Work program purpose and summary: This document describes the Windham Regional Commission (WRC) Transportation Planning Initiative (TPI), Federal Fiscal Year 2019 Work Program and Budget. The transportation program is continually adapted to meet the needs of our 27 towns, the region at large, and the work tasks developed cooperatively with the Vermont Agency of Transportation. This work program is a summary of work tasks with more specific work scope and schedule guidance being provided by VTrans and/or our member communities. Implicit in this agreement is that Regional Commission staff will hold themselves to a professional standard and seek training opportunities in all relevant transportation and planning related topics.

The TPI work program represents an ongoing partnership between the Vermont Agency of Transportation (VTrans) and the WRC, and seeks to address the federal and state requirements for local input into the transportation planning decision-making process. The transportation program includes planning processes, policy development, and project selection and construction. Engaging in consultation at a regional and local level makes the entire transportation program accessible to our citizens, our local elected officials, and various transportation stakeholders. The transportation program provides rural officials the same level of services and opportunity for participation as urban regions have enjoyed under their federally-mandated process. The transportation program also provides the WRC with resources to maintain and implement the WRC’s regional transportation plan.

To make this process work, our transportation program pursues two different initiatives that feed into each other. In the top-down initiative, VTrans and the Regional Commission collaborate on work projects that utilize our staff and require regional and local input. In the bottom-up initiative, the RPC offers our Towns project assistance and technical guidance that facilitates their process of making transportation investments/decisions and facilitates communication and feedback to VTrans on behalf of the towns. The goal of these two initiatives is to ensure decisions being made at all levels of government are sufficiently harmonized to effectively address the transportation needs of our citizenry.

Our transportation program includes 6 task areas that distinctly separate work service and directly correspond to the VTrans FFY2019 Transportation Planning Initiative (TPI) guidance materials (TPI Guidance). The narrative for each Task includes a description of the needs, objectives, and activities/deliverables proposed to address the tasks. The Goals establishes the motivations underlying the transportation task. The Objectives highlight strategic
methods that can satisfactorily address identified needs. The Operational Activities generally describe individual activities and discrete tasks (jobs) that Regional Commission staff will or may choose to complete throughout normal or emergency operations. Deliverable Activities refer to those required or by request activities for which the Regional Commission Staff provides discrete deliverables to VTrans. Full descriptions of each activity and the RPC and VTrans roles can be found in the attached appendix document “Transportation Planning Initiative Annual Work Program Guidance” FFY 2019. In all cases the listing is standardized to facilitate a quicker understanding of our work program and to highlight work projects at a local, regional, state, and then national level.

Task 1: Program Administration

The task includes activities related to management of financial, reporting and auditing requirements of the TPI program. This section includes preparing the Work Plan, monthly invoices and status reports, mid-year review, documentation, preparing and updating procurement procedures, attending monthly TPI meetings, etc. Activities also include the hiring and supervision of consultant services and purchasing any equipment (including computers) needed to carry out the activities. Any training necessary to address Work Plan activities is also eligible. The Windham Regional Commission (WRC) assumes full responsibility for the management, financial reporting, and audit tasks directly related to the elements contained in this work program.

Goals:
1. Plan for the proper and efficient functioning of the work program.
2. Ensure full and timely compliance with all state and federal program planning, management, and accounting standards.
3. Collaborate with VTrans to ensure we develop well-articulated projects that can provide tangible value and performance measures to the towns, region, and State of Vermont.

Objectives:
1. Enhance program effectiveness by reviewing and reporting work progress and products.
2. Manage financial reporting to meet the Regional Commission and state/federal monitoring and procurement requirements.
3. Develop program reports and accounting that is accessible to member towns, transportation groups, and citizens.
4. Continually develop transportation program activities and priorities for the execution of current and future work programs.

Activities & Deliverables:

1.1 Operational Activities

Administrative Training
✓ Attend trainings for administrative staff to ensure compliance with state and federal regulations, audit procedures, and other relevant policies/procedures.

Billing and Reporting
✓ Prepare monthly progress and financial status reports regarding the implementation of work program elements and submit to VTrans monthly.
✓ Billing monthly/quarterly for reimbursement of eligible expenses relating to the implementation, management, and administration of the work program, including dues and fees to transportation related professional organizations.

Consultant Services
✓ Hire and supervise consultant services as necessary to complete elements of the work plan.

Evaluations
Participate in a mid-year VTrans review of the work program and prepare the FY 2019 Work Program and Budget. Work with VTrans officials in developing work tasks that have identifiable goals, work products, and budgets.

Work with VTrans, as necessary or required, to perform program evaluations, amend the work program or make required changes in the budget.

**Purchasing**
- Purchase equipment, supplies, and consultant services as needed to carry out this work program, included, but not limited to traffic counting supplies food for road foremen and other meetings, conference attendance, and travel, maintenance of existing equipment, and other necessary acquisitions.

**Records Maintenance**
- Maintain records of all meetings, procurement of equipment and consultant services and work program implementation activities.
- Maintain WRC Transportation reference, correspondence and project files and notebooks.

**Title VI**
- Prepare and adopt an updated Title VI Plan and submit it for approval to the VTrans Office of Civil Rights and Labor Compliance.

**Procurement**
- Prepare and adopt updated Procurement Policy and submit it for records to the VTrans Planning Coordinator.

### 1.2 Deliverable Activities

#### 1.2.1 Annual TPI/VAPDA Performance Reporting (*Required*)
- Participation in identifying new/updated transportation performance measures.
- VAPDA State Fiscal Year (SFY) 2019 Annual Report for the WRC that includes transportation performance measures.

## Task 2: Public Participation and Coordination

The purpose of this task is to ensure that the general public, communities, business owners and other stakeholders have the opportunity to participate in the regional transportation planning process both individually and through their locally elected officials. Activities should help inform, educate and gather input from participants about transportation issues, opportunities and solutions. This work activity also supports coordination and information sharing between local, regional and state planning partners. This includes TPI and WRC Transportation Committee meetings and public forums.

**Goals:**

1. Local support of the transportation project planning and design process with citizen and town input at each stage of the transportation planning process.
2. Policy makers, local officials, and press are informed and educated about state, local, and regional transportation planning, projects, and process.
3. Assurance of involvement from all socio-economic and age groups that may not currently have an adequate voice in transportation decision making.
4. Towns and citizens that are fully informed and educated to the relative health and performance of their transportation infrastructure.

**Objectives:**

1. Foster public awareness of transportation issues and involve citizens in the identification of transportation problems and issues using contemporary methods of public involvement.
2. Facilitate education of municipalities on the latest codes and standards that apply to local transportation practices including Orange Book Standards and MRGP standards.
3. Increase RPC staff knowledge of FHWA Emergency Relief and FEMA Public Assistance programs.
4. Collaborate with town staff and officials in the development of the WRC’s transportation and planning initiatives and implementation.
5. Elected and appointed officials and town staff have access to substantive information, analysis, and guidance of transportation system conditions to allow for effective decision-making in their investment and maintenance choices.
7. Support initiatives that increase understanding of the relative value of transportation assets and the use of those assets in promoting community livability, economic development, and multimodalism.
8. Improve the capacity of local officials to engage in transportation planning.
9. Improve local-regional-state project and program coordination and communication.
10. Encourage increased levels of non-Single Occupancy Vehicle (SOV) travel throughout the year.
11. Engage with towns and the public in the implementation of the transportation elements of the WRC’s Regional Energy Plan.

Activities & Deliverables:

2.1 Operational Activities

Education / Awareness
- 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.
- Increase awareness and understanding of the 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.
- Provide education/outreach on access management practices, review and comment on updated access management resource materials, review of roadway access management categories and request revisions if appropriate.

Facilitation
- Assist in facilitation of annual Vermont Transportation Board Hearings as needed.

Participation
- Attend meetings of local boards and commissions in member towns and other civic and business groups on transportation related topics to help address regional transportation issues and to ensure adequate coordination between the towns and the WRC.
- Attend VTrans sponsored events, including public outreach meetings, transportation workshops, field meetings, and attendance at least quarterly at TPI meetings.
- Participate in non-lobbying Legislative activities associated with the Transportation Planning Initiative.
- Serve on various transportation related task forces and study committees.
- Participation as appropriate in public outreach/participation and data assessment/gathering for the Transportation System Resiliency Planning activity.
- Serve on the Public Transit Advisory Council as the VAPDA representative.

Program Outreach
- The WRC will assist VTrans in its statewide long range planning activities and other planning efforts, and support the agency in outreach.
- Improve regional awareness of federal and state transportation programs (such as Class 2 Paving, Structures, Transportation Alternatives, and Better Backroads 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 the WRC website, WRC Transportation Newsletter and social media, where appropriate.
- Prepare informational press kits, coordination assistance to solicit interviewees, and direct interviews with reporters.
Assist VTrans Planning effort through assistance with public outreach, attendance at meetings, reviewing and commenting on draft documents, and providing information to the TC and general public.

Presentations and meetings with towns as needed to address transportation concerns, projects, and budgets.

**Public Outreach**
- Maximize public input and awareness through a variety of formats, such as working groups, public forums, "Cross-Town Talks", meetings of local bodies, and other informal means to obtain information.
- The WRC will host or sponsor public forums to discuss transportation issues as needed or requested. These forums may focus on transportation issues related to the relationship between land use planning and transportation, access management, transit, airports, interchange policies, the statewide transportation capital program, corridor studies or regulatory issues.
- Educate the public, local boards, communities and interested groups on the needs, challenges and opportunities for improving bicycle and pedestrian usage, safety, and facilities on state and local roads.

**Regional Coordination**
- Coordinate with VTrans, neighboring regional commissions, and local governments to ensure cooperation and reduce duplication of effort.
- Coordination with regional counterparts in NH and MA on transportation projects in the Vermont, Massachusetts, and New Hampshire tri-state region.
- Facilitate and/or organize informational workshops for staff and/or local officials on relevant transportation planning topics.

**Road Foremen Meetings**
- Provide technical assistance, plan and organize, staff and facilitate local road foremen meetings in cooperation with Vermont Local Roads.
- Work closely with the Road Foreman Network and Vermont Local Roads to encourage the sharing of transportation information among towns; focusing on town infrastructure inventories, maintenance of town highways, and cooperative purchasing of materials and equipment.

**Regional Transportation Planning**
- Enhance public awareness and participation in transportation planning issues including implementation of the Regional Transportation Plan. This will also include involvement in soliciting feedback concerning the VTrans modal planning initiatives as needed.
- Update the Regional Transportation Plan as needed as part of the creation of the Act 174-compliant Regional Energy Plan and the related update of the Windham Regional Plan.

**Transportation Committee**
- Support and facilitate the activities of The Windham Regional Commission Transportation Committee.
- Activities include gathering input on local, regional, and state transportation issues through a public process and making recommendations to VTrans.
- Meet with the Windham Regional Transportation Committee on a monthly basis and at least 10 times over FY19. Schedule, attend and maintain meeting records at monthly meetings, TC correspondence and meeting preparations.
- Assist in organizing interregional TC meetings to discuss significant transportation issues and policies when appropriate.
- Assist the TC improving its relationship with towns and increasing town participation.

**Training**
- Participate in staff trainings related to improving transportation planning best practices.
- Coordinate and attend VTrans-sponsored TPI meetings, hearings, transportation workshops, field meetings, and ongoing participation with VTrans directed training sessions.
- Participate in staff trainings to broaden knowledge and develop professional skills through attendance at seminars, workshops and conferences (NADO, ITE, AASHTO, Transportation Research Board, and American Planning Association) or classes offered through VTrans, National Highway Institute or National Transit Institute.
- Participate in staff training for emergency response and recovery to be consistent with recommendations in the RPCs’ “Tropical Storm Irene After Action Report”.

Windham Regional Commission
2.2 Deliverable Activities

2.2.1 Annual State Transportation Improvement Program (STIP) (Required)

- WRC supports VTrans in facilitating annual statewide hearing for STIP.

2.2.2 Aviation Program Coordination (by Request)

2.2.3 Vermont Strategic Highway Safety Program (SHSP) Education (by Request)

- Work with VTrans and regional/local stakeholders to identify specific regional concerns based on data.
- Planning or participation in one or more regional meetings to address local areas of concern.
- Work with VHSA to distribute information and data to the public on important transportation issues as identified by the data.

2.2.4 Way to Go! School Challenge (Required)

- Participate in promoting the annual Way to Go Vermont Challenge (September 2019) by supporting VEIC as project contractor, working with WTG Partners and VEIC on outreach and promotional activities, managing registration database and baseline and tracking data to assess success of program.
- No later than 2 months after the event provide a brief written report of assistance, participation, and challenges. The report should also include location of outreach meetings, number of people participating, names of participating stakeholder groups.

Task 3: Long-range transportation planning

The task includes activities emphasizing long-range transportation system planning and analysis. Central to all efforts are the: (1) Ongoing implementation of local, regional, and statewide Master Plan transportation priorities and recommendations; (2) The refinement and continual updating of local and regional plans and ordinances to fit evolving needs for transportation projects and services; and (3) The active investment in our local transportation, public works, and planning professionals. Project tasks that are in the first stages of development and are long-range in nature are to be included. Activities in this task relate to the implementation of the goals and policies in the Vermont Long Range Transportation Plan, Regional Transportation Plan, and related documents.

Because of the incremental nature of many transportation developments and their subsequent impacts, some overlap between long and short-range planning activities is likely to occur and will help ensure continuity in project and policy development.

Goals:

1. Town planning processes conducted with the most appropriate and supported contemporary transportation planning standards.
2. The Regional Transportation Plan accounted for in local, regional, state, and national planning activities.
3. VTrans and FHWA long range planning is supported by the clearly articulated needs and wants of citizens within the Winhams region.
4. Meeting State transportation sector land use and energy planning goals Integrated multimodalism for all demographic groups into the town planning, civic improvement projects, and private development review process.

Objectives:

1. Support a balanced approach to the planning of long-range improvements to the transportation network for all modes of transportation in the Windham Region.
2. Encourage all town plans and relevant regulations/ordinances to follow Town standards and provide outreach to towns and request support for and collaboration on the region’s transportation goals, objectives, and policies and the implementation thereof.
3. Develop the Regional Plan to fully account for all contemporary standards linking land use and transportation planning.
4. Work collaboratively with VTrans and other Regional Planning Commission staff to address the region’s most pressing transportation concerns, and develop appropriate, workable implementation strategies.
5. Advance a national dialogue in rural transportation planning and project development policies.
6. Engage in a dialogue with VTrans and ACCD to identify opportunities and challenges in the area of transportation to reaching statewide planning goals articulated in 24 V.S.A. Chapter 117 §4302.
7. Evaluate and address regional needs and concerns related to economic development initiatives, Act 250 developments, tractor truck traffic, speeding, and other related traffic operations work.
9. Support a balanced approach to the planning of long-range improvements to the transportation network for all modes of transportation in the Windham Region.
10. Develop and implement transportation planning studies, programs and policies in order to improve town and regional understanding of the relationship between land use, community design, development patterns, human behavior and transportation.

Activities & Deliverables:

### 3.1 Operational Activities

#### Act 250
- Participate in Act 250 and Section 248 hearings on projects that have potential impacts on the Region’s transportation system.
- Assist VTrans on Fair Share Cost Method for Transportation Impacts by providing feedback on case studies and models used to create guidance.

#### Data Collection and Maintenance
- Develop and maintain GIS transportation data layers for use in regional transportation planning, corridor management studies, and project implementation.
- Continue to improve town utilization of the WRC GIS Service Center in order to provide more effective regional transportation planning and inventory services.

#### Feedback and Materials Review
- Participate in general Transportation System Resiliency Planning by providing feedback on guidance, plans and policy.

#### General Support
- Assist VTrans with role of transportation planning, local land use regulations and state and federal transportation policies and identify the role they may play in reaching the Statewide Land Use Planning goals.

#### Regional Connectivity
- Identify key areas that may be suitable for a corridor study.
- Explore the feasibility and funding opportunities for West River corridor planning.
- Continue to support Scenic Byways Program through ongoing collaboration efforts and technical assistance to other towns and agencies. Provide assistance to towns and organizations to maintain Scenic Byway plans.
- Work with towns and planning organizations in the tri-state region (Vermont, New Hampshire, and Massachusetts) in order to improve existing linkages and promote proposed and continuing development of regional trail linkages, train and bus service, and greenways corridors.
- Improve the WRC capacity to utilize regional travel demand modeling, including its use to analyze alternative means of addressing local and regional transportation problems.

#### Regional Transportation Plan
- Implement recommendations in the 2014 Windham Regional Transportation Plan.
- Compile and analyze data, including demographics, commuting patterns and traffic projections, to support ongoing efforts to maintain and update the Windham Regional Plan and Regional Transportation Plan, including corridor analyses. These data will also be provided to municipalities and organizations to assist in their transportation planning efforts.
✓ Evaluate the Regional Transportation Plan for updates required in relation to the Land Use, Energy and Water Quality updates to the Regional Plan that are ongoing in 2017.
✓ Support transportation-related implementation of the Windham Regional Energy Plan.

Technical Assistance
✓ Provide technical support to assist municipalities with town plans, subdivision regulations, highway ordinances, zoning ordinances and other transportation related documents or ordinances.
✓ Staff will work with VTrans and consultants on identifying transportation infrastructure vulnerable to flooding and erosion, assessment of risk, evaluation of mitigation strategies and development of implementation plans.
✓ Work collectively with other WRC staff, reviewing Town Plans, Local Hazard Mitigation Plans and other planning documents to determine where partnerships exists between transportation and wildlife habitat and where there might be a need for education and/or implementation of certain projects (e.g. identified wildlife crossings, aquatic organism passage etc).

VTrans Plan Support
✓ Continue assisting the development and implementation of VTrans long-range plans and modal policy plans including the Rail Policy Plan Update, transportation funding, traffic mitigation fair share allocation, airport studies, models, and planning activities.

3.2 Deliverable Activities

3.2.1 Regional Transportation Plans (Required)
✓ Maintain an updated Regional Transportation plan and fully update every 8 years.
✓ Consult the Regional Transportation Plan and Windham Regional Plan on Act 250 reviews

3.2.2 State Modal and other Transportation Planning (by Request)
✓ Direct participation of RPC staff on VTrans managed planning projects
✓ Public meeting coordination support anticipated for Aviation.
✓ Serve on the Public Transit Policy Plan Technical Advisory Committee as the VAPDA representative.

3.2.3 Transportation Corridor Management Planning (Anticipated Rt 30 Corridor activities)
✓ Participate on an advisory committee.
✓ Provide information, reports, data, etc. already available and related to a selected corridor.
✓ Provide logistical assistance for public meetings.
✓ Convene towns and other Route 30 corridor stakeholders to discuss shared interests and issues.

3.2.4 Transportation System Resiliency Planning (Optional)
✓ Increase staff familiarity with the models and application and provide education and outreach to relevant towns to encourage their use.

Task 4: Short range transportation planning

The task includes activities emphasizing transportation system analysis and problem solving of a more immediate nature. This involves annual, bi-annual, or strategic planning activities internally and with local, state, and nonprofit organizations. Project tasks that can be realistically implemented within 10 years shall be included.

This task includes activities emphasizing the ongoing data collection, assessment, and capital planning efforts being conducted by Towns, VTrans, and other governmental groups and organizations. Central to all efforts is the movement towards assisting towns and VTrans to properly manage transportation infrastructure and facility assets. This will be an evolving work task to meet the new demands placed by state and federal regulatory authorities. This work task is especially critical as the state and federal transportation agencies address the challenges faced with diminishing financial resources.

Goals:
1. Resources for all communities in understanding existing infrastructure condition and resources, defining more specific transportation project needs and facilitate procuring necessary funding support.
2. Support and services for local/state/national governments and agencies addressing immediate transportation planning or investment decisions.
3. Technical assistance and logistical support for public transportation services and related infrastructure needs.
4. Comprehensive service and assistance towards developing VTrans initiatives that facilitate strategic planning activities.

Objectives:
1. Provide towns with necessary data and information on local traffic conditions and infrastructure in order to help inform local officials to make decisions in managing their transportation system.
2. Provide technical assistance to Towns regarding transportation issues or projects.
3. Provide assistance to public transportation services.
4. Provide assistance to coordinate transportation and land use planning to meet state and local land use planning goals.
5. Support expansion of bicycle and/or pedestrian infrastructure and related activities in the region.
6. Support towns to re-evaluate access management policies according to access management classifications.
7. Provide assistance to local officials, as needed and requested, regarding existing and proposed state and federal transportation projects and policies.

Activities & Deliverables:

4.1 Operational Activities

Asset Management
✓ Work collaboratively with VTrans, other Regional Commissions, and policy makers to address asset management challenges and, and policies and processes that encourage Regional Commission participation in the statewide process.

Emergency Response and Mitigation
✓ Develop and apply a planning process to systematically improve the resilience of the transportation system so that it continues to provide basic mobility and access during disasters, especially flooding.
✓ In coordination with VTrans district staff, provide assistance and coordination support for towns during and after Emergency Incidents.

District Coordination
✓ Continue to work with District Transportation Administrators (DTAs).

Highway Safety
✓ Review the safety and efficiency of the region’s transportation system to include intersections, road corridors, and other transportation related facilities.
✓ Work with VTrans to reduce the number of crashes resulting in fatal or serious injuries through focused countermeasures.
✓ Assist in development of local traffic calming approaches for local roads

Municipal Assistance
✓ Assist municipalities to evaluate downtown or village center transportation issues, such as economic development, parking and circulation, evaluating speed limits, and traffic calming.
✓ Assist municipalities upon request with infrastructure planning, including but not limited to the list below and most of the Deliverable Activities in this section:
  o Technical support for local road surface management systems,
  o Policies on class 4 town highways and trail system development support,
  o Perform transportation infrastructure inventories including sign inventories
  o Related GIS mapping, and
  o Developing or updating capital plans for transportation infrastructure improvements.
✓ Assist towns in adopting road and bridge standards and inventorying roads, bridges and culverts in accordance with the Bridge and Culvert Data Standard.
✓ Develop local technical assistance planning projects (as requested).

Public Transportation
✓ Provide assistance to public transportation services including but not limited to assistance with grant development and survey development and administration as identified by regional transportation providers.
✓ Assist VTrans and transit providers with conducting annual route performance analyses. Tasks may include, but are not limited to land use analyses, boarding analyses, route timing, surveys, and demographic analysis.
✓ Collaborate with VTrans and SEVT on future public transportation goals and projects.
✓ Provide technical support, assistance and collaboration to transit and human service agencies involved in public transportation including but not limited to meetings concerning route details, CMAQ applications, and financial assistance of the 5311 funding.
✓ With Southern Windsor Regional Planning Commission coordinate and facilitate semi-monthly Elderly and Disabled transportation services meeting.
✓ Assist VTrans with evaluation of statewide intercity bus needs as an outcome of the recent Public Transit Policy Plan update.
✓ Assist VTrans with any regional Transit Development Plans.

4.2 Deliverable Activities
4.2.1 Bicycle & Pedestrian Count Data (required)
✓ Perform bike and pedestrian counts on appropriate sites by town request and otherwise identified locations for one week 3-4 times per year (to the specifications in Appendix 1 page 14-15). Specifications include; location and picture, provided to VTrans as soon as it is available. All counts for the calendar year should be submitted by January 30th 2019.

4.2.2 Dedicated On-Road Bicycle Facility Data Collection (Required)
✓ Inventory and evaluate dedicated on-road bike facilities along town highways, in the region.
✓ Review and comment on work products generated and provide supplemental information about dedicated On-Road Bicycle Facilities on State Highways.

4.2.3 Municipal Complete Streets Implementation Inventory (required)
✓ Implement Municipal Complete Streets Implementation Inventory and Municipal Compliance form for all towns in the region and submit inventory to VTrans.

4.2.4 Public Transit Planning (required)
✓ Participate in the organization and facilitation of at least quarterly meetings of regional Elderly & Disabled Regional Public Transit Advisory Committee.
✓ Provide outreach and materials for Go Vermont program.
✓ Provide assistance with Intercity Bus System Development upon request
✓ Provide Public Transit Route Performance Analysis support upon request
✓ Participate in and support Transit Development Plan development and update processes
✓ Coordinate with VTrans, and rail service providers and others in the tri-state area if appropriate to plan and implement improvements to Windham Region freight and passenger rail service.

4.2.5 Road Safety Audit Reviews (RSARs) (upon request)
✓ Request Road Safety Audit Reviews to VTrans with municipal coordination.
✓ Coordination of the commencement and post completion meetings.
✓ Review and comment on the safety audit report
✓ Follow up with local entities as needed.

4.2.6 Safe Routes to School (SRTS) (required)
✓ Continue to participate and support SRTS through but not limited to general outreach, support of school travel plans, traffic data collection and monitoring and assist with regional expert panels upon request
Provide a list of schools contacted and a brief description about level of support to VTrans by July 15th 2019.

4.2.7 State Park and Ride Counts (required)
- Perform counts at state lots in July, October, and February and municipal lots in October and February
- Submit data to VTrans by the last business day of each month that counts are completed.

4.2.8 Support for Municipal Road Stormwater Management Plans (optional)
- Attend and organize trainings, workshops, and other communication and coordination mechanisms and deliberations that result in municipal Roadway Inventory and Capital Budget Plans consistent with identified ANR Guidance program requirements.
- Perform and support Road Erosion inventories
- Tracking of all funds spent on Category A Better Roads Grants beyond the stipulated grant amount.

4.2.9 Systemic Local Road Safety (SLRS) (required)
- Review the systemic and crash data analysis provided for the region and possibly supplement it with local knowledge to identify and select sites, and report selections to VTrans – inclusive of a signed municipal Program Participation Form (signed by a representative of the municipality).
- Communicate and coordinate with municipalities as needed during all phases of the process.

4.2.10 Town Highway Major Collector HPMS & Model Inventory of Roadway Elements (MIRE) Data Programs (required)
- Continue with assistance in collecting highway improvement data on the Town Highway Major Collector (TH MC) system and submit to VTrans no later than the end of the calendar year.
- Assist in collecting highway improvement data as requested submit to VTrans as requested. This is a multiple year data collection process there will multiple points in this process where data is submitted to VTrans.

4.2.11 Traffic Counts (required)
- Perform counts by town request, town plan indication, or otherwise identified locations.
- Traffic counts conducted by the WRC provided to VTrans by November 1st

4.2.12 Town Highway Bridge and Culvert Inventories (required)
- Update approximately 33% of the town highway short bridges and culvert inventories on VTCulverts.org
- Submit annual summary of bridge and culvert inventory status within the region

Task 5: Project and program development planning
The task includes activities emphasizing project-specific planning and development. The work will involve developing transportation projects and preparing them for state or local implementation. The project development assistance will be extended to towns and VTrans first with a secondary priority of serving nonprofit and interest groups. These are projects and planning activities that can realistically be implemented within a few years.

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. Transportation planning and project programming that occurs as an objectively transparent process that incorporates local, regional, and state considerations, accounts for finite resources and distributes those resources across all transportation modes.
2. Limit fiscal and logistical delays to ensure all identified transportation projects get constructed in a timely and efficient manner.
3. Successful integration of town and regional input into transportation project development.
4. Evaluation and ranking of projects to ensure priority and conformance to local, regional, and state planning processes.
5. Project development efforts that preserve or enhance environmental, cultural, historic, and other values detailed in state, regional, and town planning documents.
6. Improving road safety for all transportation modes and at all levels of project development and planning activities.
7. Local, regional, and statewide coordination on transportation projects both within Vermont and in the tri-state area.

Objectives:
1. Complete and successful transportation project development and implementation on the local and state level.
2. Towns in the Windham Region are aware of transportation-related project funding options and submit appropriate, complete, and successful funding requests for their projects.
3. Successful and rewarding partnerships with VTrans in project development outreach and coordination efforts.
4. Continuing improvement of safety and efficiency of the region’s transportation system including intersections, road corridors, and other transportation related facilities.
5. All capital program projects conform with the regional transportation plan.
6. Assist individual towns in addressing site-specific transportation issues, including the development of implementation strategies as needed and feasible within available resources and represent their interests to the VTrans where appropriate.

Activities & Deliverables:

5.1 Operational Activities
Connecticut River Shoreline Planning
- The WRC will coordinate with the Towns of Brattleboro and Hinsdale and the Southwest Regional Planning Commission in New Hampshire to facilitate the development of complementary vision planning for the Connecticut River Shoreline.

Hinsdale Brattleboro Bridge Planning Support
- The WRC will continue to coordinate with the Towns of Brattleboro and Hinsdale and the Southwest Regional Planning Commission in New Hampshire to facilitate the design of a mutually satisfactory new bridge crossing the Connecticut River from Hinsdale New Hampshire to Brattleboro Vermont.

Municipal Assistance
- Assist towns and VTrans with project development and implementation.
- Assist towns with identifying preferred alternatives, feasibility studies, project scoping and funding solicitation for transportation projects.
- Provide assistance in responding to transportation-related project funding solicitations and other statewide/federal transportation funding programs.

Public Outreach
- Work with VTrans to gather public input and properly coordinate with town and regional representatives in project scoping and development. Assist in timely project implementation by providing relevant background data; analysis on environmental, historic, economic development, and land use issues; and work directly with property owners, elected/appointed officials, and concerned citizens.

Regional Conformance
- Annually evaluate all capital program projects to determine conformance with the regional transportation plan and confirm a regional priority project ranking.

Windham Regional Mobility Study Update
The WRC will review the Regional Mobility Study completed in 2012 and update the actions and activities to reflect completed activities and changes in the region since 2012. The WRC will also create an appendix of current transportation providers in the region and the types of service they provide.

5.2 Deliverable Activities

5.2.1 Accelerated & High Impact Project Outreach and Coordination (upon request)
- Develop and implement stakeholder and public outreach plans tailored to the local context prior to, during, and following scoping for state highway, interstate highway, bridge and select district maintenance projects.
- Work with VTrans and Towns to complete the necessary permitting and administration, related to transportation project development (Accelerated and High Impact Project Outreach and Coordination).

5.2.2 District Paving Prioritization (Required)
- Prioritize candidate District Paving Projects in the region and submit results to VTrans.
- Appoint one person to represent all RPCs on the selection committee.

5.2.3 Project Prioritization and Conformance (Required)
- Provide input concerning regional priorities, nominations for the addition or deletions of projects or project substitutions to VTrans no later than March 31, 2019.

5.2.4 Road Diet Outreach & Coordination (Upon Request)
- Help identify local and regional stakeholders to contact and issues and concerns, including, facilitation of, and assistance to municipalities in completing Regional/Local Concerns Questionnaire
- Coordinate with adjacent RPC’s if the project has cross-regional impacts.
- Participate in information gathering process, attendance at municipal regional concerns meetings.
- Assist with communication with municipal staff and municipal elected officials to ensure completion of required submittals, as necessary.

Task 6: Other Planning Projects

This task includes those planning projects whose primary emphasis is unrelated to the specific types of TPI activities.

Work Plan Approved:

Chris Campany, Executive Director

Windham Regional Commission

Date: August 1, 2018