

**Exhibit 1**  
**Federal FY 2017 Transportation Work Program**  
**Southern Windsor County Regional Planning Commission**

**WORK PLAN OVERVIEW**

This document details the elements of the transportation planning initiative work program and budget for the Southern Windsor County Regional Planning Commission (SWCRPC) in federal fiscal year (FFY) 2017, beginning October 1, 2016 and ending September 30, 2017. This work program represents an ongoing partnership between the Vermont Agency of Transportation (VTrans) and the SWCRPC, and seeks to address the federal requirements for local input into the transportation planning decision-making process. This work program represents activities needed to provide technical support to municipalities, maintain and implement the Southern Windsor County *Regional Transportation Plan*, and assist VTrans with their statewide transportation planning efforts. In addition, this work program is intended to achieve the following goals:

1. To improve linkages between transportation planning and planning for land use, economic development, and natural resources at the regional and local levels;
2. To provide for increased participation by municipalities and members of the public, in making transportation decisions; and
3. To facilitate implementation of transportation projects through greater understanding of transportation issues and opportunities.

This work program is presented in five task areas, each corresponding to VTrans FFY 2017 Transportation Planning Initiative (TPI) guidance materials (TPI Guidance). The narrative for each includes a description of the goals, objectives and activities/deliverables proposed to address the tasks.

**TASK 1 - ADMINISTRATION**

The Southern Windsor County Regional Planning Commission (SWCRPC) assumes full responsibility for the management, financial reporting and audit tasks directly related to the elements contained in this work program. The SWCRPC staff has experience and knowledge in the administration of contracts at the federal, state and local levels. This task involves the activities necessary for the proper management of the TPI work program and the development of future TPI work programs.

**Goals**

1. Manage the FFY 2017 Work Program for the proper and efficient delivery of services.
2. Administer the FFY 2017 Work Program to ensure full and timely compliance with all VTrans and Federal Highway Administration (FHWA) related program planning, management and accounting standards.
3. Administer the financial management of the transportation work program according to Generally Accepted Accounting Principles.

**Objectives**

1. Prepare specifications to hire and supervise staff and consultant services, as necessary, to undertake elements of this work program.
2. Establish and maintain appropriate internal controls, as needed, to monitor the work program activities.
3. Manage the financial record-keeping process to ensure compliance with federal and VTrans requirements.

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4. Provide training for administrative staff to ensure compliance with state and federal audit procedures.

**Activities / Deliverables**

1. Prepare monthly progress and financial status reports regarding the implementation of work program elements and submit to VTrans monthly.
2. Maintain records of all meetings, procurement of equipment and consultant services and work program implementation activities.
3. Billing monthly for reimbursement of eligible expenses relating to the implementation, management and administration of the work program, including dues and fees to professional organizations.
4. Attend trainings for administrative staff to ensure compliance with state and federal audit procedures.
5. Purchase equipment, supplies and consultant services as needed to carry out this work program including, but not limited to one new traffic counter, new fieldwork notebook/tablet, maintenance of existing equipment, one new computer (laptop or desktop), and any other necessary acquisitions.
6. Purchase other direct expenses, such as advertising, professional dues, supplies and travel, as required to adequately fulfill this work program.
7. Conduct an audit of FY 2016 Work Program expenditures.
8. Prepare for and participate in mid-year review with VTrans.
9. Formulate FFY 2018 Work Program based upon VTrans guidance, regional needs and prior work accomplishments.
10. Participate in the identification of VAPDA/TPI performance measures, and complete an annual TPI Performance Report per FFY 2017 TPI Guidance.

**TASK 2 - PUBLIC INVOLVEMENT AND COORDINATION**

The SWCRPC considers public participation as a key element of its transportation planning efforts. Establishing effective communication and dialogue will promote sound planning and decision-making at all levels. The Southern Windsor County Transportation Advisory Committee (SWCTAC), as an advisory body, will gather input on local, regional and state transportation issues through a public process and make recommendations to VTrans. Staff will continue to act as a liaison between the municipalities and VTrans. The SWCRPC staff will continue to facilitate and coordinate with VTrans, neighboring regional commissions and local governments to ensure cooperation and to reduce duplication of efforts. The SWCRPC will host or sponsor public forums to discuss transportation issues. These forums will focus on the relationship between land use planning and transportation, access management, transit, airports, interchange policies, the statewide transportation capital program, corridor studies and regulatory issues. The SWCRPC will also assist VTrans in its statewide long range planning activities, and support the agency in outreach and other planning efforts.

**Goals**

1. Inform and educate policy makers, local officials and the general public about statewide and regional transportation initiatives.
2. Facilitate coordination among state, regional, municipal, private entities and public stakeholders.

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3. Provide opportunity for broad public participation in the regional transportation planning process.
4. Support VTrans with public involvement and coordination of statewide planning activities.

**Objectives**

1. Engage local officials in the transportation planning process, and provide an opportunity for their input into the transportation decision-making process.
2. Facilitate coordination on important transportation concerns among varied local, regional and state groups and agencies.
3. Provide information on transportation planning and legislative activities to the general public, local officials and partner agencies.
4. Involve citizens in the identification of transportation needs/issues and potential solutions.
5. Maintain a public participation and oversight committee in the form of the SWCTAC already mentioned above.
6. Serve on transportation-related task forces and advisory committees as requested by VTrans and others.
7. Assist VTrans in public input into state transportation planning activities.

**Activities / Deliverables**

1. Undertake staff training including attendance at conferences, workshops and meetings, and the review of publications to address work program responsibilities. Conferences may include, but are not limited to, Vermont Local Roads workshops; statewide training opportunities with ACCD, ANR and DEMHS; regional or national conferences sponsored by AASHTO, TRB, NHI, APA, NADO Rural Transportation; or similar professional development events.
2. Facilitate at least 2 informational workshops for both staff and local officials on relevant transportation planning topics.
3. Continue to staff and organize regular road foreman meetings in cooperation with Vermont Local Roads.
4. Provide staff support and administration for the SWCTAC, including mailings, meeting records, attendance at monthly meetings and SWCTAC correspondence and meeting preparations. Assist in organizing inter-regional TAC meetings in order to fully discuss significant transportation issues and policies where appropriate.
5. Improve regional awareness of federal and state transportation programs through compilation and distribution of reports, memos, minutes, presentations, regular RPC newsletters, GIS maps, and other communications with local officials, concerned citizens and organizations. This also includes the provision of transportation related information through SWCRPC's website and social media, where appropriate.
6. Enhance public awareness and participation in transportation planning issues including implementation of the *Regional Transportation Plan*, and ongoing transportation improvement projects. This includes meetings to solicit public feedback on the airport, rail, bicycle/pedestrian, and

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transit components of the *Regional Transportation Plan*. This will also include involvement in soliciting feedback concerning the VTrans modal planning initiatives as needed.

7. Attend meetings of local boards and commissions on transportation related topics.
8. Participate in Legislative activities associated with the Transportation Planning Initiative. Provide testimony and other forms of assistance to the Legislature. Coordinate with VTrans before annual testimony to the Legislature.
9. Attend VTrans sponsored events, including TPI meetings, public outreach meetings, transportation workshops and field meetings.
10. Assist VTrans planning effort through assistance with public outreach, attendance at meetings, reviewing and commenting on draft documents, and disseminating information to the TAC and general public.
11. Assist VTrans in facilitating annual Statewide Transportation Improvement Program (STIP) Hearings per TPI Guidance task 2.1.1. If necessary, host public outreach sessions for the transportation secretary.
12. Assist in facilitating annual Vermont Transportation Board Hearings.
13. Serve on various transportation-related task forces and study committees.
14. Promote alternative transportation events or public educational campaigns, including coordinating with the Vermont Energy Investment Corporation and other partners in promoting the Way to Go program, and providing a written report per TPI Guidance task 2.1.3.
15. Increase awareness and understanding of Codes and Standards within the "Orange Book" (Handbook for Local Officials) among municipalities, road foreman and other people as appropriate. Assist municipalities to update local highway ordinances and standards where needed to align with requirements for emergency funding programs (e.g. ERAF, FHWA, FEMA).
16. Increase awareness and understanding of the recently passed Vermont Clean Water Act (Act 64) and its resulting rules and regulations, among municipalities, road foreman and other people as appropriate. Assist VTrans and the Vermont Agency of Natural Resources (ANR) where appropriate with development of new rules, regulations, permits, etc.
17. Maintain an up-to-date Title VI Plan.
18. Provide coordination with the VTrans Aviation Program per TPI Guidance task 2.2.2. This activity includes, but is not limited to, work with the Hartness State Airport FBO, Springfield Airport Commission, Springfield Regional Development Corporation and other organizations to plan for the increased use of the airport, and to help implement improvements to the airport that are identified through the process used by the Aviation Council.
19. Supporting the ongoing planning projects in Chester and Springfield funded by the Strong Communities, Better Connections program.

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**TASK 3 - LONG RANGE TRANSPORTATION PLANNING**

Activities included in this task are intended to relate to long range planning and implementation initiatives that will realistically take more than 10 years to implement. Activities in this task relate to the implementation of the policies and goals of Vermont's *Long Range Transportation Business Plan*, *Regional Transportation Plan* and related documents.

**Goals**

1. Assist municipalities in identifying long range transportation issues and mitigation strategies.
2. Continue long range regional transportation planning through the *Southern Windsor County Regional Plan* and *Regional Transportation Plan* and other planning initiatives.
3. Support VTrans long range planning efforts, including the Statewide *Long Range Transportation Business Plan*.
4. Promote alternative modes of transportation.
5. Plan for a transportation system that is resilient to likely hazards, such as floods, erosion, winter storms and other priority hazards.

**Objectives**

1. Compile, analyze and provide data to support regional planning efforts, and to assist VTrans, municipalities and organizations in long range planning efforts.
2. Provide technical assistance to municipalities and transportation related agencies on an as-needed basis. Assist municipalities to plan for a more resilient local transportation system.
3. Develop and maintain the *Regional Transportation Plan* and modal plans, and pursue the implementation of recommendations for long range regional planning initiatives.
4. Assist in the identification and evaluation of multi-modal and inter-modal transportation initiatives, including public transportation service plans, park-and-ride lot capacity needs, multi-regional and bi-state commuter connections and other initiatives.
5. Provide assistance to public transportation providers and stakeholder groups in identifying, prioritizing and addressing public transit needs.
6. Participate in VTrans long range planning efforts.
7. Support VTrans in modal planning efforts and implementation strategies.

**Activities / Deliverables**

1. Provide technical support to assist municipalities with town plans, subdivision regulations, highway ordinances, zoning ordinances and other transportation related documents or ordinances.
2. Seek to implement recommendations in the *2014 Regional Transportation Plan*, which is adopted as Volume 2 of the *Southern Windsor County Regional Plan*.
3. Compile and analyze data, including demographics, commuting patterns and traffic projections, to support ongoing efforts to maintain and update the *Southern Windsor County Regional Plan* and *Regional Transportation Plan*, including corridor analyses. These data will also be provided to

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municipalities and organizations to assist in their transportation planning efforts.

4. Work with partners (i.e. Rutland RPC, Two Rivers-Ottawaquechee RC, VTrans, ski reports/private developers, and other partners) to identify funding for and to coordinate on the development of a Ski Corridor Traffic Management Plan as discussed under Task 4 Activity #11. Consultant funds are included in this budget that will contribute toward a joint, multi-year effort to pay for this planning effort. Once adequate additional funding sources are in place, anticipated activities for this period are anticipated to include the following:
  - a) Develop a scope of work for a corridor management plan for this so-called ski corridor;
  - b) Develop an RFP;
  - c) Participate in the selection process; and,
  - d) Participate in the development of the corridor management plan.
5. Continue outreach efforts to inform local officials and the general public about regional plans, and provide technical assistance to implement regional plans and corridor studies through local plans and/or regulations. Regional plans include *Regional Transportation Plan*, *VT Route 103 Corridor Management Plan*, *Regional Bicycle and Walking Plan*, and the *Ski Corridor Management Plan*. Copies of plans will be made available to VTrans, local officials and the general public by request and/or through the SWCRPC website.
6. Develop and maintain GIS transportation data layers for use in regional transportation planning, corridor management studies, and project implementation.
7. Continue to coordinate Scenic Byways Programs. Continue to foster a sustainable Scenic Route 100 Byway committee and Connecticut River Byway Council, and work to improve connections to other scenic byways or scenic highways.
8. Participate in phase 2 of the inventory and evaluation of on-road bike facilities along Vermont state highways as discussed in TPI Guidance Task 3.1.3.
9. Coordinate economic and environmental considerations into transportation planning efforts such as, but not limited to, Comprehensive Economic Development Strategy (CEDS) strategies, river corridor management, wildlife corridors, etc.
10. Assist VTrans with statewide planning efforts, including but not limited to updates to the Vermont Statewide Airport System Plan, and Long Range Transportation Plan, as described in TPI Guidance Task 3.1.2.
11. Continue to work on the "From A to B Mobility Study" which looks at transportation coordination in the Southern Windsor County Region. The project focuses on identifying the variety of services that help people get around, identifying transportation gaps, and connecting people from different groups providing similar services to encourage coordination of efforts. This effort that was started under a previous contract period may require more time to complete.
12. Support VTrans with efforts to redefine Corridor Management Planning per TPI Guidance Task 3.2.2.

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**TASK 4 - SHORT RANGE TRANSPORTATION PLANNING**

These activities address specific transportation related problems in the Region or consist of planning for short range transportation related issues that can realistically be implemented in 3 to 10 years. Activities under this task involve annual, bi-annual or strategic planning activities.

**Goals**

1. Provide technical assistance to assist municipalities in managing local transportation infrastructure, and encouraging growth management strategies to maximize the capacity and safety of roadways.
2. Support local and state governments, regional agencies and the general public in addressing short-term transportation planning and investment decisions.
3. Provide support to VTrans in short range transportation planning and project initiatives.

**Objectives**

1. Provide tools and information to assist municipalities efficiently manage local transportation infrastructure.
2. Provide technical assistance to municipalities to develop or conduct transportation system plans, traffic monitoring, traffic flow/capacity analysis and other special studies.
3. Evaluate and address regional transportation trends and/or needs concerning economic development initiatives, Act 250 and Section 248 proposals, and other projects, developments or planning initiatives.
4. Assist state and federal government transportation related projects and planning activities that affect the Region.
5. Support human services transportation coordination, including facilitating the Regional Elderly and Persons with Disabilities (E&D) Transportation stakeholder group, and working with public transit providers and local interest groups that are looking at transportation issues.

**Activities / Deliverables**

1. Assist municipalities to evaluate downtown or village center transportation issues, such as economic development, parking and circulation, evaluating speed limits, and traffic calming.
2. Conduct traffic counts, such as vehicle classification and speed counts, in support of specific transportation projects and at the request of municipalities. Continue to conduct traffic counts at certain sites and produce a report comparing the data with past traffic count data in the Region. All traffic count data will be collected to VTrans standards and all data will be provided to VTrans per TPI Guidance Task 4.1.1.
3. Assist VTrans in collecting Highway Performance Monitoring System data for town highway major collectors and submit the results of this effort to VTrans per TPI Guidance Task 4.1.4.
4. Provide VTrans with February, July and October park-and-ride lot counts as specified in TPI Guidance Task 4.1.3, as amended. Continue monthly park-and-ride lot capacity surveys, and provide data to VTrans.
5. Support the VTrans Bicycle and Pedestrian Program by assessing the usage of bicycling and walking facilities, including doing counts, as described in TPI Guidance Task 4.1.2.

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6. Assist municipalities upon request with infrastructure planning, but not limited to:
  - a. Technical support for local road surface management systems,
  - b. Policies on class 4 town highways and trails,
  - c. Evaluation of downtown transportation issues,
  - d. Bridge and culvert inventory support,
  - e. Road condition and road erosion inventory support,
  - f. Related GIS mapping, and
  - g. Developing or updating capital plans for infrastructure improvements.

Bridge and culvert inventory work shall include supporting municipalities to update existing inventories, entering data into the VTrans Online Bridge and Culvert Inventory Tool (VOBCIT), and submitting a data collection status report to VTrans per TPI Guidance task 4.1.6.

7. Participate in efforts of VTrans and the Vermont Agency of Natural Resources (ANR) as new standards and town highway permits are developed in conjunction with the recently passed Vermont Clean Water Act (Act 64) per TPI Guidance Task 4.2.2. Start to assist Towns to align their transportation infrastructure inventories and needs assessments with the additional water quality and erosion focus.
8. Assist municipalities to identify issues and opportunities, apply for funding and implement transportation improvements. This may include preparing special studies that address regional priority needs and implement the *Regional Transportation Plan*.
9. Support VTrans by promoting awareness of the statewide Strategic Highway Safety Plan, soliciting public input to address identified problems locally or regionally, and assisting VTrans to implement the Plan. This also includes assisting VTrans' implementation of the Systemic Local Road Safety (SLRS) program as described in TPI Guidance Task 4.1.9. Submit recommended SLRS corridors and sites to VTrans. Complete evaluation of previous High Risk Rural Road sites. Continue to participate in the Road Safety Audit Review (RSAR) program as needed.
10. Participate in Act 250 and Section 248 hearings on projects that have potential impacts on the Region's transportation system.
11. Continue involvement with Act 250 proceedings on Okemo and Killington ski resort expansion proposals, and resulting decisions and conditions of approval. Work with partners to develop a corridor management plan under Task 3, Activity #5.
12. Continue to work with District Transportation Administrators (DTAs).
13. Continue to participate in and support the Safe Routes to School Program as outlined in TPI Guidance Task 4.1.8.
14. Assist Southeast Vermont Transit and VTrans with planning efforts as necessary and as funds allow, including Transit Development Plans, improving route performance, as discussed in TPI Guidance Task 4.1.7. Continue working with the various transit providers and funders to encourage the coordination of and public support for transit services in the Ludlow area.
15. Continue to facilitate coordination of public transit services among the various providers within and outside of this Region as discussed for Regional Public Transit Advisory Committees (RPTAC) for



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the Elders and Persons with Disabilities (E&D) Program in TPI Guidance Task 4.1.7.

16. Support VTrans' Go Vermont program as discussed in TPI Guidance Task 4.1.7.
17. Continue to work with partner agencies to identify opportunities for coordination and to increase access to employment and services for area residents, including public transit, carpooling and park-and-ride lot needs.
18. Compile information about town implementation of the Complete Streets Law for the previous calendar year (2016) and submit to VTrans per TPI Guidance Task 4.1.5.
19. Provide a list of municipalities with duly adopted stormwater utilities to VTrans by January 1<sup>st</sup> to assist in the development of an annual stormwater utility report as defined in H.867 Sec. 34 (2) (2016). The inventory should include the name of the municipality and the date on which the utility was established per TPI Guidance Task 4.1.10.

**TASK 5 - PROJECT DEVELOPMENT PLANNING**

This task includes activities emphasizing project level planning and development. These tasks will include developing transportation projects and preparing them for implementation through federal, state or local programs. These projects can realistically be expected to be implemented within 2 years or are within the VTrans project development process.

Specific tasks may include: solicitation of public perceptions about specific project needs and desired outcomes, assistance in developing purpose and need statements for projects, feasibility and location studies, cost/benefit analysis, conceptual design, project alternative analysis and preparation of related historical and environmental studies. RPC staff will also coordinate with VTrans staff to gather public input, coordinate meetings with municipalities and TAC representatives during project development/scoping.

In addition to projects in the VTrans Capital Program, this task includes work with Municipalities in support of applications for other funding available from the state (e.g. Town Highway Structures Program, Town Highway Class 2 Roadway Program, etc.). Assistance will also be provided to municipalities seeking to apply for funding through other transportation grant programs such as: Transportation Alternatives, Municipal Assistance Bureau (MAB), Bicycling and Pedestrian Program and others. Assistance will also be provided to municipalities who have received MAB, bicycling and pedestrian program or Alternatives grants in the areas of pre-contract administration and other areas of technical advice prior to project initiation.

**Goals**

1. Assist municipalities and nonprofit organizations through the project development process, and provide assistance in project implementation.
2. Support VTrans in the project development process.

**Objectives**

1. Monitor ongoing transportation projects through attendance at 502 hearings, informational meetings, project Scoping and Project Definition Team meetings.
2. Assist municipalities with project development, including applications for grant programs, such as Transportation Alternatives Program, Bicycle and Pedestrian Program, Structures Program, Class 2 Roadway Program and other federal or state aid programs.

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3. Improved communication between municipalities and VTrans on transportation projects.
4. Assist municipalities that are awarded grants with pre-contract administration work.

**Activities / Deliverables**

1. Assist municipalities with identifying preferred alternatives, feasibility studies, project scoping and funding solicitation for transportation projects.
2. Provide technical assistance to municipalities and VTrans to assist with the necessary permitting, administration and public process activities required by the project development process. This includes providing input on VTrans scoping reports and regional representation Scoping meetings. This also includes assisting VTrans with the project development outreach and coordination efforts for accelerated and high impact projects as discussed in TPI Guidance Task 5.1.3.
3. Evaluate Capital Program projects in the Region to determine conformance with the *Regional Plan*, and update and submit regional priority transportation projects to VTrans per TPI Guidance Task 5.1.1. Consult with local communities on local conformance and project priority issues. Coordinate with VTrans and other regional planning commissions to refine the project prioritization process.
4. Evaluate priority needs for the Town Highway Bridge Program, including pre-candidate needs, and submit to VTrans per TPI Guidance Task 5.1.1.
5. Evaluate priority needs for the District Leveling Program as described in TPI Guidance Task 5.1.2.
6. Assist VTrans to identify highway corridors that are potential candidates for lane conversion (i.e. Road Diet) projects per TPI Guidance Task 5.1.4. Assist VTrans with outreach and education about Road Diets. Assist VTrans with the development of their Road Diet Policy.

**TASK 6 – 2018 VERMONT WALK AND BIKE SUMMIT**

This task involves organizing the next Vermont Walk and Bike Summit to be held sometime in the late winter or early spring of 2018. The SWCRPC will be taking the lead on this effort. The SWCRPC will sub-contract with the Two Rivers-Ottawaquechee Regional Commission to assist in this collaborative organizational effort.

**Goal**

1. To promote bicycling and walking through a statewide educational event.

**Objectives**

1. To plan and organize the 2018 Vermont Walk and Bike Summit event to be held somewhere in the greater Upper Valley area (location TBD). Organizing this event is anticipated to take place over a two year period of time, with a significant portion of the effort taking place in FFY 2018.

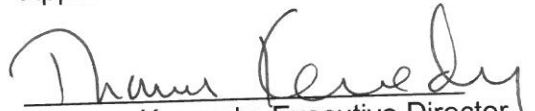
**Activities / Deliverables**

1. Identify stakeholder groups and facilitate stakeholder meetings to organize this event.
2. Develop a list of past and potential new event sponsors. Begin to make contacts for event sponsorships.
3. Create an outline for the 2018 Walk and Bike Summit program, including ideas for program tracks and workshops and keynote speaker(s).

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4. Begin to plan for event logistics, such as location, date, time, outreach plan, etc.

Approved:

  
Thomas Kennedy, Executive Director  
Southern Windsor County RPC

Date: 8/8/16