x | X | X |
| Berkshire | Vincent Hickey | | | | | | | | X | | | | |
| Berkshire | Claude Charron | | | | | | | | | | | | |
| Enosburg Falls | Leonard Charron | | | | | | | | | | | | |
| Enosburg Falls | Vacant | | | | | | | | | | | | |
| Enosburgh Town | Jesse Woods | | | | | | | E | | | | E | |
| Enosburgh Town | Jessica Eagle | | | | | | | E | | | | E | |
| Fairfax | Colleen Steen-through 8/1/22, Amber Sotter-start 10/17/22 | X | | | X | X | | | X | X | E | x | |
| Fairfax | Sarah Hadd | X | | | X | X | | X | X | X | E | x | |
| Fairfield | Doug Grant | X | | | X | X | | X | X | | x | x | X |
| Fairfield | Brian Dubie | | | | X | X | | X | X | X | x | x | X |
| Fletcher | Lynn Douglas | X | | | X | X | | X | X | X | x | E | |
| Fletcher | Lori Ruple | X | | | X | X | | E | X | X | x | X | X |
| Franklin | Yvon Dandurand | X | | | X | X | | X | X | X | x | E | X |
| Franklin | Wesley Kempton | | | | | | | | | | | | |
| Georgia | Scott St. Onge | | | | | | | | | | | | |
| Georgia | Kirk Waite | X | | | | X | | E | X | X | E | x | X |
| Grand Isle | Barclay Morris | X | | | | X | | X | | X | x | x | X |
| Grand Isle | Howard Demars | | | | X | | | X | X | X | x | x | |
| Highgate | Jack Pelkey (6/1) | | | | | | | | | | | | X |
| Highgate | Vacant (Richard Noel through 10/22) | X | | | | | | | | | | | |
| Isle La Motte | Sylvia Jensen | X | | | | | | | X | X | | x | |
| Isle La Motte | Mary-Catherine Graziano | | | | | X | | | X | | x | x | |
| Montgomery | Charlie Hancock | | | | | | | | | | | | |
| Montgomery | Mark Brouillette 5/23 | | | | | | | | | | | | |
| North Hero | Andy Alling | X | | | X | X | | X | X | X | x | x | X |
| North Hero | Mike Curtis (6/28) | | | | | | | | | | | | X |
| Richford | Vacant (Rowena Brown | X | | | | X | | X | X | | | | |
| Richford | Vacant | | | | | | | | | | | | |
| Sheldon | Vacant | | | | | | | | | | | | |
| Sheldon | Jeff Kane | | | | | | | | | | | | |
| South Hero | Peter Zamore | X | | | | X | | X | X | X | x | x | X |
| South Hero | Bob Buermann | X | | | X | X | | X | X | X | E | x | X |
| St. Albans City | David Glidden | x | | | | | | X | X | | | | |
| St. Albans City | Matt Preedom through 8/1/22, Chip Sawyer - start 1/1/23 | X | | | | | | X | X | X | | x | X |
| St. Albans Town | Marietta Scholten | | | | X | X | | X | X | X | x | x | X |
| St. Albans Town | Megan Sherlund | | | | | X | | X | X | X | x | x | |
| Swanton Town | Harold Garrett | | | E | X | | | X | X | X | X | X | X |
| Swanton Town | Nicole Draper | | | | | | | | | X | x | x | |
| Swanton Village | Elisabeth Nance thru 2/23, Reg Beliveau after | X | | | X | X | | X | X | X | x | x | |
| Swanton Village | Neal Speer | | | | | X | | | | | x | | |
| # MUNICIPALITIES | | 14 | | | 11 | 14 | | 13 | | 14 | 13 | 14 | 15 |

QUORUM = 12 E= Excused

Northwest Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

| | Jul '22 - Jun 23 | Budget | \$ Over Budget | % of Budget |
|------------------------------------|---------------------|---------------------|----------------------|---------------|
| Income | | | | |
| 4016 · EDA | 240,620.84 | 375,000.00 | -134,379.16 | 64.17% |
| 4026 · Grants in Aid Pilot Program | 164,119.70 | 89,717.00 | 74,402.70 | 182.93% |
| 4027 · Healthy Roots | 176,255.34 | 191,745.00 | -15,489.66 | 91.92% |
| 4030 · ACCD | 387,884.04 | 481,319.00 | -93,434.96 | 80.59% |
| 4035 · VAOT | 200,925.27 | 205,186.00 | -4,260.73 | 97.92% |
| 4045 · Public Safety | 61,117.27 | 71,895.00 | -10,777.73 | 85.01% |
| 4047 · Municipal Assessments | 64,110.00 | 64,108.00 | 2.00 | 100.0% |
| 4050 · Municipal Contracts | 199,061.03 | 178,499.00 | 20,562.03 | 111.52% |
| 4054 · Other State Grants | 83,656.16 | 94,300.00 | -10,643.84 | 88.71% |
| 4055 · Other Federal Grants | 175,419.62 | 446,100.00 | -270,680.38 | 39.32% |
| 4056 · VANR | 170,563.82 | 818,836.00 | -648,272.18 | 20.83% |
| 4059 · RSEP-St. Albans Town & City | 6,363.58 | 6,000.00 | 363.58 | 106.06% |
| 4075 · VOREC | 16,322.95 | 16,325.00 | -2.05 | 99.99% |
| 4080 · Misc. Income | 194,230.04 | 204,500.00 | -10,269.96 | 94.98% |
| 4081 · TRORC/MTAP | 1,059.55 | 0.00 | 1,059.55 | 100.0% |
| 4600 · Interest Income | 163.51 | 1,500.00 | -1,336.49 | 10.9% |
| Total Income | 2,141,872.72 | 3,245,030.00 | -1,103,157.28 | 66.01% |
| Expense | | | | |
| 5010 · Salaries & Wages | 1,019,641.72 | 1,043,937.00 | -24,295.28 | 97.67% |
| 5015 · Employer Social Security | 61,704.85 | 64,724.09 | -3,019.24 | 95.34% |
| 5016 · Employer Medicare | 14,430.99 | 15,137.09 | -706.10 | 95.34% |
| 5020 · Fringe Benefits | 200,090.61 | 209,263.00 | -9,172.39 | 95.62% |
| 5030 · Travel | 15,597.23 | 19,000.00 | -3,402.77 | 82.09% |
| 5040 · Advertising | 4,247.65 | 5,500.00 | -1,252.35 | 77.23% |
| 5055 · Insurance-Liability | 10,715.99 | 12,000.00 | -1,284.01 | 89.3% |
| 5080 · Meetings | 14,171.21 | 12,000.00 | 2,171.21 | 118.09% |
| 5085 · Membership Dues | 9,135.50 | 14,000.00 | -4,864.50 | 65.25% |
| 5090 · Technology and GIS | 114,805.01 | 22,100.00 | 92,705.01 | 519.48% |
| 5092 · Healthy Roots Expense | 34,260.05 | 62,200.00 | -27,939.95 | 55.08% |
| 5095 · Software | 27,496.14 | 28,350.00 | -853.86 | 96.99% |
| 5100 · Supplies & Furniture | 54,190.69 | 165,000.00 | -110,809.31 | 32.84% |
| 5660 · Postage | 1,183.12 | 2,500.00 | -1,316.88 | 47.33% |
| 5680 · Printing & Copies | 4,322.58 | 7,000.00 | -2,677.42 | 61.75% |
| 5700 · Telephone | 11,602.83 | 10,000.00 | 1,602.83 | 116.03% |
| 6300 · Professional Services | 550,383.87 | 1,330,388.00 | -780,004.13 | 41.37% |
| 6400 · Building/Utilities | 84,723.01 | 40,508.00 | 44,215.01 | 209.15% |
| 6560 · Payroll Expenses | 1,705.25 | 0.00 | 1,705.25 | 100.0% |
| Total Expense | 2,234,408.30 | 3,063,607.18 | -829,198.88 | 72.93% |
| | -92,535.58 | | | |

Open Invoices as of June 30, 2023 \$180,650.05 Original Mortgage

| | | |
|--|-------------|-------------|
| Franklin County Industrial Dev Corp - outstanding mortgage | \$80,853.12 | \$130,000 |
| NEFCU - outstanding mortgage | \$0 | \$92,433.39 |

Northwest Regional Planning Commission

Balance Sheet

07/20/23

As of June 30, 2023

Accrual Basis

| | <u>Jun 30, 23</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · People's Checking Account | 265,721.55 |
| 1020 · People's Money Market Account | 11,050.78 |
| 1035 · New England Federal Cr-1Year CD | 45,062.25 |
| 1036 · New England Fed Cr-CD 5 Year | 65,085.17 |
| 1040 · Union Bank | 136,780.97 |
| 1080 · Petty Cash | 9.05 |
| Total Checking/Savings | <u>523,709.77</u> |
| Accounts Receivable | |
| 1200 · Accounts Receivable | 180,650.05 |
| Total Accounts Receivable | <u>180,650.05</u> |
| Other Current Assets | |
| 1400 · Prepaid Software | 12,932.13 |
| Total Other Current Assets | <u>12,932.13</u> |
| Total Current Assets | <u>717,291.95</u> |
| TOTAL ASSETS | <u>717,291.95</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 21,890.53 |
| Total Accounts Payable | <u>21,890.53</u> |
| Other Current Liabilities | |
| Payroll Liabilities | 98.56 |
| 2100 · Employee Health Ins. Payable | -1,432.14 |
| 2106 · Dental Insurance Payable | -242.84 |
| 2110 · Health Equity | 3,158.56 |
| 2120 · Accrued Payroll | 35,879.33 |
| 2130 · Accrued Vacation | 56,844.87 |
| 2213 · VT Tax Withholding Payable | 3,020.22 |
| 2215 · Retirement Payable | 9,239.74 |
| Total Other Current Liabilities | <u>106,566.30</u> |
| Total Current Liabilities | <u>128,456.83</u> |
| Total Liabilities | 128,456.83 |
| Equity | |
| 3000 · Opening Bal Equity | 270,000.00 |
| 3900 · Fund Balance | 411,370.70 |
| Net Income | -92,535.58 |
| Total Equity | <u>588,835.12</u> |
| TOTAL LIABILITIES & EQUITY | <u>717,291.95</u> |

Committee and Staff Reports - July 2023

Finance/Operations – *Kirk Waite*. The committee did not meet.

Personnel Committee- *Lori Ruple*. The committee did not meet.

Executive Committee- *William Irwin*. The Committee did not meet.

Project Review – *Bob Buermann*. The committee did not meet.

Transportation Advisory Committee (TAC) – *Harold Garrett*. The committee met July 13th. Staff provided updates with respect to regional and statewide flooding and recovery concerns. The committee also voted to recommend the FFY 2024 VTrans Transportation Planning Initiative Work Plan to the Board of Commissioners.

Energy and Climate Committee- *Peter Zamore*. The committee did not meet.

Brownfields Committee – *Staff, Megan Sherlund*. NRPC received \$350,000 in Brownfields Assessment funds from EPA, \$50,000 in state assessment funds from ACCD and a \$1,000,000 supplemental cleanup revolving loan fund award from EPA. The Committee met June 5 to review the current status of sites and funding awards. The Committee allocated funds from the EPA assessment grant for a phase 2 assessment at the Maquam Bay of Missisquoi Abenaki Headquarters on Grand Ave in Swanton as part of its rehabilitation and expansion. The assessment was initiated the week of July 17. Asbestos Abatement at the 6 South River/former Riviere Hotel was completed and the Village of Swanton subsequently demolished the blighted structure. Ongoing assessment and cleanup planning work continues at the site. The Committee will meet next on July 31.

Regional Plan Committee- *Peter Zamore*. The committee did not meet; the final regional plan hearing was held July 17th.

Municipal Plan Review Committee – The committee did not meet.

Vermont Economic Progress Council (VEPC) – *Brian Dube*.

GMT- *Bob Buermann/Catherine Dimitruk*. The GMT Board met and discussed: flood response for the Berlin facility, changes to the capital budget, and the draft fare plan for the urban area.

Staff Reports:

Transportation

- Facilitated the July 2023 TAC meeting. Focuses were flooding/damage updates, TPI Work Plan review and recommendation for the NRPC Board of Commissioners.
- Attended an initial Project Refinement meeting for I89 NB Exit 21 project with members of the Village & Town of Swanton and VHB. The intention of this project is to address concerns of backups on the exit ramp, and intersection concerns in the area of VT Route 78 and Frontage Road, etc.
- Completed a Safe Streets 4 All grant application for development of a safety action plan, utilizing the recent data compiled within the VT Route 105 Road Safety Audit Review. NRPC hopes to use this grant to develop of a holistic, well-defined strategy to prevent roadway fatalities and serious injuries along a concerning segment of VT Route 105.
- Attended the Town of Franklin Selectboard meeting along with staff from Trudell Consulting Engineers to provide an update on the VT 120/VT 236/Middle Rd. intersection. This meeting also served as an opportunity to hear feedback and suggestions from the Town and community members.

- Planned and hosted the NRPC area Transportation Resilience Planning Tool (TRPT) training. The TRPT is an inventory tool created to address transportation routes, statewide, that are vulnerable during periods of flooding, forecasted erosion, etc.
- Organized and attended two preconstruction meetings relating to the Longley Bridge Road Streambank Stabilization project in Montgomery.

Emergency Management

- On-going State and municipal response and recovery support for July's Federally Declared Disaster
 - Completed the Local Liaison reporting process, gathering local damage reports across the region to provide information to the State Emergency Operations Center.
 - Direct support in the State Emergency Operations Center
 - Liaison with FEMA and SBA for preliminary damage assessments, individual and family needs recovery team support
 - Housing Recovery team, and
 - Assisting RPCs that had the greatest damage with recovery efforts.
 - Provided training for new staff to help support the municipalities and state during disasters.
- Organized and held the Franklin County Regional Emergency Management Committee's quarterly meeting on June 29: adopting bylaws, VT Emergency Management program updates Dept. of Health hot weather support, planning for large public gatherings.
- Continued to support the Northwest Vermont Medical Reserve Corps including assisting with a warm weather preparedness workshop, procuring summer swag bags to handout to State Park visitors (tick kits, cooling towels, and first aid).
- Continue working with municipalities on updating Emergency Management Plans to meet state requirements.

GIS

- Updating municipal Road Atlas and the Community Maps (E-911).
- Updating maps for the Regional Plan from comments.
- Started working on the Energy Plan maps.
- Updated the Swanton Town Plan maps.

Municipal Planning

- Provided Highgate and Sheldon with on-going zoning administrator services.
- Staff worked with the South Hero Planning Commission to complete a final draft South Hero Town Plan, which is warned for Australian Ballot on August 2. This project was funded by a Municipal Planning Grant.
- Completing bylaw audits and updates aimed at reducing regulatory barriers to housing choice and affordability, funded by a bylaw modernization grant from ACCD to St. Albans Town. Staff is working on developing zoning recommendations based on zoning audits completed earlier this year.
- Supported the Town of South Hero's new wastewater planning committee with preparations for a preliminary engineering investigation, including a plan for completing test pits on potential properties and an application for the Community Recovery and Revitalization Program (CRRP).
- Assisted the Town of South Hero with its VCDP Planning Grant to plan for renovations of the South Hero Meeting House. The Town received an amendment to the grant to fund final design, allowing the Town to leverage implementation funding.
- Completed the Highgate Town Plan update and assisting the Town with the adoption process.
- Assisting the Town of Enosburgh with a municipal planning grant to combine the zoning bylaws with Enosburg Falls Village.
- Assisted the Town of Montgomery with their Town Plan update including coordinating a June 20th community outreach event.

- Assisting the Town of Grand Isle with an update to their Town Plan, funded by a municipal planning grant. A community planning workshop focusing on a vision for a municipal town center property in the village is planned for August 8th.
- Met with the Town of Alburgh Planning Commission to kick off their Town Plan update.
- Completed data updates needed for a Town Plan update for the Town of Sheldon.

Climate & Energy

- Developing a scope of work for the Energy Efficiency and Conservation Block Grant Program.
- Updating the regional energy plan including developing comprehensive schedule and reviewing newly available Act 174 data.
- Worked with [Walk/Bike Saint Albans](#) to encourage a two-lane bike/ped path on Federal Street as well as other walk/bike friendly infrastructure.
- Continued the roll out of [Municipal Energy Resilience Program \(MERP\)](#) including coordination with other RPC's, developing engagement documents, presented to selectboards of high energy burden towns, and supported municipalities with application process.

Water Quality

- Continued as the regional Clean Water Service Provider (CWSP). Most recent activities include:
 - Processing applications submitted in response to second "Call for Applications" for projects that improve water quality in the Missisquoi and Lamoille Basins;
 - Planning and hosting annual meetings of the Basin Water Quality Councils in the two basins.
 - Creating project management tools using NRPC's Smartsheet data platform.
- As part of Lake Carmi private roads project, conducted follow up work relating to practices installed on Sandy Bay Road in Franklin.
- Hosted a well-attended storytelling event in St. Albans that centered on Lake Champlain and its importance to the region.
- Participated in Stormwater Stakeholders group coordinated by Lake Champlain Basin Program.
- Submitting a pre application for grant to fund project development work in up to three the Champlain Island towns.
- Completing a range of contract-related annual reporting activities.

Workforce & Economic Development and Northern Vermont Economic Development District (NVEDD)

- Supported projects in Enosburgh, Bakersfield, St. Albans City, LVRT, as well as efforts in homelessness & housing, and workforce & business support. NVEDD is done in partnership with Lamoille County Planning Commission, Lamoille County Industrial Development Corporation, Northeastern VT Development Association, Franklin County Industrial Development Corporation and Lake Champlain Islands Economic Development Corporation.
- NRPC submitted the EDA grant application for planning funds for FY 2024.

Healthy Roots Collaborative- <https://www.healthyrootsvt.org/>

- Aggregation and distribution of the Migrant Household Food Box Program and Northwest Farmacy CSA started in mid-July. Food for both of these programs is being aggregated from 5 different farms in our region and being distributed to over 60 households.
- Continuing to work with five farms to update websites, develop cost of production, develop sales and marketing materials and write grant applications.
- Worked alongside CVOEO to secure funding for the Sheldon storage facility. This funding will allow the space to be heated and used year-round. HRC also purchased a walk-in cooler that will be installed at this location.
- Continued distribution of local food to eight NOTCH mini-fridges. Local food has included: lettuce, radishes, spinach, onions and eggs. Continued organizing VT Open Farm Week even in partnership with Dubs Farm

and NOTCH. The event will take place Thursday, August 10th from 9am-12:30pm. There will be a chicken processing workshop, garden tour and harvest and farm to plate BBQ.

Housing For All - Working Communities Challenge

- Outreach to small developers to better understand their business models and how we can help them create and improve homes. If you know of a small developer who would be interested in learning about our work, please have them contact Barry Lampke at blampke@nrpcvt.com.
- Attending planning commission and DRB meetings to share our work and explore how we may assist in rehabilitating vacant properties.
- The Housing For All Core Team still seeks interviewees for Voices From Home, a video series about how people in the region have navigated the housing crisis. Contact Barry Lampke if you know someone who may be willing to be interviewed. A stipend is available for participants.

Building

Repair work to the building foundation has been completed.

Reminder: NRPC has a YouTube channel for Board meetings, trainings and select committee meetings.

<https://www.youtube.com/channel/UC1JLkE8lwP-Vjd-5RYRaQjQ>



75 Fairfield Street • St. Albans, VT 05478-1850 • (802) 524-5958 • Fax (802) 527-2948

TO: NRPC Regional Commissioners
 FROM: Kyle Grenier, Transportation Planner
 DATE: 7/17/2023
 RE: FFY 2024 Transportation Planning Initiative (TPI) Work Program

On June 13, 2023 the NRPC Transportation Advisory Committee (TAC) reviewed and approved the proposed FFY 24 Transportation Planning Initiative (TPI) work program. The work program outlines the planning activities to be completed by NRPC from October 1, 2023 to September 30, 2024 under contract with the Vermont Agency of Transportation (VTrans). The proposed budget includes 10% state match and 10% regional match requirement for tasks 1-6, no regional match is required for tasks 7-10.

Below is a financial summary and the full work program narrative is enclosed and indicates new, deleted and/or substantively changed tasks from the previous work program. Please note that Task 8 (State Owned Rail Trails) does not yet have an agreement amount listed as VTrans is still working to identify appropriate funding across all RPCs.

| FFY23 Budget Detail by Task Categories | | |
|--|---|---------------------|
| | Task Category Description | Agreement Amount |
| Task 1 | Administration | \$42,995.32 |
| Task 2 | Public Participation and Coordination | \$32,268.73 |
| Task 3 | Planning | \$130,426.27 |
| Task 4 | Data Collection and Management | \$17,232.81 |
| Task 5 | Project Development Planning | \$7,343.07 |
| Task 6 | Municipal Roads General Permit (MRGP) Support | \$6,747.82 |
| Task 7 | Bicycle & Pedestrian Planning Integration Program | \$21,652.00 |
| Task 8 | State Owned Rail Trails | TBD |
| Task 9 | MVRT/LVRT JCT Feasibility Study | \$53,000.00 |
| Task 10 | VT 207/Bushey Rd Intersection Feasibility Study | \$39,000.00 |
| Total | | \$350,666.00 |

| FFY23 Budget Detail by Expense Category | |
|--|---------------------|
| Task Category Description | Agreement Amount |
| 1. Total Staff Costs | \$136,894.87 |
| 2. Indirect Costs (93.86 %) | \$112,144.28 |
| 3. Direct Costs- Travel, Equipment, Copies and Postage, Engineering Services on Retainer | \$11,574.08 |
| 4. Consultants | \$90,052.77 |
| Total | \$350,666.00 |



Northwest Regional Planning Commission
FY 2024 Work Program and Budget
Vermont Agency of Transportation
Transportation Planning Initiative

7 **INTRODUCTION**

8 **The Northwest Regional Planning Commission (NRPC) hereby submits this FY 2024 Work Program and**
9 **Budget for funding under the Vermont Agency of Transportation's (VTrans') Transportation Planning**
10 **Initiative (TPI). The scope of work outlined herein represents a proposal for a one-year contract**
11 **(October 1, 2023 to September 30, 2024) for the stated amount of \$283,966 \$346,379. The proposed**
12 **budget anticipates and includes the ten-percent regional match requirement for all tasks except Task**
13 **7: Bicycle and Pedestrian Planning Integration Program, Task 8: State Owned Rail Trails, Task 9:**
14 **LVRT/MVRT Junction Feasibility Study, and Task 10: VT 207/Bushey Road Intersection Feasibility Study.**

15
16 The TPI is intended to achieve the following goals:

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

24
25 The transportation planning activities to be conducted by the NRPC will be in cooperation with its 23
26 member municipalities, the NRPC Board of Regional Commissioners, the Transportation Advisory
27 Committee (TAC), and VTrans. This represents the twenty-eighth proposal submitted for funding under
28 VTrans' TPI. Background on the program and list of accomplishments from previous work programs are
29 included as **Attachment A**. Additional guidance on the work program tasks including deliverable
30 deadlines can be found in the VTrans document, "*Transportation Planning Initiative Annual Work*
31 *Program Guidance and Budget*", dated 5/15/2023.

32
33 **WORK PROGRAM**

34
35 **TASK 1.0 ADMINISTRATION**

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

- 40
- 41 A. Retain and manage qualified transportation consultant(s) through adopted procurement procedures.
- 42 B. Manage financial records in accordance with federal and state requirements; prepare monthly billing
43 statements and progress reports; maintain all contract and project-related files and records and
44 internal monitoring procedures (including staff timesheets and work summaries); participate in mid-

- 45 year work program review; prepare for an annual audit of accounts in accordance with state and
46 federal audit requirements. Submit weekly status reports to Planning Coordinators to keep planning
47 staff apprised of TPI activities of the RPC as well as emerging transportation issues.
- 48 C. Provide administrative support of all work tasks and complete program administration training as
49 needed. Participate in any trainings or conferences necessary to address work plan activities.
 - 50 D. Prepare and submit work program and budget for the next phase of the planning process
51 (tentatively scheduled for October 1, 2023 - September 30, 2024).
 - 52 E. Purchase supplies and equipment directly related to TPI activities examples include but are not
53 limited to traffic counters, bicycle and pedestrian counters, safety vests, maybe even a measuring
54 tape.
 - 55 F. Prepare TPI performance measure data for inclusion in the SFY 2023 VAPDA Annual Report.
 - 56 G. Participate in monthly TPI meetings. Organize and host up to one TPI meeting a year.

57
58 Personnel: Director, Office Administrator, Assistant Director, and Transportation Planner

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

60 Products:

- 61 ▪ Administrative activities will be ongoing throughout the contract period. Specific products will
62 include monthly invoices, progress reports, an annual audit report, and related proposals,
63 subcontracts, work programs, and budgets
- 64 ▪ VAPDA SFY 2024 Annual Report for each RPC that includes transportation performance measures.

66 **TASK 2.0 PUBLIC INVOLVEMENT AND COORDINATION**

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

- 71 A. Support the NRPC Transportation Advisory Committee (TAC) and hold regular meetings.
- 72 B. Coordinate with local officials and regional partners on transportation-related projects and
73 initiatives. Solicit and encourage public involvement in the planning process.
- 74 C. Coordinate and participate in regional/statewide transportation-related meetings and trainings.
75 Participate in activities that foster broader coordination and cooperation with the State of New York
76 and the Province of Quebec. Serve on various transportation-related task forces and study
77 committees as necessary.
- 78 D. Distribute a newsletter including a section on regional transportation issues and post transportation
79 studies on the NRPC website.
- 80 E. Participate in Annual STIP/Capital Program Hearings.
- 81 F. Assist municipalities in integrating good access management practices into local plans, development
82 and zoning regulations and ordinances. Review new/updated municipal plans with regard to
83 transportation-related goals, policies, objectives, and needed improvements. Provide transportation
84 technical assistance to municipalities as needed. Educate municipalities on the latest codes and
85 standards and encourage their adoption.
- 86 G. Provide coordination for redirecting the remaining funding in the Missisquoi Bay Bridge federal
87 earmark to water quality-related transportation projects that have been identified through the
88 Missisquoi Basin Project Identification and Prioritization effort that was completed under the FY19
89 TPI work program.

- 90 H. Coordinate regularly with road foreman and Vermont Local Roads including hosting at least two
- 91 regional road foreman meetings per year.
- 92 I. Participate in Travel Demand Management (TDM) planning efforts by promoting the Go Vermont
- 93 and Park Your Carbon programs and provide a summary of outreach to VTrans.
- 94 J. Work with VTrans to regularly coordinate aviation-related outreach and coordination activities.
- 95 K. Participate in the Transportation Equity Framework Project including coordinating regional meetings
- 96 and attending trainings focused on achieving equity and inclusion in the transportation planning
- 97 process.
- 98 L. Participate and collaborate on events organized by the State Highway Safety Office (SHSO), including
- 99 public outreach and dissemination of information, identification of stakeholders for engagement.

100

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

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

104 Products:

- 105 ▪ Public participation and outreach activities will be ongoing throughout the contract period.
- 106 Specific products will include the newsletter, meeting announcements, minutes, written
- 107 recommendations, and correspondence as appropriate
- 108 ▪ Submit progress report on TDM activities to VTrans.
- 109 ▪ Hold at least two Regional Road Foreman meetings.
- 110 ▪ Prepare a summary memo of all transportation equity-related work carried out by the RPC during
- 111 the previous calendar year.

112

113 **TASK 3.0 PLANNING**

114 This task includes activities to identify and evaluate transportation needs in the context of regional and
 115 local plans and propose solutions to meet those needs that respect Federal and State regulations and
 116 Vermont statutes. All modes of transportation should be considered and integrated cohesively into the
 117 overall transportation system. Specific tasks include:

118

- 119 A. Promote bicycle, pedestrian, and active transportation efforts in the region. Implement tasks from
- 120 the Northwest Vermont Walkability Action Plan to support implementation of the 2020 VTrans
- 121 Bicycle and Pedestrian Strategic Plan.
- 122 B. Support regional and statewide organizations and facilities including (but not limited to) the Lake
- 123 Champlain Bikeways, Trails & Greenways Council, Northwest Vermont Rail Trail Council, Missisquoi
- 124 Valley Rail Trail, Lamoille Valley Rail Trail (LVRT), Friends of the Lamoille Valley Rail Trail and the
- 125 Northern Forest Canoe Trail.
- 126 C. Support schools and communities by encouraging students to walk and bike to school. The support
- 127 could include general outreach for the VTrans SR2S program, hosting trainings, participation in school
- 128 travel plan working groups, mapping, grant writing, and traffic data collection/monitoring.
- 129 D. Develop and maintain GIS data used in transportation planning including land use, roads, bike and
- 130 pedestrian resources, natural resources, emergency planning, and other related transportation
- 131 datasets. Participate in the ongoing review of VTrans and VCGI-generated data and information and
- 132 produce transportation-related maps as needed.
- 133 E. Coordinate all-hazards mitigation planning as it relates to transportation planning efforts including
- 134 watershed, stormwater, shoreline stabilization and other projects. Coordinate municipal outreach for

135 the Transportation Flood Resilience Planning Tool (TRPT) and integrate the tool into municipal and
136 regional planning efforts. Support VTrans' development of the Strategic Resilience Improvement
137 Plan.

- 138 F. Review and comment on potential transportation impacts from regional land use development and
139 Act 250 applications.
- 140 G. Participate in modal-specific planning (air, rail, bike/ped, etc.) and other VTrans-managed planning
141 projects. Participation may include meeting attendance; providing data; reviewing document drafts
142 and dissemination of information to TACs and the general public.
- 143 H. Participate in environmental policy and planning efforts which could include the Transportation
144 Climate Initiative, Climate Mitigation planning, vehicle electrification planning, wildlife/ecological
145 connectivity, regional energy planning, MS4 support, and promoting land use practices that promote
146 smart growth.
- 147 I. NRPC will coordinate municipal requests for Road Safety Audits and participate in Road Safety Audit
148 meetings and review the resulting reports. Work with VTrans to implement recommendations as
149 included with the VT 105 RSAR.
- 150 J. Participate in public transportation and human service transportation planning including (but not
151 limited to) coordinating with Green Mountain Transit (GMT), attending GMT-board meetings,
152 organizing quarterly regional E&D public transit advisory committee meetings, facilitating the
153 implementation of the regional E&D Committee work plans and participating in special public transit
154 efforts as needed.
- 155 K. Provide technical assistance to municipalities pursuing demonstration projects on state highways and
156 town highways.
- 157 L. Support planning for passenger and freight rail improvements in the region. Evaluate potential sites
158 for intermodal rail access development opportunities. Create GIS inventory of parcels zoned for
159 industrial and commercial uses that are or could be served by rail.
- 160 M. Continue to update transportation elements within the Northwest Regional Plan.
- 161 N. Participate in state-wide electric vehicle charging infrastructure planning.
- 162 O. Assist municipalities and non-profit organizations in writing grant proposals for transportation-related
163 initiatives and projects as requested.
- 164 P. Continue work on tasks identified in the 2022 US Route 7 Milton to Georgia corridor plan.

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

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

169 Products:

- 170 ▪ GIS coverages/maps (updated base, land use, transportation network, natural resources,
171 emergency planning, and associated transportation data)
- 172 ▪ Products related to bike/ped promotion
- 173 ▪ Annual summary of environmental policy and planning efforts.
- 174 ▪ Annual summary of all-hazard/resiliency planning efforts.
- 175 ▪ Climate Mitigation Planning summary.
- 176 ▪ Intermodal Rail Access Planning parcel report and GIS inventory.

178 **TASK 4.0 DATA COLLECTION AND MANAGEMENT:**

179 This task includes data collection and management activities to support planning. Specific tasks include:

- 180
- 181 A. Assist municipalities with town highway roadway and bridge/culvert and inventories. Bridge and
- 182 culvert data will be collected in accordance with the latest standards and entered into the online
- 183 database at VTCulverts.org. Verify that all town short structures (6ft-20ft, bridges, and large culverts)
- 184 are included in the database-Hold at least one training using the VTCulverts Training Module.
- 185 B. Collect up to 20 traffic, spot speed, or turning movement counts. This data will be used to update the
- 186 regional transportation plan and support local and regional planning efforts. Submit applicable
- 187 counts to VTrans for inclusion in the statewide database.
- 188 C. Collect town highway major collector data to support VTrans' Highway Performance Monitoring
- 189 System program such as information on major roadway projects, paving, lane/shoulder widening,
- 190 speed zone changes, or changes to signal system.
- 191 D. Conduct focused transportation problem studies and alternative analysis as needed.
- 192 E. Complete usage counts at state-funded park and ride lots 3-times per year in July, October and
- 193 February and municipal lots 2-times per year in October and February.
- 194 F. Conduct bicycle and pedestrian usage counts at a minimum of three sites, three-four times a year
- 195 following VTrans guidance.
- 196 G. Conduct municipal Complete Streets implementation inventory for 2023.
- 197 ~~H. Continue planning evaluation of the VT 120/VT 235/Middle Road intersection in Franklin. The~~
- 198 ~~evaluation will collect data needed to identify this intersection as regional need through the~~
- 199 ~~Vermont Project Selection & Project Prioritization (VPSP2) process.~~
- 200 I. Continue Town Road Surface Data Verification project.
- 201 J. Review the proposed federal urban area boundary adjustments made by VTrans based on 2020
- 202 Census data and coordinate with municipalities on any proposed changes.

203

204 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),

205 GIS Technician, and Consultant/Contract staff as needed.

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

207 Products:

- 208
- 209 ■ Municipal bridge and culvert data entered into VTCulverts.org
 - 210 ■ Results of usage counts at state park-and-rides
 - 211 ■ Results of the bicycle and pedestrian usage counts submitted to the UVM data portal
 - 212 ■ Town highway major collectors data
 - 213 ■ Results of traffic counts submitted to VTrans in an acceptable format
 - 214 ■ Municipal Complete Streets implementation inventory submitted to VTrans

215 **TASK 5.0 PROJECT DEVELOPMENT PLANNING:**

216 This task-provides continuity between planning and implementation and provides a framework for on-

217 going public participation as specific design alternatives, costs, and impacts are explored. RPC

218 engagement during this process ensures the local and regional context are integrated.

219 Specific tasks include:

- 220
- 221 A. Assist VTrans with project development outreach and coordination with local municipalities and
- 222 regional entities. This outreach and coordination may include accelerated and/or high-impact
- 223 projects. Participate in project scoping and other project development meetings. Provide input to
- 224 VTrans on New Project Summaries (NPS) for assessment management projects.

- 225 B. Support municipalities who are managing Municipal Assistance Bureau (MAB) projects and other
- 226 locally managed transportation projects.
- 227 C. Identify and evaluate regional transportation needs and potential projects through the Vermont
- 228 Project Selection and Project Prioritization (VPSP2) process. This work includes participating in the
- 229 scope refinement process as needed.
- 230 D. Review recommendations from the VTrans Exit 17 project scoping/design effort, assist with public
- 231 outreach as needed, and provide regional input.
- 232 E. Work with VTrans and local stakeholders during the scoping process for the I-89 Exit 19/VT Route
- 233 104/SASH intersection.
- 234 F. Work with VTrans and local stakeholders during the Project Refinement process for the Fairfax VT
- 235 104/VT 128 intersection.
- 236 G. Work with VTrans and local stakeholders during the Project Refinement process for the Swanton I-89
- 237 Exit 21 Northbound Ramps.

238
 239 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),
 240 GIS Technician, and Consultant/Contract staff as needed.

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

242 Products:

- 243 ▪ Annual project scoring submitted.

244

245 **TASK 6.0 MUNICIPAL ROADS GENERAL PERMIT (MRGP) SUPPORT:**

246 This task includes assisting municipalities with the MRGP including providing education/training,
 247 prioritizing needs and developing capital plans, and conducting collecting road erosion inventories when
 248 other funding is not available to complete this work.

249

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

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

253 Products:

- 254 ▪ Road erosion inventory data submitted to DEC MRGP data portal.
- 255 ▪ Report with financial summary and report on MRGP support activities.

256

257 **TASK 7.0 ~~STRATEGIC INITIATIVES~~ BICYCLE AND PEDESTRIAN PLANNING INTEGRATION PROGRAM:**

258 Participate in the Bicycle and Pedestrian Planning Integration Pilot to create a map of regional bike routes
 259 and pedestrian facility improvement priorities. Work will include compiling and assessing existing
 260 resources/data, mapping infrastructure locations, participating in project meetings, and completing other
 261 tasks as identified during the planning process.

262

263

264 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),
 265 and GIS Technician

266 Match: No regional match required.

267 Products:

- 268 ▪ Summary report to VTrans for statewide compilation.
- 269 ▪ GIS data of infrastructure locations

270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314

TASK 8.0 REGIONAL LVRT STAKEHOLDER GROUP STATE-OWNED RAIL TRAILS:

~~Staff will support new Lamoille Valley Rail Trail (LVRT) stakeholder groups.~~ Through this task, staff will support Rail Trail Councils, support the development and implementation of trail Management Plans using a collaborative and consistent approach. Work will also include implementation of the LVRT Management Plan through the LVRT and regional committee.

Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s), Office Administrator, and GIS Technician

Match: No regional match required.

Products:

- To be determined.

TASK 9.0 LVRT/MVRT JUNCTION FEASIBILITY STUDY:

NRPC will contract with a firm to develop a trailhead design for the junction of the Missisquoi Valley and Lamoille Valley Rail Trails in Sheldon. The design will provide adequate space for trailhead parking, safe access for pedestrians and bicycles and improve the sense of place with public amenities and landscaping.

Personnel: Consultant/Contract Staff as needed

Match: No regional match required.

Products:

- Identification and prioritization of improvements
- Clear, written documentation of project issues and overall feasibility
- Complete preliminary cost estimate for further engineering, project administration, environmental review, and construction

TASK 10.0 VT 207/BUSHEY ROAD INTERSECTION FEASIBILITY STUDY:

NRPC Staff, in collaboration with the Town of Swanton, will retain a transportation planning consultant to evaluate the VT Route 207/Bushey Road/Town Highway 37(“Sholan Rd.”) intersection in the Town of Swanton; in an effort to collect and summarize information required for a future project to address safety, traffic flow and volume concerns.

Personnel: Director, Assistant Director, Transportation Planner, Regional Planner(s), Office Administrator, and Consultant/Contract Staff as needed

Match: No regional match required.

Products:

- Intersection Feasibility Study

315
316
317
318
319 **Attachment A: TPI Background and List of Past Accomplishments**
320

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

326
327 The Regional Commission has been supportive of this process since the outset. In 1992 the Regional
328 Commission's Transportation Planning Program was organized under the oversight of our Regional
329 Transportation Advisory Committee (TAC) which serves in an advisory capacity to our Board of
330 Commissioners. Each of the Regional Commission's twenty-three member municipalities has been invited
331 to participate in the Transportation Planning Program through the submission of a signed resolution and
332 the annual appointment of an elected official or representative to the TAC. The Green Mountain Transit,
333 Northwest Vermont Rail Trail Council, New England Central Railroad, and the fixed base operator, Border
334 Air, for the Franklin County State Airport in Highgate have voting representatives on the TAC, and efforts
335 have been undertaken to add seats representing the regional ferry services. The regional VTrans
336 representative has non-voting representation on the Commission's TAC.

337
338 The Regional Commission's Transportation Planning Program operates under and adheres to previously
339 adopted communication and public participation protocols, memoranda of understanding with adjoining
340 regional commissions, VTrans recommended procurement procedures, and all applicable federal and
341 state statutes and regulations. In addition, the region's TAC, with approval from the Board of Regional
342 Commissioners, adopted rules of procedure governing their actions and responsibilities. Previous
343 proposals financed:

- 344
- 345 • The organization of the Regional Commission's transportation planning program, including the
 - 346 development of the Regional Commission's first work program and budget (FY 93)
 - 347 • The development of a regional transportation plan (FY 94)
 - 348 • The development of a transportation improvement program, and special transportation studies such
 - 349 as the Route 2/78 Corridor Study and the Federal Street Extension Study (FY 95)
 - 350 • Continued coordination, long-range planning efforts, and special projects including a Route 7 Corridor
 - 351 Study and an access management handbook for area communities (FY 96)
 - 352 • Updates to the regional transportation plan, continued coordination with transportation groups,
 - 353 long-range planning efforts, and special projects including the Route 105 Corridor Study and bike and
 - 354 pedestrian planning in Grand Isle County (FY 97)
 - 355 • A corridor study of US Route 2 in Grand Isle County, Swanton Access Management Study, and Exit 20
 - 356 Improvement Study (FY 98)
 - 357 • An engineering study of the train bridge in Sheldon and the Swanton and Enosburg Village Circulation
 - 358 Study (FY 99)

- 359 • An update of the regional transportation plan, a feasibility study for bicycle and pedestrian facilities in
- 360 the Town of Highgate, a transportation enhancement program grant application to implement
- 361 improvements recommended in the Grand Isle County Roadway Corridor Study, and a St. Albans
- 362 Traffic Circulation Study (FY 01)
- 363 • Confirmation of Transportation Projects with the Regional Plan
- 364 • Roadway and culvert location and condition data inventories as part of the region-wide RSMS
- 365 development for individual municipalities
- 366 • Completion of access management conditions inventory (FY02)
- 367 • Completion and adoption of Regional Long-Range Transportation Plan (FY04)
- 368 • VT Route 104 Corridor Study (FY 04)
- 369 • Re-alignment study of the VT Route 105/US Route 7 Intersection (FY 03)
- 370 • Re-alignment study of the Commette/Fletcher Roads Intersection in Fairfax (FY 03)
- 371 • Update to the 1995 Federal St. Corridor Study (FY '06)
- 372 • A Sidewalk Feasibility Study for the Town of Franklin (FY '06)
- 373 • Update to the Financing Improvements to the Exit 20 Area Study (FY '06)
- 374 • VT 104/VT 128 Intersection Re-alignment Analysis (FY '06)
- 375 • Lamkin St. Corridor Study (FY '07)
- 376 • Northwest VT Project Report (FY '07)
- 377 • Update to the US 7 Corridor Study (FY '07)
- 378 • Update to Franklin Sidewalk Study (FY '08)
- 379 • Update of the Long Range Transportation Plan (FY'09)
- 380 • Update of the VT 104/SASH Intersection Study (FY' 09-10)
- 381 • Update of the Long Range Transportation Plan Draft (FY'11)
- 382 • VT 104/US 7 Intersection and Bridge B1 Feasibility Study (FY'12-13)
- 383 • Regional Highway Safety Forum (FY'14)
- 384 • Integrated Long Range Transportation Plan into the updated Regional Plan for 2015-2023 (FY '15)
- 385 • Update and reprint Missisquoi Valley Rail Trail Guide (FY '16)
- 386 • Grand Isle County Park and Ride Scoping Study (FY'17/FY'18)
- 387 • George South Village Transportation Master Plan (FY'18/FY'19)
- 388 • Missisquoi Valley Rail Trail Wayfinding Plan (FY' 20)
- 389 • Maintained active TAC member participation in remote meetings during the COVID pandemic (FY' 21)
- 390 • Assisted all member municipalities on the Municipal Roads General Permit (MRGP) (FY'22)
- 391 • Coordinated the VT 105 Road Safety Audit Review.
- 392 • Franklin VT 120/VT 236/Middle Rd. Intersection Evaluation (FY'23)
- 393 • Transportation Chapter updates within the Northwest Regional Plan 2023-2031, including Long Range
- 394 Transportation Plan.