



**Northwest
Regional Planning
Commission**

BOARD OF COMMISSIONERS

**July 30, 2025
6:00 p.m. Dinner
6:30 p.m. Meeting**

**Hard'ack Greg Brown Base Lodge
264 Hard'ack Drive, St. Albans**

Via Zoom
Virtual link on page 2

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks –Peter Zamore, *Chair***
- 3. Opportunity for Public Comment**
- 4. Minutes of the June 2025 Meeting (*action item*)**
- 5. Featured Speaker: Kevin Chu, Vermont Futures Project**

- 6. Commission Reports: written reports enclosed**
 - Finance/Operations– *Kirk Waite***
 - Personnel – *Bob Buermann***
 - Executive Committee – *Peter Zamore***
 - Project Review– *William Irwin***
 - Transportation Advisory Committee (TAC) – *Barclay Morris***
 - Brownfields Committee – *Megan Sherlund***
 - Regional Plan and Policy Committee- *Lori Ruple***
 - Vermont Economic Progress Council (VEPC) –*Barbara Murphy***
 - Green Mountain Transit- *Bob Buermann/Catherine Dimitruk***
 - Healthy Roots Advisory Committee- *Marietta Scholten***
 - Northwest Vermont Regional Foundation- *Kirk Waite***
 - Office-*Staff***

7. Regional Plan Presentation *(discussion item)*

Draft plan available at <https://www.nrpcvt.com/sectiondraftsoftheplan/>

8. FY 26 Committee Assignments- *(action item)*

9. FY 26 TPI Work Program *(action item)*

Transportation Advisory Committee endorsed draft enclosed

10. 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.

Join Zoom Meeting via video

<https://us02web.zoom.us/j/85610707355>

Join Zoom via phone

1(305)224-1968

1(309)205-3325

Meeting ID 85610707355

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Northwest Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
4016 · EDA	89,993.82	304,800.00	-214,806.18	29.53%
4026 · Grants in Aid Pilot Program	0.00	10,000.00	-10,000.00	0.0%
4027 · Healthy Roots	316.25	0.00	316.25	100.0%
4030 · ACCD	653,939.32	682,790.00	-28,850.68	95.78%
4035 · VAOT	262,588.88	286,349.00	-23,760.12	91.7%
4044 · Shared Services	133,493.19	173,361.00	-39,867.81	77.0%
4045 · Public Safety	46,585.12	70,990.00	-24,404.88	65.62%
4047 · Municipal Assessments	68,388.00	68,389.00	-1.00	100.0%
4050 · Municipal Contracts	70,927.81	55,621.00	15,306.81	127.52%
4054 · Other State Grants	104,731.49	203,500.00	-98,768.51	51.47%
4055 · Other Federal Grants	399,001.38	383,971.00	15,030.38	103.91%
4056 · VANR	95,285.87	118,828.00	-23,542.13	80.19%
4058 · Clean Water Service Provider	368,405.29	852,000.00	-483,594.71	43.24%
4059 · RSEP-St. Albans Town & City	11,301.70	13,000.00	-1,698.30	86.94%
4080 · Misc. Income	61,453.67	48,898.00	12,555.67	125.68%
4600 · Interest Income	5,251.74	4,000.00	1,251.74	131.29%
Total Income	2,371,663.53	3,276,497.00	-904,833.47	72.38%
Expense				
5010 · Salaries & Wages	1,054,734.07	1,095,506.00	-40,771.93	96.28%
5015 · Employer Social Security	63,864.53	67,921.37	-4,056.84	94.03%
5016 · Employer Medicare	14,936.01	15,884.84	-948.83	94.03%
5020 · Fringe Benefits	245,086.85	256,315.00	-11,228.15	95.62%
5030 · Travel	12,688.26	14,000.00	-1,311.74	90.63%
5040 · Advertising	4,235.80	5,500.00	-1,264.20	77.02%
5055 · Insurance-Liability	20,437.60	14,000.00	6,437.60	145.98%
5080 · Meetings	9,623.55	14,000.00	-4,376.45	68.74%
5085 · Membership Dues	26,110.75	23,000.00	3,110.75	113.53%
5090 · Technology and GIS	12,739.78	17,000.00	-4,260.22	74.94%
5092 · Healthy Roots Expense	549.42	549.00	0.42	100.08%
5095 · Software	49,923.19	48,500.00	1,423.19	102.93%
5100 · Supplies & Furniture	20,472.97	70,000.00	-49,527.03	29.25%
5660 · Postage	827.25	2,500.00	-1,672.75	33.09%
5680 · Printing & Copies	605.83	5,000.00	-4,394.17	12.12%
5700 · Telephone	19,798.76	19,500.00	298.76	101.53%
5800 · Bank Service Fees	280.00	200.00	80.00	140.0%
6200 · Foundation Transfer	21,250.00	21,250.00	0.00	100.0%
6300 · Professional Services	851,466.20	1,550,330.00	-698,863.80	54.92%
6400 · Building/Utilities	21,632.88	27,625.00	-5,992.12	78.31%
6560 · Payroll Expenses	3,987.00	4,101.00	-114.00	97.22%
2051 · CWSP Accounts Payable	15,544.26	0.00	15,544.26	100.0%
Total Expense	2,470,794.96	3,272,682.21	-801,887.25	75.5%
			-99,131.43	

Open Invoices as of June 30, 2025 \$118,194.66 Original Mortgage

Franklin County Industrial Dev Corp - outstanding mortgage \$67,827.33 \$130,000

Northwest Regional Planning Commission

Balance Sheet

As of June 30, 2025

Jun 30, 25

ASSETS

Current Assets

Checking/Savings

1000 · People's Checking Account	62,794.44
1020 · People's Money Market Account	266,198.92
1035 · New England Federal Cr~1Year CD	47,957.73
1036 · New England Fed Cr-CD 5 Year	66,310.42
1037 · Lamoille CWSP	208,029.46
1038 · Missisquoi CWSP	658,194.48
1040 · Union Bank	241,284.69
1080 · Petty Cash	9.05

Total Checking/Savings 1,550,779.19

Accounts Receivable

1200 · Accounts Receivable	118,194.66
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Total Accounts Receivable 118,194.66

Other Current Assets

Account for Credit Transfer	-2,300.00
1400 · Prepaid Expenses	260.00

Total Other Current Assets -2,040.00

Total Current Assets 1,666,933.85

TOTAL ASSETS 1,666,933.85

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	7,995.10
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Total Accounts Payable 7,995.10

Other Current Liabilities

Payroll Liabilities	1,289.60
2100 · Employee Health Ins. Payable	2,083.94
2110 · Health Equity	2,563.44
2120 · Accrued Payroll	39,612.27
2130 · Accrued Vacation	63,556.32
2213 · VT Tax Withholding Payable	3,116.05
2215 · Retirement Payable	10,324.87
2250 · Deferred Revenue	1,104,175.91

Total Other Current Liabilities 1,226,722.40

Total Current Liabilities 1,234,717.50

Total Liabilities 1,234,717.50

Equity

Building Reserve	61,000.00
Equipment Reserve	20,000.00
Long Term Reserves	213,720.00
PAT Reserve	22,000.00
3900 · Fund Balance	214,627.78
Net Income	-99,131.43

Total Equity 432,216.35

TOTAL LIABILITIES & EQUITY 1,666,933.85

1 **NRPC Board of Commissioners Meeting**
2 **June 25, 2025, at 6:30 PM**
3 **Hybrid Meeting ([Zoom](#) and NRPC Offices)**
4 **75 Fairfield Street, Saint Albans City VT 05855**
5
6

7 Board Member Attendance: *See attached*. A quorum was present to conduct business.

8 Staff: Catherine Dimitruk, Shaun Coleman, Marlena Valenta

9 Other Attendees: None

10 **Welcome, Introductions, Opening Remarks**

11 Chair P. Zamore called the meeting to order at 6:30 PM. Roll was called.

12 **Adjustments to Agenda**

13 None.

14 **Opportunity for Public Comment**

15 None.

16 **Minutes of the April 2025 Meeting**

17 *Y. Dandurand moved to accept the minutes of the April 2025 meeting, E. Nance seconded. The*
18 *motion carried.*

19 **Committee Reports**

20
21 Finance/Operations- K. Waite was unable to attend the meeting due to a last-minute conflict and
22 therefore did not give an update. C. Dimitruk clarified that the corrected financial report was correct
23 in all substance except for a missing negative sign.
24

25 Personnel- B. Buermann noted that the committee met and did annual staff reviews.
26

27 Project Review- W. Irwin noted the committee met and one point that was notable is the continuation
28 of the connector project in Saint Albans City. They determined it did not have a regional impact,
29 though W. Irwin noted that it is likely to have an impact on the city itself. They were pleased with the
30 addition of many neighborhood sidewalks to the project to increase pedestrian access. No action is
31 required by the full board.
32

33 Transportation Advisory Committee (TAC)- B. Morris noted the TAC met but did not have a quorum.
34 An informational meeting was still held. A work plan is not being presented because they couldn't
35 vote on it.
36

37 Brownfields Committee- M. Sherlund was not in attendance and therefore did not give an update.
38

39 Regional Plan and Policy Committee- L. Ruple was not in attendance but wanted it noted that there
40 was nothing to report from the committee.

41
42 Vermont Economic Progress Council (VEPC)- B. Murphy noted that there was a meeting and the key
43 points are included in the packet.

44
45 Green Mountain Transit- C. Dimitruk noted that the decision has been made that RCT will take over
46 rural routes from GMT beginning in FY27. RCT already runs many routes across Vermont. There are
47 details to figure out ahead of the switch and the focus is on ensuring this results in as little adverse
48 impacts as possible and with as much benefit as possible.

49
50 Healthy Roots Committee- M. Scholten was unable to attend the meeting and therefore is unable to
51 give an update.

52
53 Northwest Vermont Regional Foundation- K. Waite was unable to attend the meeting due to a last-
54 minute conflict. C. Dimitruk noted they did not meet.

55
56 Office- No reports.

57
58 **Elections**

59
60 Y. Dandurand noted that the Nomination Committee met on June 12th and created the slate of
61 nominations for FY26 as seen in the packet.

62 Y. Dandurand entered the nominations for Officers as shown in the packet. Nominations closed and
63 the slate passed unanimously.

64 Y. Dandurand entered the nominations for Representative appointments as shown in the packet.
65 Nominations closed and the slate passed unanimously.

66 Y. Dandurand entered the nomination of Amelia Demars as a youth member appointment from
67 Grand Isle County. Nominations closed and the slate passed unanimously.

68 H. Demars noted that while he is related to Amelia Demars, the youth member appointed, he is
69 confident she is a passionate and valuable addition. She is currently a volunteer for multiple
70 community organizations and is interested in the work of NRPC.

71
72 **Review Work Program and Budget**

73
74 C. Dimitruk noted that the budget, as presented in the packet, was reviewed extremely thoroughly
75 by the finance committee.

76
77 Key points from the budget are as follows:

- 78 • After concern with loss of certain funding streams, NRPC is still able to maintain a
79 balanced budget.
- 80 • There is a new staff position added. NRPC won't be able to have two Americorps members
81 as it traditionally has due to federal cuts. This will be a 12-month temporary position that
82 will complete similar work to the Americorps positions.
- 83 • The balloon payment for the mortgage will be due in three years and given that there is room
84 in the budget, that payment amount will be split for the next three years. Payment won't be

85 made until mid-year to confirm everything is running as planned given the uncertainty with
86 some funding programs and federal policy.

- 87 • NRPC has 60-70 revenue streams and the finance committee reviewed them in detail.

88

89 B. Murphy expressed appreciation that in a time of uncertainty to be able to maintain a balanced
90 budget that the commissioners can feel good about.

91

92 W. Irwin expressed appreciation for the treasurer K. Waite who is doing a wonderful job. It was his
93 idea to spread out the balloon payment over three years.

94

95 B. Morris motioned to accept the budget and work plan, W. Irwin seconded. Motion passed.

96

97 **Commissioner Announcements**

98

99 P. Zamore noted that next meeting will focus on committee assignments, so commissioners
100 should consider if they want to switch or join any committees. Commissioners should reach out to
101 C. Dimitruk with any proposed switches to be discussed and voted on at next meeting. P. Zamore
102 noted that much of the important work done by the board is done at the committee level.

103

104 N. Brosseau asks as a new member for a general description of the existing committees. C.
105 Dimitruk gives a brief overview and members of different committees add details.

106

107 H. Britch-Valenta mentions that the Alternatives Presentation from VTrans for rehabilitating B6
108 bridge over the Missisquoi will be held July 14th and will have in person and remote options.

109

110 N. Brosseau introduces himself as he is a new member. He is currently a selectboard member in
111 Swanton and was appointed to the commission in May. He looks forward to serving on the board.

112

113 July 30th is the annual in person board meeting (hybrid option still available) and Kevin Chu from
114 Vermont Futures Project will be a guest presenter.

115

116 **Adjournment**

117 *C. Rosenquist moved to adjourn. B. Murphy seconded. The meeting adjourned at 7:01PM.*

FY25 NPRC Board of Commissioners- Meeting Attendance

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
		7/31/24	No Meeting	9/25/24	10/30/24	No Meeting	12/11/24	1/29/25	2/26/25	3/26/25	4/30/25	5/28/25	6/25/25
Frkln Cty Youth	Vacant												
Gl Cty Youth	Vacant												
Alburg Town	Alex McCracken	X		X			X	X	X	X	X	E	
Alburg Town	Danielle Choiniere									X			X
Alburg Village	Vacant												
Alburg Village	Vacant												
Bakersfield	William Irwin	X			E		X	E	X		X	X	X
Bakersfield	Linda McCall	X		X	X		X	X	X	X	X	X	X
Berkshire	Josh Grims						X	X	E	X	X	X	X
Berkshire	Claude Charron									X			
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant												
Enosburgh Town	Jesse Woods												
Enosburgh Town	Vacant												
Fairfax	Barbara Murphy	X		X	X		X	X	E	X	X	X	X
Fairfax	Sarah Hadd (End 1/25)	E		X	X		X						
Fairfax	Nicholas Nadeau (Start 2/25)							X				X	
Fairfield	Julia Callan	X		X	X		E	X	X	E	E	X	X
Fairfield	Chuck Verderber	X		X	X		X	X	X		E	X	X
Fletcher	Michelle Frennier									E	X		X
Fletcher	Lori Ruple	X			X		X	X	X	X		X	E
Franklin	Yvon Dandurand	X		X	X		X	E	X	E	X	X	X
Franklin	Wesley Kempton												
Georgia	Carl Rosenquist	X		X	X		X	E		X	X	E	X
Georgia	Kirk Waite	X		X	X		X	X	X	X	X	E	E
Grand Isle	Barclay Morris	X			X		X	X	E	X		X	X
Grand Isle	Howard Demars	X		X	X		X	X	X	X	X	X	X
Highgate	Jack Pelkey	X			X		X	X	X	X		X	X
Highgate	vacant	X		X									
Isle La Motte	Sylvia Jensen	X			X			X	E	X			E
Isle La Motte	Mary-Catherine Graziano												
Montgomery	Leanne Barnard												
Montgomery	Mark Brouillette												
North Hero	Andy Alling	X		X	X		X	X	X	X	X	X	X
North Hero	Mike Curtis	X		X	X			X		X		E	
Richford	Marissa Tessier												
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Mathew Stebbins											X	X
South Hero	Peter Zamore	X		X	X		X	X	X	X	X	X	X
South Hero	Bob Buermann	E		X	X		X	X	X	X	X	X	X
St. Albans City	Elisabeth Nance	X		X	E		X	X	X	X	X	X	X
St. Albans City	Chip Sawyer			X	E		X	X	X	X	X	E	X
St. Albans Town	Marietta Scholten			X	E		X	X		X	X	X	X
St. Albans Town	Megan Sherlund	X			X		X	X	E	X		X	E
Swanton Town	Harold Garrett (End 3/25)	X		X	E		X	X	X				
Swanton Town	Nicole Draper			X	X		X	X	X	X	X	X	X
Swanton Town	Nicholas Brosseau (Start 4/25)												X
Swanton Village	Heidi Britch-Valenta	X		X	X		X		E	X	X	X	X
Swanton Village	Neal Speer- (End 3/25)				X								
Swanton Village	Damon Broderick (Start 4/25)										X	X	X
	# Municipalities	16	0	14	14	0	16	15	12	15	14	15	17

QUORUM = 12

E= Excused ; X=Present

Committee and Staff Reports – July 2025

Committee Chair/Appointee	Meeting Date	Next Meeting Date	Main Agenda Items/Topics
Executive <i>Peter Zamore</i>		9/16/25	<ul style="list-style-type: none"> No meeting.
Finance/Operations <i>Kirk Waite</i>	none	TBD	<ul style="list-style-type: none"> No meeting.
Personnel <i>Bob Buermann</i>	none	TBD	<ul style="list-style-type: none"> No meeting
Project Review	7/9/25	9/10/25	<ul style="list-style-type: none"> Business report enclosed, no Board action needed.
Plan and Policy <i>Lori Ruple</i>	7/9/25	9/10/25	<ul style="list-style-type: none"> Reviewed feedback from Regional Plan outreach events Reviewed draft Introduction, Housing, Land Use, and Appendix sections Coordinated regional review of Franklin Town Plan
Transportation Advisory Committee <i>Barclay Morris</i>	7/10/25	9/11/25	<ul style="list-style-type: none"> Recommended 2026 TPI Work Plan for NRPC Board approval. Intern presentation of LVRT Culvert Inventory project. Review of current, regional Rail Trail projects.
Brownfields Adv. Committee <i>Megan Sherlund</i>	none	8/18/25	<ul style="list-style-type: none"> No meeting
VT Economic Progress Council, Barbara Murphy	7/31/2025		<ul style="list-style-type: none"> No regional projects.
Green Mountain Transit <i>Bob Buemann, Catherine Dimitruk</i>	6/17/25/ 21/25	8/12/25	<ul style="list-style-type: none"> Discussed transfer of rural service to RCT. Approved fares on College St. shuttle.

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

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

Staff Reports:

Transportation

- Attended the NADO (National Association of Development Organizations) RPO America (rural transportation planning professionals) annual meeting for the Council of Peers and conference in Des Moines, Iowa. Kyle Grenier represents the State of Vermont on the RPO America Council of Peers.
- NRPC, VTrans District, and Bowman (consultant) representatives met to formally kickoff the VT207/Bushey Rd Intersection Feasibility Study. The consultant has completed base mapping and the group is planning an August Local Concerns meeting in conjunction with the Town of Swanton Selectboard.
- NRPC and Saint Albans City received an Energy Efficiency and Conservation Block Grant (EECBG) which includes funding for a public transportation needs assessment. NRPC is involved with the Northwest area transportation working group to identify current needs and transportation gaps within the region in an effort to draft the framework for this assessment.
- The group will work together to create an introductory survey of local employers related to transportation challenges and opportunities.

- NRPC staff and interns, and municipal officials from Isle La Motte met to kick off their Road Erosion Inventory (REI). The REI data collection has been completed.
- NRPC staff and interns have begun the town of Fairfield Road Erosion Inventory data collection.
- NRPC interns have completed culvert inventories along the Northwest region portion of the LVRT.
- Continued administrative support for the Northwest Vermont Rail Trail Council and continued administrative and technical support of LVRT and MVRT and other AOT owned rail trails through Regional Planning Commissions' Rail Trail Collaborative.
- Participating in LVRT Economic Impact study through data gathering with LCPC, NVDA and AOT, an initiative through Vermont Department of Tourism and Marketing (VDTM) with support from the Vermont Outdoor Recreation Economic Collaborative (VOREC) that focuses on economic impact of local-level outdoor recreation.
- Conducted a preconstruction site visit for the Town of Fletcher and prepared the associated Grants-in-Aid packet.
- Prepared a Grants-in-Aid preconstruction packet for the Town of Enosburgh
- Continue to provide administrative and technical support for regional O&D, Franklin Grand Isle Mobility Committee.
- NRPC serves as the Municipal Project Management (MPM) for many local transportation projects. Recent activities and/or milestones include:
 - *Longley Bridge Road Streambank Restoration (Montgomery)*- Submitted final project acceptance and consultant evaluation forms to VTrans. Provided Town with final invoice for reimbursement by VTrans.
 - *US 2-Featherbed Lane Scoping (South Hero)*- Collected and assembled pedestrian crossing data for use in study. Continued planning for collection of vehicle speed data.
 - *Sidewalk Scoping Study (Richford)*- Report finalized, supporting closeout.
 - *Sidewalk Scoping Study (Sheldon)*- Working with consultant to schedule meetings and gather base information.
 - *Montgomery Center Streetscape Design and Implementation (Montgomery)*- Waiting on NEPA clearance prior to completing preliminary design phase.

Emergency Management

- Worked with communities on updating Heat Response plans following June and July heat outbreaks.
- Met with VEM and RPCs for reviewing EM related programs including community event emergency response planning and cyber security training opportunities for communities.
- Continued working with municipal officials in Montgomery, North Hero, Fairfax, St. Albans City and South Hero on local Hazard Mitigation Plan updates to meet FEMA compliance.
- Met with Lamoille RPC staff to discuss collaboration opportunities for disaster preparedness.
- Continued working under EDA resiliency grant for hazard mitigation projects along the Lamoille River involving mitigation projects for transportation and water supply infrastructure.
- Coordinated the Grand Isle County Chief's meeting regarding asset maintenance and trainings.
- Participated in state-wide Local Liaison exercise for gathering situational reports and information from communities for State Emergency Operations Center.

GIS

- Started updates to the 2025 E911 maps.
- Provided a draft zoning map to the town of Highgate.

Brownfields

- Managed active task orders for assessment or cleanup planning on the following sites:
 - Highgate Village Core. Provided support to the Town of Highgate on redevelopment and cleanup planning, including coordinating work in relation to task orders for a Corrective Action Plan, Analysis of Brownfields Cleanup Alternatives and Asbestos and Lead Abatement Workplan.

- 6 South River St, Swanton Village. Corrective Action Plan underway.
- 113 Main Street, Richford. Received Section 106 (historic preservation) signoff, coordinating next steps for cleanup.
- 124 First Street, Swanton Village. Corrective Action Plan underway.
- South Hero Meeting House. Quality assurance plan for supplemental assessment under review.
- Revolving Loan Fund- Reviewed and approved requisition for cleanup work at the St. Johnsbury Armory brownfields site in St. Johnsbury.

Municipal Planning

- Coordinated with municipalities that were awarded Municipal Planning Grants and prepared contracts for towns where NRPC is the municipal agent.
- Met with the Bakersfield Planning Commission to kick off the Town of Bakersfield municipal plan update.
- Assisted Town of Franklin with adoption of their 2025 Municipal Plan and attended the Planning Commission hearing to provide regional comments.
- Provided Sheldon and North Hero with zoning services, DRB and PC clerk services, and E911 Coordination services to Sheldon.
- Met with the Town and the project engineer on the design of the South Hero wastewater project on the newly purchased site.
- Continued support to the Town of Highgate's village wastewater project with project management assistance, including drafting a wastewater ordinance and user fee structure.
- Met with the Town of Fairfield Planning Commission to review revisions to the Fairfield Development Regulations to address farmland fragmentation and other concerns raised by town residents.
- Attended a quarterly meeting with other RPCs about assistance to municipalities in reviewing draft FEMA flood hazard area maps and ensuring flood hazard regulations are compliant.
- Drafted an RFP and project pitch handout for the Fairfield Common School Restoration project, funded by a municipal planning grant.
- Recruited municipal officials for focus groups to receive feedback and insight on providing effective rural municipal technical assistance, as part of the Vermont Evaluation of Rural Technical Assistance (VERTA) Studies. The listening sessions are scheduled for July 29 at 10:00 at St. Albans City Hall and at 5:30 via Zoom.
- Supported the Town of Georgia with discussions around Village Center Designation and wastewater feasibility in the South Village.

Regional Planning

- Reviewed draft Housing, Land Use and Introduction chapters for the Regional Plan & Policy committee and prepared a first draft of the whole Regional Plan to review with the Board.
- Collected and reviewed public comments and incorporated feedback into Future Land Use map updates.
- Provided feedback on Land Use Review Board guidance for submitting and approving regional plans.
- Documented mapping process to prepare for submission to the Land Use Review Board.
- Participated in information sharing with other RPCs regarding ongoing outreach and mapping work.
- Met with CCRPC to compare draft Future Land Use maps.
- Continued data collection for the first yearly update to the NRPC Housing Dashboard.
<https://www.nrpcvt.com/regional-data/>.
- Participated in a working group with DHCD and other RPC staff to develop statewide GIS data submission guidelines for Future Land Use maps and municipal zoning data.

Climate & Energy

- Continued assisting municipalities in the implementation of Municipal Energy Resilience Program (MERP) construction projects with technical assistance and ongoing communication with the Department of Buildings and General Services (BGS).

- Began work on Regional Navigators Program to provide technical assistance on energy related issues to communities throughout the region.
- Attendance of and coordination with Saint Albans Transportation Working Group and Walk Bike Saint Albans
- Began work on Energy Efficiency and Climate Block Grant collaboration with Saint Albans City
- Coordination for annual WindowDressers build.

Water Quality

- Continued as the regional Clean Water Service Provider (CWSP) for Lamoille and Missisquoi basins. In that role we:
 - Hosted annual meeting of Lamoille Basin Water Quality Council and finalized preparations for annual meeting of Missisquoi Council.
 - Attended pre-construction meeting for Trout Brook Dam removal project and facilitated problem-solving meetings for Cemetery Brook restoration project and Range Road gully project.
 - Completed review of cost proposal for maintenance of two riparian buffer plantings.
 - Developed draft Master Agreement for newly-prequalified partner organization wishing to complete projects supported by Clean Water funds.
 - Obtained DEC support for procedure proposed to address herbicide use as part of Operation & Maintenance (O&M) documents.
- As part pf NRPC-led work under banner of Regional Stormwater Education Program (RSEP) /Franklin County Stormwater Collaborative, staff
 - Hosted “Tales from the Watershed,” a community event on July 12th featuring stories from community members about personal connections to Lake Champlain and its watershed. The event featured live music, a food truck, and 6 speakers representing multiple partner organizations. NRPC staff and multiple partner organization also conducted outreach throughout the event.
 - Met with St. Albans Bay landowner concerned about local stormwater management and shoreline erosion and provided educational materials.
- Met with director of Cold Hollow to Canada to explore opportunities for land conservation organizations to participate in “WISPr” funding program. Conducted follow up meeting with DEC WISPr program manager.
- Updated work plan and budget for recently-approved project investigating the economic impact of water quality. Met with project partner at Middlebury College to discuss project and planned for fall start. Solicited cost proposals for project to investigate floodplain connectivity potential around a culvert on Silver Lake Road in Georgia, with NRPC serving as project manager

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

- 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.

Housing For All - Working Communities Challenge

- Submitted a final Transition Plan to the Federal Reserve Bank of Boston for additional activities through 12/31/2025.
- ADU/Duplex Pilot: Provided navigation support for two out of four program participants who are moving forward with design and permitting. Consideration of doing a second round of ADU promotion.
- Created new initiative, Promising Properties and Projects, that will provide technical support and limited mini-grants to municipality-related projects that create housing and/or housing-related infrastructure.

Building/Office: Installed new server for office network.

Project Review Committee: Monthly Business Report

Month: July 2025

Project Reviews

1) **Project Type: Act 250- Trinity Presbyterian Church (#6F0247-C)**

Project Location: 350 South Main St., St. Albans

Substantial Regional Impact: Yes No (If yes, Board action required)

- *Project Details:* Construction of a ±6,435 square-foot, ±20-space expansion of the existing church parking lot and improved ADA spaces.
 - *Project Comments:* Project is in conformance with the Regional Plan and does not have a substantial regional impact.
 - *Conformance with Regional Plan:* Yes No
-

2) **Project Type: Act 250- Chris Smail (#6F0443-3)**

Project Location: 42 Rounds Road, Fairfax, VT

Substantial Regional Impact: Yes No (If yes, Board action required)

- *Project Details:* After the fact amendment to permit 6F0443 for the construction of a garage on the parcel at 42 Rounds Road circa 2004.
 - *Project Comments:* Project is in conformance with the Regional Plan and does not have a substantial regional impact conditional upon the Agency of Natural Resources approving the proposed deer wintering area mitigation.
 - *Conformance with Regional Plan:* Yes No
-

3) **Project Type: Act 250- Vermont's Camp Ta-Kum-Ta (#6G0470-8)**

Project Location: 77 Sunset View Road, South Hero, VT

Substantial Regional Impact: Yes No (If yes, Board action required)

- *Project Details:* Construction of (1) a new ±5,000 square-foot maintenance building to be served by a new ±625-foot, 12-foot-wide gravel access drive and associated parking and (2) a ±100 square-foot bathroom addition to the chapel at the existing children's camp.
 - *Project Comments:* Project is in conformance with the Regional Plan and not of a substantial regional impact.
 - *Conformance with Regional Plan:* Yes No
-

Board Action Necessary: None.



To: NRPC Regional Commissioners
From: Kyle Grenier, Transportation Planner
Date: 7/23/2025
Subject: FFY 2026 Transportation Planning Initiative (TPI) Work Program

On July 10, 2025 the NRPC Transportation Advisory Committee (TAC) reviewed and recommended the attached, proposed FFY 26 Transportation Planning Initiative (TPI) work program. The work program outlines the planning activities to be completed by NRPC from October 1, 2025 to September 30, 2026 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 8-9.

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.

FFY26 Budget Detail by Task Categories		
	Task Category Description	Agreement Amount
Task 1	Administration	\$44,450.87
Task 2	Public Participation and Coordination	\$24,421.51
Task 3	Planning	\$141,509.95
Task 4	Data Collection and Management	\$20,259.60
Task 5	Project Development Planning	\$5,919.20
Task 6	Municipal Roads General Permit (MRGP) Support	\$8,011.87
Task 8	State Owned Rail Trails	\$10,938.00
Task 9	VT 207/Bushey Rd Intersection Feasibility Study	\$20,000.00
Total		\$275,511.00

FFY26 Budget Detail by Expense Category	
Expense Category Description	Agreement Amount
1. Total Staff Costs	\$124,470.93
2. Indirect Costs (99.33 %)	\$123,636.97
3. Direct Costs- Travel, Equipment, Copies and Postage, Engineering Services on Retainer	\$7,403.10
4. Consultants	\$20,000.00
Total	\$275,511.00



**Northwest Regional Planning Commission
FY 2026 Work Program and Budget
Vermont Agency of Transportation
Transportation Planning Initiative**

INTRODUCTION

The Northwest Regional Planning Commission (NRPC) hereby submits this FY ~~2025~~ 2026 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, ~~2024~~ 2025 to September 30, ~~2025~~ 2026) for the stated amount of ~~\$346,379.00~~ (\$275,511.00). The proposed budget anticipates and includes the ten-percent regional match requirement for all tasks except Task 8: State Owned Rail Trails, Task 9: VT 207/Bushey Road Intersection Feasibility Study.

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-eighth proposal submitted for funding under VTrans' TPI. Background on the program and list of accomplishments from previous work programs are included as **Attachment A**. Additional guidance on the work program tasks including deliverable deadlines can be found in the VTrans document, "*Transportation Planning Initiative Annual Work Program Guidance & Budget. Federal Fiscal Year 2026: October 1, 2025 – September 30, 2026.*"

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

- 45 internal monitoring procedures (including staff timesheets and work summaries); participate in mid-
46 year work program review; prepare for an annual audit of accounts in accordance with state and
47 federal audit requirements. Submit weekly status reports to Planning Coordinators to keep planning
48 staff apprised of TPI activities of the RPC as well as emerging transportation issues.
- 49 C. Provide administrative support of all work tasks and complete program administration training as
50 needed. Participate in any trainings or conferences necessary to address work plan activities.
 - 51 D. Prepare and submit work program and budget for the next phase of the planning process
52 (tentatively scheduled for October 1, ~~2024~~ 2025 - September 30, ~~2025~~ 2026).
 - 53 E. Purchase supplies and equipment directly related to TPI activities examples include but are not
54 limited to traffic counters, bicycle and pedestrian counters, safety vests, maybe even a measuring
55 tape.
 - 56 F. Prepare TPI performance measure data for inclusion in the SFY ~~2025~~ 2026 VAPDA Annual Report.
 - 57 G. Participate in monthly TPI meetings. Organize and host up to one TPI meeting a year.
- 58

59 Personnel: Director, Office Administrator, Assistant Director, and Transportation Planner

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

61 Products:

- 62 ■ Administrative activities will be ongoing throughout the contract period. Specific products will
63 include monthly invoices, progress reports, an annual audit report, and related proposals,
64 subcontracts, work programs, and budgets
 - 65 ■ VAPDA SFY ~~2025~~ 2026 Annual Report for each RPC that includes transportation performance
66 measures.
- 67

68 **TASK 2.0 PUBLIC INVOLVEMENT AND COORDINATION**

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

72

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

- 90 Missisquoi Basin Project Identification and Prioritization effort that was completed under the FY19
- 91 TPI work program.
- 92 H. Coordinate regularly with road foreman and Vermont Local Roads including hosting at least two
- 93 regional road foreman meetings per year.
- 94 I. Participate in Travel Demand Management (TDM) planning efforts by promoting the Go Vermont
- 95 and Park Your Carbon programs and provide a summary of outreach to VTrans.
- 96 J. Work with VTrans to regularly coordinate aviation-related outreach and coordination activities.
- 97 K. Participate in and promote the Transportation Equity Framework Project including coordinating
- 98 regional meetings and attending trainings focused on achieving equity and inclusion in the
- 99 transportation planning process.
- 100 L. Participate and collaborate on events organized by the State Highway Safety Office (SHSO), including
- 101 public outreach and dissemination of information, identification of stakeholders for engagement.
- 102 M. Ensure proper updates are reflected in Title VI plan.
- 103 N. Participate in human service transportation planning including (but not limited to) coordinating with
- 104 public transit providers, organizing quarterly regional Older Adults and Persons with Disabilities
- 105 (O&D) public transit advisory committee meetings, facilitating the implementation of the regional
- 106 O&D Committee work plans and participating in special public transit efforts as needed.
- 107 O. Conduct municipal Complete Streets implementation inventory for 2026

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

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

112 Products:

- 113 ▪ Public participation and outreach activities will be ongoing throughout the contract period.
- 114 Specific products will include the newsletter, meeting announcements, minutes, written
- 115 recommendations, and correspondence as appropriate
- 116 ▪ Submit progress report on TDM activities to VTrans.
- 117 ▪ Hold at least two Regional Road Foreman meetings.
- 118 ▪ Prepare a summary memo of all transportation equity-related work carried out by the RPC during
- 119 the previous calendar year.
- 120 ▪ Municipal Complete Streets implementation inventory submitted to VTrans.

123 **TASK 3.0 PLANNING**

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

- 129 A. Promote bicycle, pedestrian, and active transportation efforts in the region. Implement tasks from
- 130 the Northwest Vermont Walkability Action Plan to support implementation of the ~~2020~~ 2021 VTrans
- 131 Bicycle and Pedestrian Strategic Plan.
- 132 B. Support regional and statewide organizations and facilities including (but not limited to) the Lake
- 133 Champlain Bikeways, Trails & Greenways Council, Northwest Vermont Rail Trail Council, Missisquoi
- 134 Valley Rail Trail, Lamoille Valley Rail Trail (LVRT), Friends of the Lamoille Valley Rail Trail and the

135 Northern Forest Canoe Trail.

- 136 C. Support schools and communities by encouraging students to walk and bike to school. The support
- 137 could include general outreach for the VTrans SR2S program, hosting trainings, participation in school
- 138 travel plan working groups, mapping, grant writing, and traffic data collection/monitoring.
- 139 D. Develop and maintain GIS data used in transportation planning including land use, roads, bike and
- 140 pedestrian resources, natural resources, emergency planning, and other related transportation
- 141 datasets. Participate in the ongoing review of VTrans and VCGI-generated data and information and
- 142 produce transportation-related maps as needed.
- 143 E. Coordinate all-hazards mitigation planning as it relates to transportation planning efforts including
- 144 watershed, stormwater, shoreline stabilization and other projects. Coordinate municipal outreach for
- 145 the Transportation Flood Resilience Planning Tool (TRPT) and integrate the tool into municipal and
- 146 regional planning efforts. Support VTrans' development of the Strategic Resilience Improvement
- 147 Plan.
- 148 F. Review and comment on potential transportation impacts from regional land use development and
- 149 Act 250 applications.
- 150 G. Participate in modal-specific planning (air, rail, bike/ped, etc.) and other VTrans-managed planning
- 151 projects. Participation may include meeting attendance; providing data; reviewing document drafts
- 152 and dissemination of information to TACs and the general public.
- 153 H. Participate in environmental policy and planning. ~~efforts which could include the Transportation~~
- 154 ~~Climate Initiative, Climate Mitigation planning, vehicle electrification planning, wildlife/ecological~~
- 155 ~~connectivity, regional energy planning, MS4 support, and promoting land use practices that promote~~
- 156 ~~smart growth.~~
- 157 I. NRPC will coordinate municipal requests for Road Safety Audits and participate in Road Safety Audit
- 158 meetings and review the resulting reports. Work with VTrans to implement recommendations as
- 159 included with the VT 105 RSAR.
- 160 J. Provide technical assistance to municipalities pursuing demonstration projects on state highways and
- 161 town highways.
- 162 K. Support planning for passenger and freight rail improvements in the region. Evaluate potential sites
- 163 for intermodal rail access development opportunities. Create GIS inventory of parcels zoned for
- 164 industrial and commercial uses that are or could be served by rail.
- 165 L. Continue to update transportation elements within the Northwest Regional Plan.
- 166 M. Participate in state-wide electric vehicle charging infrastructure planning.
- 167 N. Assist municipalities and non-profit organizations in writing grant proposals for transportation-related
- 168 initiatives and projects as requested.
- 169 O. Continue work on tasks identified in the 2022 US Route 7 Milton to Georgia corridor plan.
- 170 P. Support opportunities for pollinator and wildlife habitat analysis, connectivity, and maintenance
- 171 when applicable.
- 172 Q. Support communication and coordination regarding ongoing transportation energy efficiency
- 173 planning efforts.
- 174 R. Participate in public transportation planning including (but not limited to) coordinating with public
- 175 transit providers, attending public transit board meetings, and participating in special public transit
- 176 efforts as needed.

177
178
179 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),

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

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

182 Products:

- 183 ▪ GIS coverages/maps (updated base, land use, transportation network, natural resources,
- 184 emergency planning, and associated transportation data)
- 185 ▪ Products related to bike/ped promotion
- 186 ▪ ~~Annual summary of environmental policy and planning efforts.~~
- 187 ▪ Annual summary of all-hazard/resiliency planning efforts.
- 188 ▪ ~~Climate Mitigation Planning summary.~~
- 189 ▪ Intermodal Rail Access Planning parcel report and GIS inventory.
- 190 ▪ Submit comments to inform annual update of the State EV charging plan.
- 191 ▪ Include Bicycle and Pedestrian planning activities with annual TDM activity submission.

192
193 **TASK 4.0 DATA COLLECTION AND MANAGEMENT:**

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

- 196 A. Assist municipalities with town highway roadway and bridge/culvert and inventories. Bridge and
- 197 culvert data will be collected in accordance with the latest standards and entered into the online
- 198 database at VTCulverts.org. Verify that all town short structures (6ft-20ft, bridges, and large culverts)
- 199 are included in the database-Hold at least one training using the VTCulverts Training Module.
- 200 B. Collect up to 20 traffic, spot speed, or turning movement counts. This data will be used to update the
- 201 regional transportation plan and support local and regional planning efforts. Submit applicable
- 202 counts to VTrans for inclusion in the statewide database.
- 203 C. Collect town highway major collector data to support VTrans' Highway Performance Monitoring
- 204 System program such as information on major roadway projects, paving, lane/shoulder widening,
- 205 speed zone changes, or changes to signal system.
- 206 D. Conduct focused transportation problem studies and alternative analysis as needed.
- 207 E. Complete usage counts at state-funded park and ride lots 3-times per year in July, October and
- 208 February and municipal lots 2-times per year in October and February.
- 209 F. Conduct bicycle and pedestrian usage counts at a minimum of three sites, three-four times a year
- 210 following VTrans guidance.
- 211 G. Continue Town Road Surface Data Verification project.
- 212 ~~H. Review the proposed federal urban area boundary adjustments made by VTrans based on 2020~~
- 213 ~~Census data and coordinate with municipalities on any proposed changes.~~
- 214 I. Evaluate public transit bus stop facilities to maintain and update existing inventories.
- 215 J. Support transportation resilience planning efforts.

216
217 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),
218 GIS Technician, and Consultant/Contract staff as needed.

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

220 Products:

- 221 ▪ Municipal bridge and culvert data entered into VTCulverts.org
- 222 ▪ Results of usage counts at state park-and-rides
- 223 ▪ Town highway major collectors data
- 224 ▪ Results of traffic counts submitted to VTrans in an acceptable format

- Maintain and update public transit bus stop facilities inventory

TASK 5.0 PROJECT DEVELOPMENT PLANNING:

This task provides continuity between planning and implementation and provides a framework for on-going public participation as specific design alternatives, costs, and impacts are explored. RPC engagement during this process ensures the local and regional context are integrated.

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. Provide input to VTrans on New Project Summaries (NPS) for assessment management projects.
- B. Support municipalities who are managing Municipal Assistance Bureau (MAB) projects and other locally managed transportation projects.
- C. Identify and evaluate regional transportation needs and potential projects through the Vermont Project Selection and Project Prioritization (VPSP2) process. This work includes participating in the scope refinement process as needed.
- D. Work with VTrans and local stakeholders during the next steps for the I-89 Exit 19/VT Route 104/SASH intersection.
- E. Work with VTrans and local stakeholders during the Project Refinement process for the Fairfax VT 104/VT 128 intersection.
- F. Work with VTrans and local stakeholders during the Project Refinement process for the Swanton I-89 Exit 21 Northbound Ramps.
- G. Continue to monitor progress, assist with public outreach, and provide regional input for the VTrans I89 Exit 17 project.

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

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

Products:

- Annual project scoring submitted.

TASK 6.0 MUNICIPAL ROADS GENERAL PERMIT (MRGP) SUPPORT:

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

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

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

Products:

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

TASK 7.0 BICYCLE AND PEDESTRIAN PLANNING INTEGRATION PROGRAM:

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

274
275 ~~Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),~~
276 ~~and GIS Technician.~~

277 ~~Match: No regional match required.~~

278 ~~Products:~~

- 279 ~~▪ Summary report to VTrans for statewide compilation.~~
- 280 ~~▪ GIS data of infrastructure locations.~~
- 281 ~~▪ Engage and assist municipalities in bicycle and pedestrian infrastructure planning.~~

282
283 **TASK 8.0 STATE-OWNED RAIL TRAILS:**

284 Through this task, staff will support Rail Trail Councils, support the development and implementation of
285 trail Management Plans using a collaborative and consistent approach. Work will also include
286 implementation of the LVRT Management Plan through the LVRT and regional committee.

287
288 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),
289 Office Administrator, and GIS Technician

290 Match: No regional match required.

291 Products:

- 292 ▪ Provide Staff support for Rail Trail Councils
- 293 ▪ Organize and facilitate regular Council meetings at least 6 times a year.
- 294 ▪ Maintain Trail Friendly Business Program(s)
- 295 ▪ Assist VTrans with Rail Trails Count Program
- 296 ▪ Assist with the development of the MVRT Management Plan
- 297 ▪ Provide technical support and municipal assistance for improvement/development of RT
- 298 trailheads.

299
300 **TASK 9.0 VT 207/BUSHEY ROAD INTERSECTION FEASIBILITY STUDY:**

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

305
306 Personnel: Director, Assistant Director, Transportation Planner, Regional Planner(s), Office
307 Administrator, and Consultant/Contract Staff as needed

308 Match: No regional match required.

309 Products:

- 310 ▪ Intersection Feasibility Study

311
312
313
314

315 **Attachment A: TPI Background and List of Past Accomplishments**

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

321
322 The Regional Commission has been supportive of this process since the outset. In 1992 the Regional
323 Commission's Transportation Planning Program was organized under the oversight of our Regional
324 Transportation Advisory Committee (TAC) which serves in an advisory capacity to our Board of
325 Commissioners. Each of the Regional Commission's twenty-three member municipalities has been invited
326 to participate in the Transportation Planning Program through the submission of a signed resolution and
327 the annual appointment of an elected official or representative to the TAC. The Green Mountain Transit,
328 Northwest Vermont Rail Trail Council, New England Central Railroad, and the fixed base operator, Border
329 Air, for the Franklin County State Airport in Highgate have voting representatives on the TAC, and efforts
330 have been undertaken to add seats representing the regional ferry services. The regional VTrans
331 representative has non-voting representation on the Commission's TAC.

332
333 The Regional Commission's Transportation Planning Program operates under and adheres to previously
334 adopted communication and public participation protocols, memoranda of understanding with adjoining
335 regional commissions, VTrans recommended procurement procedures, and all applicable federal and
336 state statutes and regulations. In addition, the region's TAC, with approval from the Board of Regional
337 Commissioners, adopted rules of procedure governing their actions and responsibilities. Previous
338 proposals financed:

- 339
- 340 • The organization of the Regional Commission's transportation planning program, including the
 - 341 development of the Regional Commission's first work program and budget (FY 93)
 - 342 • The development of a regional transportation plan (FY 94)
 - 343 • The development of a transportation improvement program, and special transportation studies such
 - 344 as the Route 2/78 Corridor Study and the Federal Street Extension Study (FY 95)
 - 345 • Continued coordination, long-range planning efforts, and special projects including a Route 7 Corridor
 - 346 Study and an access management handbook for area communities (FY 96)
 - 347 • Updates to the regional transportation plan, continued coordination with transportation groups,
 - 348 long-range planning efforts, and special projects including the Route 105 Corridor Study and bike and
 - 349 pedestrian planning in Grand Isle County (FY 97)
 - 350 • A corridor study of US Route 2 in Grand Isle County, Swanton Access Management Study, and Exit 20
 - 351 Improvement Study (FY 98)
 - 352 • An engineering study of the train bridge in Sheldon and the Swanton and Enosburg Village Circulation
 - 353 Study (FY 99)
 - 354 • An update of the regional transportation plan, a feasibility study for bicycle and pedestrian facilities in
 - 355 the Town of Highgate, a transportation enhancement program grant application to implement
 - 356 improvements recommended in the Grand Isle County Roadway Corridor Study, and a St. Albans
 - 357 Traffic Circulation Study (FY 01)
 - 358 • Confirmation of Transportation Projects with the Regional Plan

- 359 • Roadway and culvert location and condition data inventories as part of the region-wide RSMS
- 360 development for individual municipalities
- 361 • Completion of access management conditions inventory (FY02)
- 362 • Completion and adoption of Regional Long-Range Transportation Plan (FY04)
- 363 • VT Route 104 Corridor Study (FY 04)
- 364 • Re-alignment study of the VT Route 105/US Route 7 Intersection (FY 03)
- 365 • Re-alignment study of the Commette/Fletcher Roads Intersection in Fairfax (FY 03)
- 366 • Update to the 1995 Federal St. Corridor Study (FY '06)
- 367 • A Sidewalk Feasibility Study for the Town of Franklin (FY '06)
- 368 • Update to the Financing Improvements to the Exit 20 Area Study (FY '06)
- 369 • VT 104/VT 128 Intersection Re-alignment Analysis (FY '06)
- 370 • Lamkin St. Corridor Study (FY '07)
- 371 • Northwest VT Project Report (FY '07)
- 372 • Update to the US 7 Corridor Study (FY '07)
- 373 • Update to Franklin Sidewalk Study (FY '08)
- 374 • Update of the Long Range Transportation Plan (FY '09)
- 375 • Update of the VT 104/SASH Intersection Study (FY '09-10)
- 376 • Update of the Long Range Transportation Plan Draft (FY '11)
- 377 • VT 104/US 7 Intersection and Bridge B1 Feasibility Study (FY '12-13)
- 378 • Regional Highway Safety Forum (FY '14)
- 379 • Integrated Long Range Transportation Plan into the updated Regional Plan for 2015-2023 (FY '15)
- 380 • Update and reprint Missisquoi Valley Rail Trail Guide (FY '16)
- 381 • Grand Isle County Park and Ride Scoping Study (FY '17/'18)
- 382 • Georgia South Village Transportation Master Plan (FY '18/'19)
- 383 • Missisquoi Valley Rail Trail Wayfinding Plan (FY '20)
- 384 • Maintained active TAC member participation in remote meetings during the COVID pandemic (FY' 21)
- 385 • Assisted all member municipalities on the Municipal Roads General Permit (MRGP) (FY '22)
- 386 • Coordinated the VT 105 Road Safety Audit Review.
- 387 • Franklin VT 120/VT 236/Middle Rd. Intersection Evaluation (FY '23)
- 388 • Transportation Chapter updates within the Northwest Regional Plan 2023-2031, including Long Range
- 389 Transportation Plan.
- 390 • State Rail Trails Interactive Mapping (FY '24)
- 391