

Exhibit 1
Federal FY 2010 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) 2010, beginning October 1, 2009 and ending September 30, 2010. 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 towns, 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 six task areas, each corresponding to VTrans FFY 2010 Transportation Planning Initiative (TPI) guidance materials. 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 2010 Work Program for the proper and efficient delivery of services.
2. Administer the FFY 2010 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.

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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.
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. Records of all meetings, procurement of equipment and consultant services and work program implementation activities.
3. Monthly billing for reimbursement of eligible expenses relating to the implementation, management and administration of the work program.
4. Training of administrative staff to ensure compliance with state and federal audit procedures.
5. Purchase up to two (2) traffic counters and other equipment necessary for the proper delivery of work program activities and products.
6. Conduct an audit of FY 2009 Work Program expenditures.
7. Prepare for and participate in mid-year review with VTrans.
8. Formulate FFY 2011 Work Program based upon VTrans guidance, regional needs and prior work accomplishments.

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TASK 2 - PUBLIC INVOLVEMENT AND COORDINATION

SWCRPC continues to consider public participation as a key element of its transportation planning efforts in the State of Vermont. 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 towns 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. 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 the coordination among state, regional, municipal, private entities and public stakeholders.
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.

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Activities / Deliverables

1. Undertake staff training including attendance at workshops and meetings, and the review of publications to address work program responsibilities.
2. Facilitate at least 2 informational workshops for both staff and local officials on relevant transportation planning topics.
3. Attend meetings of local boards and commissions on transportation related topics.
4. Attend VTrans sponsored events, including TPI meetings, public outreach meetings, transportation workshops and field meetings.
5. Participate in the development and implementation of VTrans' *Long Range Transportation Business Plan* and modal plans by facilitating public input and outreach. Assist VTrans by reviewing and commenting on draft planning documents. Promote and coordinate VTrans public meetings as necessary.
6. Improve regional awareness of federal and state transportation programs through compilation and distribution of reports, memos, minutes, presentations, quarterly 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.
7. 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.
8. Enhanced 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 transit components of the *Regional Transportation Plan*. This will also include involvement in soliciting feedback concerning the Airport Capital Facilities Program and other VTrans initiatives as needed.
9. Participation in Legislative activities associated with the Transportation Planning Initiative.
10. Assist VTrans in facilitating annual Statewide Transportation Improvement Program (STIP) Hearings. If necessary, host up to two public outreach sessions for the transportation secretary.
11. Coordination with the transportation disadvantaged to assess transportation needs.
12. Continue to staff and organize monthly road foreman meetings in cooperation with Two Rivers-Ottawaquechee Regional Commission and Vermont Local Roads.
13. Assist VTrans with general outreach to schools and town officials regarding the Safe Routes to School Program.
14. Serve on various transportation-related task forces and study committees.

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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*.

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 tools and information to assist municipalities efficiently manage local transportation infrastructure.
3. Implement the *Regional Transportation Plan* and pursue recommendations for long range regional planning initiatives.
4. Participate in VTrans efforts with modal planning.

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. Assist the Ludlow and Springfield planning commissions to update the transportation chapter, including related data and maps, in their municipal plans.
2. Compile transportation related policies and standards for municipalities as model regulations and best practices guidance.
3. Seek to implement recommendations in the *2009 Regional Transportation Plan* (adopted as part of the *Southern Windsor County Regional Plan*).
4. 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 towns and organizations to assist in their transportation planning efforts.
5. Assist VTrans and the Town of Chester to implement recommendations in the VT Route 103 Corridor

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Management Plan that should be completed by September 30, 2009.

6. Focused development and maintenance of GIS transportation data layers for use in regional transportation planning, corridor management studies, and project implementation.
7. Continue outreach efforts to inform local officials and the general public about regional plans, and provide technical assistance to implement regional plans through local plans and/or regulations. Regional plans include *Regional Transportation Plan*, *VT Route 103 Corridor Management Plan*, *Regional Bicycle and Walking Plan*, *Regional Public Transit 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 through the SWCRPC website.
8. Assist Connecticut River Transit with transit planning and other related topics. This planning assistance may include research into transit operating options and long-term service improvements, including connections to adjacent public transportation providers.
9. Continue to assist Connecticut River Transit, Town of Ludlow, Okemo Mountain Resort and VTrans to encourage the coordination of and public support for transit services in the Region.
10. Continue to work with Connecticut River Transit, regional planning commissions, Upper Valley Transportation Management Association, NH Department of Transportation and other interested parties 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.
11. Continue monthly park-and-ride lot capacity surveys, and provide data to VTrans as requested. Provide VTrans with park-and-ride lot counts as specified in the FFY 2010 TPI guidance.
12. Continued implementation support to VTrans for access management program, such as providing local educational outreach programs, reviewing local land use regulations for access management provisions, and assisting to develop access management provisions in town plans. Assist towns and VTrans through coordinated planning and access permitting.
13. Support the VTrans Bicycle and Pedestrian Program to inventory and assess the usage of bicycling and walking facilities, including three counts taken for three hour intervals at three locations as described in the TPI guidance documentation.

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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 assistance to public transportation providers and stakeholder groups in identifying, prioritizing and addressing public transit needs.
4. Provide support to VTrans in short range transportation planning and project initiatives.
5. Promote alternative modes of transportation.

Objectives

1. Provide technical assistance to municipalities and transportation related agencies on an as-needed basis.
2. 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.
3. Support public transit providers and the Elderly and Persons with Disabilities Transportation stakeholder group.
4. Support VTrans in modal planning efforts and implementation strategies.
5. Evaluate and address regional transportation trends and/or needs concerning economic development initiatives, Act 250 proposals, and analyses of traffic volumes, vehicle classifications and traffic speed.
6. Assist state and federal government transportation related projects and planning activities that affect the Region.

Activities / Deliverables

1. Participate in planning of passenger and freight rail services in the Region. Work with VTrans in the implementation of its *Rail Capital Investment Policy Plan*.
2. 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

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implement improvements to the airport that are identified through the process used by the Aviation Council.

3. Work with VTrans to update their Statewide Freight Study, Highway System Policy Plan and Public Transportation Policy Plan, including assistance with public outreach, attendance at meetings, reviewing and commenting on draft documents, and disseminating information to the TAC and general public.
4. Continue to provide technical support and assistance to Connecticut River Transit, including administrative issues, planning guidance and citizen participation. Assist VTrans and CRT in Short Range Public Transportation Planning activities, including providing available data and GIS mapping information, assisting the VTrans consultant in setting up and facilitating 3-4 public meetings, active participation in a regional stakeholder group, and reviewing and commenting on draft planning documents.
5. Continue to facilitate coordination of public transit services among the various providers within and outside of this Region.
6. Conduct traffic counts, such as vehicle classification and speed counts, in support of specific transportation projects and at the request of towns. 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.
7. Assist towns upon request with infrastructure planning, including technical support for local road surface management systems, trails and Class 4 town highway policies, bridge and culvert inventory support, related GIS mapping and developing capital plans for infrastructure improvements. Bridge and culvert inventory work shall include supporting towns to update existing inventories, entering data into the VTrans Online Bridge and Culvert Inventory Tool, providing GIS data to VCGI, and submitting a data collection status report to VTrans by December 31, 2009.
8. Assist towns 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. Continue to participate in the Road Safety Audit Review (RSAR) program, including assistance to VTrans and Vermont Local Roads, and hosting one or more RSARs in this Region.
10. 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 High Risk Rural Roads and Highway Safety Data Collection programs as described in the FFY 2010 TPI guidance documentation.
11. Provide testimony and other forms of assistance to the legislature in the form of testimony and general information. Coordinate with VTrans before annual testimony to the Legislature.
12. Participate in Act 250 hearings on projects that have potential impacts on the Region's transportation system.
13. Continue involvement with Act 250 proceedings on Okemo and Killington ski resort expansion proposals, resulting decisions and conditions of approval, and/or the management of the Ski Corridor Travel Time

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Model as necessary.

14. Continue to support initiatives to promote, efficiently manage and improve the Connecticut River Scenic Byway.
15. Continue to work with District Transportation Administrators (DTAs).
16. Assist, to the best of our ability, the Safe Routes to School teams in the Region by providing technical assistance and guidance.
17. Promote alternative transportation events or public educational campaigns.
18. Continue to assist the Town of Springfield, Springfield Regional Development Corporation, VTrans and North Springfield areas businesses in implementing the 2008 North Springfield Truck Study.
19. Assist VTrans in collecting highway sufficiency data for town highway major collectors as described in the FFY2010 TPI guidance materials.

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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 towns and TAC representatives during project development/scoping.

In addition to projects in the VTrans Capital Program, this task includes work with Towns 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 towns seeking to apply for funding through other transportation grant programs such as: Transportation Enhancements, Local Transportation Facilities (LTF), Scenic Byways and others. Assistance will also be provided to towns who have received LTF, enhancement and byway's grants in the areas of pre-contract administration and other areas of technical advice prior to project initiation.

Goals

1. Assist towns 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 towns to participate in VTrans grant programs, including Public Lands Highways, Enhancement Program, Scenic Byways Program and other federal or state aid programs.
3. Improved communication between towns and VTrans on transportation projects.
4. Serve on the Transportation Enhancement Selection Committee.
5. Assist towns that are awarded grants with pre-contract administration work.

Activities / Deliverables

1. Assist towns with identifying preferred alternatives, project scoping and funding solicitation for transportation projects.
2. Provide technical assistance to towns and VTrans to assist with the necessary permitting, administration and

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public process activities required by the project development process.

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 by April 1, 2010. The SWCRPC will also consult with local communities on local conformance and project priority issues. The SWCRPC will also coordinate with VTrans and other regional planning commissions to refine the project prioritization process.
4. Provide input on VTrans scoping reports, and regional representation at Project Development Team (PDT) and Scoping meetings.
5. Participate in the Transportation Enhancement project selection process.

Approved:

Thomas Kennedy, Executive Director
Southern Windsor County RPC

Date: _____