



**Northwest
Regional Planning
Commission**

BOARD OF COMMISSIONERS

**July 31, 2024
7:00 p.m.
Via Zoom**

Virtual Meeting Access Information Below

**Physical Location:
75 Fairfield Street, St. Albans, VT**

- 1. Adjustments to the Agenda**
- 2. Welcome, introductions, opening remarks** –Peter Zamore, *Chair*
- 3. Opportunity for Public Comment**
- 4. NRPC Regional Plan Amendment Hearing**
- 5. Minutes of the June 2024 Meeting** (*action item*)
- 6. Commission Reports:** written reports enclosed
 - Finance/Operations**– *Kirk Waite*
 - Personnel** – *Bob Buermann*
 - Executive Committee** – *William Irwin*
 - Project Review** (*no action needed*)– *Harold Garrett*
 - Transportation Advisory Committee (TAC)** – *Harold Garrett*
 - 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. Legislative Overview: Act 250, Regional Plans, Designations, Open Meeting Law** (*presentation*)
- 8. FY 25 Committee Assignments** (*action item*)
proposed assignments enclosed (page 15)

9. **FY 25 Transportation Planning Initiative** (*action item*)
draft endorsed by the Transportation Advisory Committee (page 16)
10. **St. Albans Town Transit Oriented Development Growth Center Master Plan**
(*discussion item*) Discussion of strengths, weaknesses and opportunities in growth center areas. Reference enclosed memo and materials. (page 27)
11. **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/84672495167>

Join Zoom via phone

1(312)626-6799 or

1(646)558-8656

Meeting ID 846 7249 5167

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1 **NRPC Board of Commissioners Meeting**
2 **June 26, 2024**
3 **7:00 PM**
4 **Hybrid Meeting**
5 **St. Albans Bay Park**
6 **596 Lake Street (Route 36)**
7

8 The meeting of the Board of Commissioners was held in person and using the Zoom platform.
9

10 **Attendance**

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

12 Staff: Catherine Dimitruk, Bethany Remmers, Christine Porcaro, Maddie Yandow, Sara Gratz, Dean Pierce,
13 Kyle Grenier, Marlena Valenta, Amy Adams, Emily Kloft, Mike Johnston, Luke Slomba, Danielle Turin, Barry
14 Lampke, Peter Jenkins
15

16
17 Chair Bill Irwin welcomed attendees and called the meeting to order at 7:10.
18

19 **Adjustments to the Agenda**

20 No adjustments were made.
21

22 **Welcome, Introductions, Opening remarks**

23 Chair Bill Irwin welcomed everyone to the NRPC's June board meeting followed by introductions.
24

25 **Opportunity for Public Comment**

26 No public comments were made.
27

28 **Minutes from the May meeting**

29 Yvon Dandurand motioned to approve the May Board of Commissioners meeting minutes. Chuck Verderber
30 seconded. Motion carried. Elisabeth Nance, Sharon Bousquet, and Alex McCracken abstained.
31

32 **Commission Reports**

33 **Finance/Operations** – Kirk Waite reported that the committee met on May 30th to review the draft
34 FY25 budget.
35

36 **Personnel** – Lori Ruple reported that the committee met on June 11th for annual reviews. She also
37 shared that NRPC has advertised for a Project Manager position to assist with Clean Water Service
38 Provider work.
39

40 **Executive Committee** – Bill Irwin reported that the committee met to review legislative items, the
41 Healthy Roots transition, and internal procedures.
42

43 **Project Review Committee** – Bob Buermann provided an update from the project review
44 committee. They are recommending an Act 250- Northwest Vermont Solid Waste project and a
45 Section 248a- Verizon Wireless project for approval. Kirk Waite motioned to approve. Barbara
46 Murphy seconded. Motion carried.

1
2 **Transportation Advisory Committee** – Harold Garrett reported that the committee met on June
3 16th and annual elections were held. Harold Garrett and Peter Magnant were re-elected as Chair
4 and Vice Chair, respectively. Updates were provided for regional projects including bridge closures
5 in Swanton Village and Fairfield, I-89, VT-104 and VT-105 paving, and Exit 19/VT-104 scoping.
6

7 **Energy and Climate** – Peter Zamore reported that the committee met and completed final review
8 and endorsement of the draft energy plan.
9

10 **Brownfields Committee** – Megan Sherlund reported that the committee met on June 17th and
11 shared that they approved Section 106 compliance reports for archeology at 6 South River and
12 historic architecture at the Highgate Village Core. They also approved the preparation of an ABCA
13 and Soil Management Plan for the Maquam Bay site in Swanton. The Executive committee approved
14 a loan for the Champlain Transmission site on North Winooski Ave. in Burlington. Staff continues to
15 coordinate with the Town of St. Johnsbury to finalize the grant for cleanup at the Armory
16 redevelopment project.
17

18 **Regional Plan and Policy Committee** – The committee will meet on June 27th for the final review of
19 the energy plan.
20

21 **Municipal Plan Review Committee** – The committee did not meet.
22

23 **Vermont Economic Progress Council (VEPC)** – There are currently no projects proposed within the
24 region.
25

26 **Green Mountain Transit** – Bob Buermann and Catherin Dimitruk reported that the Board met and
27 discussed return to fares (urban area only) and planning for the fiscal cliff that will necessitate route
28 adjustments primarily in the urban area, and potential changes in the rural operator.
29

30 **Northwest Vermont Regional Foundation** – No report.
31

32 **Staff Announcements-** Bethany Remmers and Catherine Dimitruk recognized Mike Johnston and
33 offered thanks for his four years at NRPC.
34

35 **Healthy Roots Collaborative Recognition**

36 Christine Porcaro gave a brief presentation on the many accomplishments that Healthy Roots achieved
37 during their time at NRPC. Catherine Dimitruk offered her thanks to Christine Porcaro and Peter Jenkins for
38 their work with Healthy Roots.
39

40 **NRPC Energy Plan Update**

41 Marlena Valenta provided an update on the Energy Plan and asked for Commissioners to submit their final
42 comments and questions.
43
44
45
46

1 **Election of Officers and Representatives for FY 25**

2 Yvon Dandurand reviewed the Nominating Committee Report and placed the nominees for election. The
3 slate of nominees for FY25 Officers was put to vote and approved. The slate of nominees for FY25 NRPC
4 Representatives was placed in nomination by Y. Dandurand, put to vote and approved.

5

6 **FY 25 Overall Work Program and Budget**

7 Kirk Waite provided an update on the work program budget. Elisabeth Nance motioned to approve the
8 budget. Chip Sawyer seconded. Motion carried.

9

10 **FY 25 Committee Assignments**

11 Bob Buerman encouraged Board members to serve in various NRPC committees and a sign-up sheet was
12 passed around.

13

14 **Commissioner Announcements**

15 Howard Demars and others offered thanks and appreciation to Bill for his service as Chair.

16

17 **Adjourn**

18 Elisabeth Nance motioned to adjourn the meeting. Barclay Morriss seconded. The June Board Meeting was
19 adjourned at 7:56 pm.

FY24 NPRC Board of Commissioners- Meeting Attendance

Municipality	Board Member	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
		7/26/23	No Meeting		No Meeting		No Meeting	1/31/24	2/28/24	3/27/24	4/24/24	5/29/24	6/26/24
Frkln Cty Youth	Vacant	X											
GI Cty Youth	Vacant												
Alburg Town	Donna Bohanon Alex McCracken 6/24												X
Alburg Town	Donna Boumil	X		X									
Alburg Village													
Alburg Village													
Bakersfield	Bill Irwin	X		X				X	X	X	X	X	X
Bakersfield	Linda McCall	X		X				X	X	X	X	X	X
Berkshire	Vincent Hickey/vacant	X											
Berkshire	Claude Charron												
Enosburg Falls	Leonard Charron												
Enosburg Falls	Vacant			X									
Enosburgh Town	Jesse Woods												
Enosburgh Town	Vacant												
Fairfax	Amber Soter- Barbara Murphy appt 4/24	E		E				X		X	X	X	X
Fairfax	Sarah Hadd	X		X				X	X	X	E	X	E
Fairfield	Doug Grant- Julia Callan- appt 4/24	X		X				X	E	-	X	X	X
Fairfield	Chuck Verderber	X		X				X		X	X	X	X
Fletcher													
Fletcher	Lori Ruple	X		X				X	X	X	X	X	X
Franklin	Yvon Dandurand	X		X				X	X	X	X	X	X
Franklin													
Georgia	Carl Rosenquist	-		-				-	-	E	X		
Georgia	Kirk Waite	X		E				X	X	X	X	X	X
Grand Isle	Barclay Morris	X		X				X	E	E	X	X	X
Grand Isle	Howard Demars	X						X	X	X	E	E	X
Highgate	Jack Pelkey	X						X		X	X	X	
Highgate	Sharon Bousquet	X		X				X	X	X	X		X
Isle La Motte	Sylvia Jensen	X		E					X	X	X		
Isle La Motte	Mary-Catherine Graziano	X		E							E		
Montgomery	Leanne Barnard												
Montgomery	Mike Brouillette												
North Hero	Andy Alling	X		X				X	X	X	E	X	X
North Hero	Mike Curtis	X		E				X		E	E		
Richford	Marissa Tessier	-		-				-	-	X	E		
Richford	Vacant												
Sheldon	Vacant												
Sheldon	Jeff Kane												
South Hero	Peter Zamore	X		X				X	E	X	X	X	X
South Hero	Bob Buermann	X		X				X	E	X	X	X	X
St. Albans City	Elisabeth Nance 6/24												X
St. Albans City	Chip Sawyer	X		E				X	X	X	X	E	X
St. Albans Town	Marietta Scholten	E		X				X	E	X	X	X	X
St. Albans Town	Megan Sherlund	E		X				X	E	X	X	E	
Swanton Town	Harold Garrett	X		X				X	X		X	X ₆	X

Swanton Town	Nicole Draper	X		X				X	X	X			X
Swanton Village	Heidi Britch Valenta	E		X				X	X	X	X	X	X
Swanton Village	Neal Speer	X								E	X	X	X
# MUNICIPALITIES				12		14		14	13	16	14	13	15

QUORUM = 12 E= Excused

Northwest Regional Planning Commission

Balance Sheet

07/25/24

As of June 30, 2024

Accrual Basis

	<u>Jun 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · People's Checking Account	406,635.27
1020 · People's Money Market Account	11,084.05
1035 · New England Federal Cr-1Year CD	46,407.50
1036 · New England Fed Cr-CD 5 Year	65,842.04
1037 · Lamoille CWSP	216,298.93
1038 · Missisquoi CWSP	655,745.77
1040 · Union Bank	180,023.58
1080 · Petty Cash	9.05
Total Checking/Savings	<u>1,582,046.19</u>
Accounts Receivable	
1200 · Accounts Receivable	147,989.60
Total Accounts Receivable	<u>147,989.60</u>
Other Current Assets	
Account for Credit Transfer	7,876.20
1400 · Prepaid Software	16,524.85
1499 · Undeposited Funds	34,895.71
Total Other Current Assets	<u>59,296.76</u>
Total Current Assets	<u>1,789,332.55</u>
TOTAL ASSETS	<u>1,789,332.55</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	64,515.59
Total Accounts Payable	<u>64,515.59</u>
Other Current Liabilities	
Payroll Liabilities	123.72
2100 · Employee Health Ins. Payable	-1,659.62
2106 · Dental Insurance Payable	-242.84
2110 · Health Equity	3,578.65
2120 · Accrued Payroll	15,054.95
2130 · Accrued Vacation	63,097.42
2200 · Federal Withholding Tax Payable	2,092.00
2210 · Social Security Tax Payable	2,585.72
2212 · Medicare Tax Payable	604.76
2213 · VT Tax Withholding Payable	2,703.23
2215 · Retirement Payable	8,256.60
Total Other Current Liabilities	<u>96,194.59</u>
Total Current Liabilities	<u>160,710.18</u>
Total Liabilities	160,710.18
Equity	
3000 · Opening Bal Equity	1,139,023.29
3900 · Fund Balance	479,144.26
Net Income	10,454.82
Total Equity	<u>1,628,622.37</u>
TOTAL LIABILITIES & EQUITY	<u>1,789,332.55</u>

Northwest Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4016 · EDA	49,819.34	74,777.00	-24,957.66	66.62%
4026 · Grants in Aid Pilot Program	28,484.82	143,260.00	-114,775.18	19.88%
4027 · Healthy Roots	44,186.14	191,745.00	-147,558.86	23.04%
4030 · ACCD	565,953.92	488,165.00	77,788.92	115.94%
4035 · VAOT	268,376.39	354,805.00	-86,428.61	75.64%
4044 · Shared Services	335,487.51	239,608.00	95,879.51	140.02%
4045 · Public Safety	119,169.84	105,164.00	14,005.84	113.32%
4047 · Municipal Assessments	66,397.00	66,397.00	0.00	100.0%
4050 · Municipal Contracts	115,908.08	141,390.00	-25,481.92	81.98%
4054 · Other State Grants	83,578.86	161,222.00	-77,643.14	51.84%
4055 · Other Federal Grants	162,702.01	299,279.00	-136,576.99	54.37%
4056 · VANR	63,631.45	210,681.00	-147,049.55	30.2%
4058 · Clean Water Service Provider	165,144.21	710,000.00	-544,855.79	23.26%
4059 · RSEP-St. Albans Town & City	10,811.91	10,000.00	811.91	108.12%
4080 · Misc. Income	78,770.08	92,626.00	-13,855.92	85.04%
4600 · Interest Income	4,222.26	1,500.00	2,722.26	281.48%
Total Income	2,162,643.82	3,290,619.00	-1,127,975.18	65.72%
Expense				
5010 · Salaries & Wages	1,116,919.76	1,128,604.00	-11,684.24	98.97%
5015 · Employer Social Security	67,576.71	69,973.45	-2,396.74	96.58%
5016 · Employer Medicare	15,804.25	16,364.76	-560.51	96.58%
5020 · Fringe Benefits	250,949.50	245,578.09	5,371.41	102.19%
5026 · Grants in Aid	0.00	123,260.00	-123,260.00	0.0%
5030 · Travel	13,781.69	18,000.00	-4,218.31	76.57%
5040 · Advertising	4,707.40	5,000.00	-292.60	94.15%
5055 · Insurance-Liability	11,221.83	12,000.00	-778.17	93.52%
5080 · Meetings	12,617.96	16,000.00	-3,382.04	78.86%
5085 · Membership Dues	13,895.00	10,000.00	3,895.00	138.95%
5090 · Technology and GIS	13,672.33	17,665.00	-3,992.67	77.4%
5092 · Healthy Roots Expense	58,488.20	62,200.00	-3,711.80	94.03%
5095 · Software	46,920.41	31,500.00	15,420.41	148.95%
5100 · Supplies & Furniture	25,982.73	65,000.00	-39,017.27	39.97%
5660 · Postage	1,552.30	2,500.00	-947.70	62.09%
5680 · Printing & Copies	0.00	7,000.00	-7,000.00	0.0%
5700 · Telephone	19,991.68	15,000.00	4,991.68	133.28%
5800 · Bank Charges	126.00			
6300 · Professional Services	448,601.97	1,363,060.00	-914,458.03	32.91%
6400 · Building/Utilities	26,463.78	36,375.00	-9,911.22	72.75%
6560 · Payroll Expenses	2,915.50			
Total Expense	2,152,189.00	3,245,080.30	-1,092,891.30	66.32%
	10,454.82			

Open Invoices as of June 30, 2024 \$147,989.60 Original Mortgage
Franklin County Industrial Dev Corp - outstanding mortgage **\$74,486.47 \$130,000**

Project Review Committee: Monthly Business Report

Month: July 2024

Project Reviews

1) **Project Type: Act 250- Sandy Birch LLC**

Project Location: Sandy Birch Road, Georgia, VT

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

- *Project Details:* Proposed seven-lot, six unit residential subdivision of retained lot 14.
 - *Project Comments:* Committee voted to remove the previous condition of the extension of the sidewalk and add a strong recommendation that the applicant should coordinate with the Town to provide signage and road striping to support pedestrian safety.
 - *Conformance with Regional Plan:* Yes No
-

2) **Project Type: Act 250- VT Department Forests, Parks and Recreation**

Project Location: 3803 Lakeview Drive North Hero, VT 05474

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

- *Project Details:* Reduction of impervious surface and removal of campground buildings and structures at the North Hero State Park. Expansion of parking at the entrance and installation of interior gate to prevent vehicular access to the park interior.
 - *Project Comments:* Project is in conformance with the Regional Plan and is not a substantial regional impact.
 - *Conformance with Regional Plan:* Yes No
-

Staff Reviews: None.

Board Action Necessary: None.

Committee and Staff Reports – July 2024

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

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

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

Personnel Committee- *Bob Buermann*. The committee in July to interview candidates for an additional Project Manager to assist with Clean Water Service Provider work. The new Project Manager will start in October.

Executive Committee- *Peter Zamore*. The committee met and reviewed the Healthy Roots transition, and future Board agenda topics.

Project Review – *Harold Garrett*. Business report is enclosed. Board action not required.

Transportation Advisory Committee (TAC) – *Harold Garrett*.

The committee met July 11th. Staff provided updates with respect to regional and statewide flooding and recovery concerns. The committee also voted to recommend the FFY 2025 VTrans Transportation Planning Initiative Work Plan to the Board of Commissioners.

Brownfields Committee – *Staff, Megan Sherlund*. The Committee did not meet this month. Staff has worked to close two brownfields cleanup loans totaling \$430,640.00, one to the Town of St. Johnsbury and one to Goldenjunk, LLC. In addition to the loan, the Town of St. Johnsbury is also receiving a cleanup grant in the amount of \$162,000 to support the redevelopment of their historic armory to a new public safety facility. Goldenjunk, LLC is redeveloping the old Champlain Transmission site in Burlington for commercial purposes. Work continues in support of brownfields assessment and cleanup planning at many other sites in the region.

Regional Plan Committee- *Lori Ruple*. The committee did not meet.

Municipal Plan Review Committee –*Sarah Hadd*. The committee did not meet.

Vermont Economic Progress Council (VEPC) –*Barbara Murphy*. There are no projects proposed within the region.

GMT- *Bob Buermann/Catherine Dimitruk*. The GMT Board met and discussed: planning for route adjustments in the urban area

Staff Reports:

Transportation

- Staff facilitated the Northwest VT Rail Trail Council Meeting. Meeting topics included: project updates, LVRT Community Grant updates, Interactive Mapping Project updates.
- Staff attended the first public meeting for the St. Albans Route 7 North Shared Use Path Scoping Study to identify and evaluate opportunities to enhance bike and pedestrian connections between St. Albans City, St. Albans Town and Swanton along Route 7.
- Staff installed traffic counters in Fairfield: Chester A. Arthur Rd. and Howrigan Rd. in an effort to collect data which may reflect the increased traffic as a result of vehicles using the local detour from the VT 36 closure.
- Staff submitted SFY 2024 VAPDA TPI reporting (TPI Task 1.1.2).
- Staff facilitated the July 2024 TAC meeting. The committee unanimously voted to recommend the FFY25 TPI Work Program to the NRPC board of Commissioners for approval.

- Staff assisted the Town of Fairfield with concerns related to the local detour as a result of the VT 36 bridge 6 deck replacement process underway. The town is experiencing increased traffic, including hurried drivers and potentially overweight vehicles on unpaved town roads.
- Staff attended the 2024 Walk Bike Summit in St. Johnsbury. The day-long summit included workshops, interactive demos, peer exchanges, networking, etc. geared toward advancing more livable communities.
- Staff attended the final stakeholder meeting for the St. Albans VT 104 & Exit 19/SASH Intersection. Wall Consultant Group presented edits to the modified roundabout alternative as a result of feedback received at the well-attended previous public meeting.
- Staff attended the preconstruction meeting for the municipally managed Swanton Village Bridge 6 (VT 78, crossing the Missisquoi) project. The bridge is scheduled to be closed, beginning on July 8, to make necessary repairs. The Village has worked to get word out about the detour, including 11 electronic message boards that will be in place throughout Franklin and Grand Isle counties, including messages on I89 near exit 17. The bridge re-opened already, much earlier than anticipated.
- Staff is working with the Town of Isle La Motte to identify possible traffic and speed ordinance concerns as brought about during the current Town Plan update process.
- Staff is working with the Town of North Hero, Vermont Watershed and Shoreline Restoration Staff, to identify mitigation opportunities for Lake Champlain shoreline and roadside erosion along portions on the east and west shore of the island.
- As part of Municipal Project Management (MPM) activities, assisted the Town of Franklin by preparing and executing Notice to Proceed for Pidgeon Hill Road culvert replacement project, and assisted Town of Montgomery by coordinating with US Army Corps of Engineers to schedule final inspection Longley Bridge Road streambank restoration project. Executed new agreement with Town of South Hero to serve in MPM role for project to identify safety improvements for pedestrians and cyclists at the US 2/Featherbed Lane intersection area.
- NRPC is the recipient of an EPA Environmental Justice Government to Government Grant in the amount of \$876,765. This grant will complete a community vulnerability analysis to identify areas that have experienced less opportunity to implement bicycle and pedestrian access and safety improvements and work with these communities to complete the planning and project scoping to ready projects for construction. NRPC has partnered with United Way of Northwest Vermont on this project and will be sub-granting \$200,000 to United Way to support community engagement and sub-grants for active transportations related programming. Staff has been working with EPA since February on workplan negotiation and in July has started to develop the methodology for the vulnerability analysis.

Emergency Management

- Supported State Emergency Operations Center during July 10-12 statewide flooding from Tropical Cyclone Beryl. Staff were activated to compile situational reports for storm related impacts to communities and supported other RPCs that received significant damages.
- Held Franklin County Regional Emergency Management Committee meeting on June 27. Meeting included presentation of Vermont's Hazchem program by state HazMat Chief.
- Met with VEM and RPCs to discuss EMPG program, Hazard Mitigation Planning Grant funding opportunities and EM trainings.
- Continued updating Enosburg Falls local hazard mitigation plan.
- Continued outreach to communities for project ideas for Hazard Mitigation Planning Grant funding.
- Continued to support the Northwest Vermont Medical Reserve Corps including grants management and supporting their efforts for upcoming spring and summer events including public education campaign for campgrounds and parks including tick awareness, poison plants, sun/heat related illness prevention, and Stop the Bleed trainings.

GIS

- Updating the Regional Energy Plan maps using best available data following Act174 mapping standards.

- Continued updating the Community Maps of the municipalities in the Northwest Region.

Municipal Planning

- Provided Sheldon and North Hero with zoning services.
- Supported the Town of South Hero's community wastewater project, although activity on this project was stalled this quarter and is expected to pick up with additional test pitting being conducted in August.
- Supported the Town of Highgate's village wastewater project with project management assistance, including support in preparing a sources and uses budget and drafting an ordinance.
- Continued work on the Town of Grand Isle municipal plan, including meeting with the Planning Commission to review the Enhanced Energy Chapter.
- Finalized a draft of the Isle La Motte Town Plan for adoption.
- Finalized a draft of the Alburgh Town Plan for adoption.
- Met with the Montgomery Planning Commission to further work on a bylaw update, including developing a development constraints analysis.
- Supported the Town of St. Albans with the Transportation Oriented Development (TOD) master planning and bylaw project for the growth center areas north and south of St. Albans City, including participating in the consultant teams first community visit and engagement July 9th and 10th.
- Supported the Town of Highgate with finalizing bylaw edits that were developed during a Bylaw Modernization project and in support of an application for Neighborhood Designation Area.
- Distributed an RFP for building assessments for Isle la Motte as part of the Municipal Technical Assistance Program.
- Distributed a survey for the Town of Richford as part of their Town Plan update.
- Met with the Town of Fairfield Planning Commission to kick-off a zoning bylaw update project focusing on development regulations in the rural areas of town.
- Conducted preliminary reviews for regional approval of the draft Sheldon Town Plan and draft Alburgh Town Plan and a final review of the draft Montgomery Town Plan.

Regional Planning

- Follow up communications to zoning administrators in the region with a request to fill out a permit tracking form, which is part of a new annual housing unit permit tracking program and online dashboard. The online housing dashboard will track housing development by type and location at the municipal level.
- H. 687 was enacted into law as Act 181; work will begin in FY 25 to bring the regional plan into compliance which is required by December 2025.

Climate & Energy

- Continued assisting municipalities in the implementation of Municipal Energy Resilience Program (MERP) with technical assistance, assessment attendance, and ongoing communication with the Department of Buildings and General Services (BGS).
- Held public outreach for the Regional Energy Plan adoption process.
- Began creation of municipal profiles using the Municipal Vulnerability Index.
- Ongoing assistance for the Swanton and Saint Albans City Energy Committees.
- Continued coordination and organization of second WindowDressers community build.
- Assisted Bakersfield and Swanton with plans and applications for Community Tree Planting Grant

Water Quality

- Continued as the regional Clean Water Service Provider (CWSP). CWSP activities included: planning for annual meetings of both Basin Councils; issuing task awards for new projects; and completing pre-

qualification of consultants. Staff also participated in DEC-organized monthly check in meeting and provided comments for policy meeting between DEC, RPC representatives, and other statewide partner organizations. Finally, staff continued to conduct BWQC member and BWQC alternate recruitment, as required by new DEC policy.

- Provided continuing support to officials interested in developing water quality projects in North Hero and to official in Swanton seeking to address state permitting requirements.
- Completed activities contained in FY 23-24 Tactical Basin Planning work plan, including preparation of additional comments on draft plan. Prepared quarterly progress report. Finally, responded to survey relating to “Unifying Stormwater” initiative’s action plan and planned for future involvement.
- Updated conceptual plans and summary tables for as part of Decision Tree to Categorize and Develop Projects initiative, as part of contract with CCRPC for work in three Grand Isle County communities.
- In response to concerns expressed by residents of neighborhood near Lake Carmi, conducted site visit to document conditions and discuss potential improvements.
- As outgrowth of Town of Franklin “Community Voices” project, participated in first meeting of task force focusing on future of Lake Carmi.
- As part pf NRPC-led Regional Stormwater Education Program (RSEP), conducted successful “Streamwise” program educational event.
- Continued to coordinate with DEC staff regarding municipal bylaw changes recommended to retain enrollment in federal flood insurance program.

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

- Supported projects in Enosburgh, Bakersfield, St. Albans City, LVRT, as well as efforts in homelessness & housing, and workforce & business support. NVEDD is done in partnership with Lamoille County Planning Commission, Lamoille County Industrial Development Corporation, Northeastern VT Development Association, Franklin County Industrial Development Corporation and Lake Champlain Islands Economic Development Corporation.
- Coordinated Regional Partners meetings, monthly gatherings of workforce, community and economic development organizations in the region.
- Coordinated kick-off of a new \$400,000 EDA Disaster Resiliency Gant for the NVEDD region, focused on flood resilience in the Lamoille River basin.

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

- HRC completed its transition to the Champlain Valley Office of Economic Opportunity as of July 22, 2024.

Housing For All - Working Communities Challenge

- Housing For All is now scheduling contractor site visits with 10 property owners who are interested in creating an Accessory Dwelling Unit (ADU). The pilot project will provide preliminary estimates, financial support for design, and navigation services.
- As part of our Grand Isle County home rehabilitation pilot project, Housing For All has engaged a number of organizations who provide senior home modification funds, weatherization assistance, and home repair funding. C.I.D.E.R will help low-income seniors apply for these programs and provide additional home rehabilitation services.
- The statewide Working Communities Challenge Project is planning for the end of our 3-year implementation funding. Housing For All and other WCC initiatives are planning for our next steps.

Building/Office

NRPC staff reviewed committee requirements under the new open meeting law changes. All committees except the Board of Commissioners are ‘advisory’ under the law and therefore have the option to hold fully virtual meetings.

FY 25

Committee Assignments

Appointed by the Chair
Approved by the Board of
Commissioners

Personnel Committee

Bob Buermann, Chair
Jack Pelkey
Mike Curtis

Project Review Committee

Harold Garrett, Chair
Bob Buermann
Howard Demars
Marietta Scholten
William Irwin
Neal Speer
Julia Callan
Yvon Dandurand

Regional Plan and Policy Committee

Lori Ruple, Chair
Chip Sawyer
Elisabeth Nance
Chuck Verderber

Finance Operations Committee

Kirk Waite, Chair
Barclay Morris
William Irwin
Elisabeth Nance

Executive Committee

Peter Zamore, Chair*
Andy Alling, Vice-Chair
Sarah Hadd, Secretary
Kirk Waite, Treasurer
Lori Ruple, Chair Reg. Plan & Policy
Bob Buermann, Chair Personnel
Harold Garrett, Chair Project Review
Barclay Morris, At Large
William Irwin, Immediate Past Chair

Municipal Plan Review Committee

Vacant, Chair (Chair elected by
committee)
Sarah Hadd
Heidi Britch-Valenta
Donna Boumil
Megan Sherlund

Code of Conduct Committee

Harold Garrett
Yvon Dandurand
Chip Sawyer
Nicole Draper

* Chair is ex-officio member of all committees



To: NRPC Regional Commissioners
From: Kyle Grenier, Transportation Planner
Date: 7/17/2024
Subject: FFY 2025 Transportation Planning Initiative (TPI) Work Program

On July 11, 2024 the NRPC Transportation Advisory Committee (TAC) reviewed and approved the proposed FFY 25 Transportation Planning Initiative (TPI) work program. The work program outlines the planning activities to be completed by NRPC from October 1, 2024 to September 30, 2025 under contract with the Vermont Agency of Transportation (VTrans). The proposed budget includes 10% state match and 10% regional match requirement for tasks 1-6, no regional match is required for tasks 7-9.

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.

FFY25 Budget Detail by Task Categories		
	Task Category Description	Agreement Amount
Task 1	Administration	\$44,384.00
Task 2	Public Participation and Coordination	\$33,36.00
Task 3	Planning	\$134,438.00
Task 4	Data Collection and Management	\$17,848.00
Task 5	Project Development Planning	\$7,618.00
Task 6	Municipal Roads General Permit (MRGP) Support	\$6,949.00
Task 7	Bicycle & Pedestrian Planning Integration Program	\$4,980.02
Task 8	State Owned Rail Trails	\$10,938.00
Task 9	VT 207/Bushey Rd Intersection Feasibility Study	\$37,762.14
Total		\$298,253.16

FFY25 Budget Detail by Expense Category	
Expense Category Description	Agreement Amount
1. Total Staff Costs	\$138,501.90
2. Indirect Costs (81.31 %)	\$112,615.90
3. Direct Costs- Travel, Equipment, Copies and Postage, Engineering Services on Retainer	\$11,474.63
4. Consultants	\$35,661.00
Total	\$298,253.16



**Northwest Regional Planning Commission
FY 2025 Work Program and Budget
Vermont Agency of Transportation
Transportation Planning Initiative**

INTRODUCTION

The Northwest Regional Planning Commission (NRPC) hereby submits this FY 2025 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 to September 30, 2025) for the stated amount of ~~\$346,379.00~~ (\$298,253.16). The proposed budget anticipates and includes the ten-percent regional match requirement for all tasks except Task 7: Bicycle and Pedestrian Planning Integration Program, Task 8: State Owned Rail Trails, ~~Task 9: LVRT/MVRT Junction Feasibility Study~~, Task 10 9: VT 207/Bushey Road Intersection Feasibility Study and ~~TASK 11: State Rail Trails Interactive mapping.~~

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 and Budget*", dated 06/01/2024.

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

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

59

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

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

62 Products:

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

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

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

107 Products:

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

115
 116 **TASK 3.0 PLANNING**

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

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

135 produce transportation-related maps as needed.

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

172
173 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),
174 GIS Technician, and Consultant/Contract staff as needed.

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

176 Products:

- 177 ■ GIS coverages/maps (updated base, land use, transportation network, natural resources,
- 178 emergency planning, and associated transportation data)
- 179 ■ Products related to bike/ped promotion

- 180 ▪ Annual summary of environmental policy and planning efforts.
- 181 ▪ Annual summary of all-hazard/resiliency planning efforts.
- 182 ▪ Climate Mitigation Planning summary.
- 183 ▪ Intermodal Rail Access Planning parcel report and GIS inventory.
- 184 ▪ Submit comments to inform annual update of the State EV charging plan.
- 185 ▪ Include Bicycle and Pedestrian planning activities with annual TDM activity submission.

188
189 **TASK 4.0 DATA COLLECTION AND MANAGEMENT:**

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

- 191
- 192 A. Assist municipalities with town highway roadway and bridge/culvert and inventories. Bridge and
- 193 culvert data will be collected in accordance with the latest standards and entered into the online
- 194 database at VTCulverts.org. Verify that all town short structures (6ft-20ft, bridges, and large culverts)
- 195 are included in the database-Hold at least one training using the VTCulverts Training Module.
- 196 B. Collect up to 20 traffic, spot speed, or turning movement counts. This data will be used to update the
- 197 regional transportation plan and support local and regional planning efforts. Submit applicable
- 198 counts to VTrans for inclusion in the statewide database.
- 199 C. Collect town highway major collector data to support VTrans’ Highway Performance Monitoring
- 200 System program such as information on major roadway projects, paving, lane/shoulder widening,
- 201 speed zone changes, or changes to signal system.
- 202 D. Conduct focused transportation problem studies and alternative analysis as needed.
- 203 E. Complete usage counts at state-funded park and ride lots 3-times per year in July, October and
- 204 February and municipal lots 2-times per year in October and February.
- 205 F. Conduct bicycle and pedestrian usage counts at a minimum of three sites, three-four times a year
- 206 following VTrans guidance.
- 207 G. Conduct municipal Complete Streets implementation inventory for 2025.
- 208 H. Continue Town Road Surface Data Verification project.
- 209 I. Review the proposed federal urban area boundary adjustments made by VTrans based on 2020
- 210 Census data and coordinate with municipalities on any proposed changes.
- 211 J. Evaluate public transit bus stop facilities to maintain and update existing inventories.

212
213 Personnel: Director, Assistant Director, Transportation Planner, Senior Planner(s), Regional Planner(s),
214 GIS Technician, and Consultant/Contract staff as needed.

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

216 Products:

- 217 ▪ Municipal bridge and culvert data entered into VTCulverts.org
- 218 ▪ Results of usage counts at state park-and-rides
- 219 ▪ Town highway major collectors data
- 220 ▪ Results of traffic counts submitted to VTrans in an acceptable format
- 221 ▪ Municipal Complete Streets implementation inventory submitted to VTrans
- 222 ▪ Maintain and update public transit bus stop facilities inventory

223
224 **TASK 5.0 PROJECT DEVELOPMENT PLANNING:**

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

228 Specific tasks include:

229

- 230 A. Assist VTrans with project development outreach and coordination with local municipalities and
231 regional entities. This outreach and coordination may include accelerated and/or high-impact
232 projects. Participate in project scoping and other project development meetings. Provide input to
233 VTrans on New Project Summaries (NPS) for assessment management projects.
- 234 B. Support municipalities who are managing Municipal Assistance Bureau (MAB) projects and other
235 locally managed transportation projects.
- 236 C. Identify and evaluate regional transportation needs and potential projects through the Vermont
237 Project Selection and Project Prioritization (VPSP2) process. This work includes participating in the
238 scope refinement process as needed.
- 239 D. ~~Review recommendations from the VTrans Exit 17 project scoping/design effort, assist with public~~
240 ~~outreach as needed, and provide regional input.~~
- 241 E. Work with VTrans and local stakeholders during the ~~scoping process~~ next steps for the I-89 Exit 19/VT
242 Route 104/SASH intersection.
- 243 F. Work with VTrans and local stakeholders during the Project Refinement process for the Fairfax VT
244 104/VT 128 intersection.
- 245 G. Work with VTrans and local stakeholders during the Project Refinement process for the Swanton I-89
246 Exit 21 Northbound Ramps.
- 247 H. Continue to monitor progress, assist with public outreach, and provide regional input for the VTrans
248 I89 Exit 17 project.

249

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

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

253 Products:

- 254 ■ Annual project scoring submitted.

255

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

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

260

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

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

264 Products:

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

267

268 **TASK 7.0 BICYCLE AND PEDESTRIAN PLANNING INTEGRATION PROGRAM:**

269 Participate in the Bicycle and Pedestrian Planning Integration ~~Pilot~~ Program to create a map of regional

270 bike routes and pedestrian facility improvement priorities. Work will include compiling and assessing
271 existing resources/data, mapping infrastructure locations, participating in project meetings, and
272 completing other tasks as identified during the planning process.

273
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

298 ~~TASK 9.0 LVRT/MVRT JUNCTION FEASIBILITY STUDY:~~

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

302

303 ~~Personnel: Consultant/Contract Staff as needed~~

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

305 ~~Products:~~

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

310

311 **TASK 10.0 9 VT 207/BUSHEY ROAD INTERSECTION FEASIBILITY STUDY:**

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

315 traffic flow and volume concerns.
316
317 Personnel: Director, Assistant Director, Transportation Planner, Regional Planner(s), Office
318 Administrator, and Consultant/Contract Staff as needed
319 Match: No regional match required.
320 Products:
321 ▪ Intersection Feasibility Study
322

323 **TASK 11.0 STATE RAIL TRAILS INTERACTIVE MAPPING:**

324 ~~NRPC will contract with a firm to develop an interactive map consisting of Missisquoi Valley Rail Trail,~~
325 ~~Lamoille Valley Rail Trail, Delaware and Hudson Rail Trail, and the Beebe Spur Rail Trail.~~

326
327 ~~Personnel: Consultant/Contract Staff as needed~~

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

329 ~~Products:~~

- 330 ~~▪ Evaluation of existing platforms to serve this need~~
 - 331 ~~▪ Templates for four independent, dynamic embeddable web maps, including~~
332 ~~amenities/businesses on a stylized base map and populated web map for the Delaware and~~
333 ~~Hudson Rail Trail~~
 - 334 ~~▪ Final memo with recommendations inclusive of initial cost and long-term maintenance costs~~
 - 335 ~~▪ Pilot one trail map during the development of the mapping template~~
- 336
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343 **Attachment A: TPI Background and List of Past Accomplishments**

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

349
350 The Regional Commission has been supportive of this process since the outset. In 1992 the Regional
351 Commission's Transportation Planning Program was organized under the oversight of our Regional
352 Transportation Advisory Committee (TAC) which serves in an advisory capacity to our Board of
353 Commissioners. Each of the Regional Commission's twenty-three member municipalities has been invited
354 to participate in the Transportation Planning Program through the submission of a signed resolution and
355 the annual appointment of an elected official or representative to the TAC. The Green Mountain Transit,
356 Northwest Vermont Rail Trail Council, New England Central Railroad, and the fixed base operator, Border
357 Air, for the Franklin County State Airport in Highgate have voting representatives on the TAC, and efforts
358 have been undertaken to add seats representing the regional ferry services. The regional VTrans
359 representative has non-voting representation on the Commission's TAC.

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

- The organization of the Regional Commission's transportation planning program, including the development of the Regional Commission's first work program and budget (FY 93)
- The development of a regional transportation plan (FY 94)
- The development of a transportation improvement program, and special transportation studies such as the Route 2/78 Corridor Study and the Federal Street Extension Study (FY 95)
- Continued coordination, long-range planning efforts, and special projects including a Route 7 Corridor Study and an access management handbook for area communities (FY 96)
- Updates to the regional transportation plan, continued coordination with transportation groups, long-range planning efforts, and special projects including the Route 105 Corridor Study and bike and pedestrian planning in Grand Isle County (FY 97)
- A corridor study of US Route 2 in Grand Isle County, Swanton Access Management Study, and Exit 20 Improvement Study (FY 98)
- An engineering study of the train bridge in Sheldon and the Swanton and Enosburg Village Circulation Study (FY 99)
- An update of the regional transportation plan, a feasibility study for bicycle and pedestrian facilities in the Town of Highgate, a transportation enhancement program grant application to implement improvements recommended in the Grand Isle County Roadway Corridor Study, and a St. Albans Traffic Circulation Study (FY 01)
- Confirmation of Transportation Projects with the Regional Plan
- Roadway and culvert location and condition data inventories as part of the region-wide RSMS development for individual municipalities
- Completion of access management conditions inventory (FY02)
- Completion and adoption of Regional Long-Range Transportation Plan (FY04)
- VT Route 104 Corridor Study (FY 04)
- Re-alignment study of the VT Route 105/US Route 7 Intersection (FY 03)
- Re-alignment study of the Commette/Fletcher Roads Intersection in Fairfax (FY 03)
- Update to the 1995 Federal St. Corridor Study (FY '06)
- A Sidewalk Feasibility Study for the Town of Franklin (FY '06)
- Update to the Financing Improvements to the Exit 20 Area Study (FY '06)
- VT 104/VT 128 Intersection Re-alignment Analysis (FY '06)
- Lamkin St. Corridor Study (FY '07)
- Northwest VT Project Report (FY '07)
- Update to the US 7 Corridor Study (FY '07)
- Update to Franklin Sidewalk Study (FY '08)
- Update of the Long Range Transportation Plan (FY'09)
- Update of the VT 104/SASH Intersection Study (FY' 09-10)

- 404 • Update of the Long Range Transportation Plan Draft (FY'11)
- 405 • VT 104/US 7 Intersection and Bridge B1 Feasibility Study (FY'12-13)
- 406 • Regional Highway Safety Forum (FY'14)
- 407 • Integrated Long Range Transportation Plan into the updated Regional Plan for 2015-2023 (FY '15)
- 408 • Update and reprint Missisquoi Valley Rail Trail Guide (FY '16)
- 409 • Grand Isle County Park and Ride Scoping Study (FY'17/FY'18)
- 410 • George South Village Transportation Master Plan (FY'18/FY'19)
- 411 • Missisquoi Valley Rail Trail Wayfinding Plan (FY' 20)
- 412 • Maintained active TAC member participation in remote meetings during the COVID pandemic (FY' 21)
- 413 • Assisted all member municipalities on the Municipal Roads General Permit (MRGP) (FY'22)
- 414 • Coordinated the VT 105 Road Safety Audit Review.
- 415 • Franklin VT 120/VT 236/Middle Rd. Intersection Evaluation (FY'23)
- 416 • Transportation Chapter updates within the Northwest Regional Plan 2023-2031, including Long Range
- 417 Transportation Plan.



To: NRPC Board of Commissioners
From: Greta Brunswick, Senior Planner
Date: July 25, 2024
Subject: St. Albans Town TOD Master Plan for Growth Center Areas

Background

St. Albans Town has been accepted to participate in a Transit Oriented Development (TOD) Master Planning and Bylaw Development project with 9 other municipalities in greater northwestern Vermont. The goal of the project is to enable development of compact, connected, and walkable communities linked together via transit. It is funded by a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant from the US Department of Transportation awarded to the Chittenden County Regional Planning Commission. CCPRC is managing the overall project and has contracted with regional planning commissions to provide project management for projects in their regions. St. Albans Town has selected a consultant team led by Stantec, with urban designers out of Pittsburgh and Boston.

The project consists of several phases including a Real Estate Market Analysis (nearing completion), TOD Master Planning & Municipal Bylaw Updates (just getting underway), and finally Ridership Demand Analyses, Transit Options Evaluation and Financial Plan & Governance Structure for Preferred Transit Options.

TOD is a planning approach that emphasizes development of walkable centers and neighborhoods while also providing new transit connections for rural, mobility-challenged Vermonters. The project envisions that developing TODs with accessible and convenient public transportation services, will provide a viable alternative to automobile-dependent living for Vermonters, reduce household transportation costs, and provide rural residents with job opportunities.

Phase 1 Discovery Community Engagement Exercise

The consultant team convened in St. Albans Town at the beginning of July for their first community visit during the discovery phase. The team completed site reconnaissance, stakeholder meetings with developers, property owners and regional service providers, attended and led a discussion at a joint Planning Commission meeting with St. Albans Town and St. Albans City, and held a public meeting to receive initial input on strengths, weaknesses and opportunities.

NRPC Commissioner Exercise

St. Albans Town wants to hear from regional commissioners as part of community engagement, understanding that the growth areas are currently designated in the Regional Plan and that the NRPC will be undergoing a future land use map revision in the next year. Included with this memo are the materials used by the consultant team with the local planning commission and at the public meeting. The intent of the exercise is for the consultant team to get to know the community and the study area as part of the discovery phase. There will be additional opportunities of public engagement later in the process.

Regional Commissioner Map Exercise and Discussion

- 1) Review the attached maps of the regional growth areas. One map shows the whole growth area, while the other maps focus on the northern and southern sections in St. Albans Town.
- 2) Consider the following questions and mark a few areas on the appropriate map for each question:
 - a. What are the **Strengths** of these study areas?
 - b. What are the **Weaknesses** of these study areas?
 - c. Where is the **Greatest Need for Planning**?
- 3) Please come prepared to share up to 2 areas for each of the questions above and participate in a discussion. We will share the results with St. Albans Town and the consultant team.

Thank you!

